



Rizzetta & Company

River Glen Community Development District

**Board of Supervisors' Meeting
June 16, 2022**

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

www.riverglencdd.org

RIVER GLEN COMMUNITY DEVELOPMENT DISTRICT AGENDA

River Glen Amenity Center, 65084 River Glen Parkway, Yulee, Florida 32097

District Board of Supervisors	Charles Moore Gretchen Copeland Steven Bryant Steve Nix Robert Porter	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Lesley Gallagher	Rizzetta & Company, Inc.
District Counsel	Katie Buchanan	Kutak Rock, LLP
District Engineer	Dan McCranie	McCranie & Associates

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

The meeting will begin promptly **at 2:00 p.m.** with the first section which is called **Audience Comments on Agenda Items**. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to three (3) minutes for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. **IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT MANAGER OUTSIDE THE CONTEXT OF THIS MEETING.** The second section is called **Business Administration**. The Business Administration section contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The third section is called **Staff Reports**. This section allows the District Manager, Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. The fourth section is called **Business Items**. The business items section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. If any member of the audience would like to speak on one of the business items, they will need to register with the District Manager prior to the presentation of that agenda item. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. During the Public Hearing portion of the agenda item, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion and vote. Agendas can be reviewed by contacting the Manager's office at (904) 436-6270 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The final section is called **Supervisor Requests and Audience Comments**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs and provides members of the audience the opportunity to comment on matters of concern to them that were not addressed during the meeting.

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

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

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

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

June 9, 2022

River Glen Community Development District

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the River Glen Community Development District will be held on **Thursday, June 16, 2022 at 2:00 p.m.** at the River Glen Amenity Center, located at 65084 River Glen Parkway, Yulee, Florida 32097. The following is the final agenda for this meeting:

BOARD OF SUPERVISORS MEETING:

1. **CALL TO ORDER/ROLL CALL**
2. **AUDIENCE COMMENTS ON AGENDA ITEMS**
3. **BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the River Glen Audit Committee Meeting held May 19, 2022.....Tab 1
 - B. Consideration of the Minutes of the Board of Supervisors' River Glen Regular Meeting held May 19, 2022.....Tab 2
 - C. Ratification of Operation and Maintenance Expenditures for April 2022.....Tab 3
4. **STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - 1.) Update regarding Stormwater Repairs
 - C. Landscape and Irrigation Report
 - 1.) Martex
 - 2.) Greenpoint
 - D. Landscape Inspection Report.....Tab 4
 - E. Amenity Manager Report.....Tab 5
 - F. District Manager
5. **BUSINESS ITEMS**
 - A. Consideration of Phase 2 Landscape Proposal for Kayak Area and Nature Path.....Tab 6
 - B. Consideration of Proposal(s) for Additional Shade Structures at the Playground.....Tab 7
 - C. Discussion Regarding Amenity Policies – Pool Use, Age Requirements and Rental Policies
 - D. Consideration of Resignation of Gretchen Copeland
 - E. Consideration of Appointment to Vacant Seat
6. **AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**
7. **ADJOURNMENT**

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

Very truly yours,
Lesley Gallagher

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 meeting of the audit committee of River Glen Community Development District was held on **Thursday, May 19, 2022 at 2:00 p.m.** at the River Glen Amenity Center, located at 65084 River Glen Parkway, Yulee, Florida 32097.

Present and constituting a quorum:

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

Also present were:

Lesley Gallagher	District Manager, Rizzetta & Company, Inc.
Katie Buchanan	District Counsel, Kutak Rock, LLP (via speaker phone)
Dan McCranie	District Engineer, McCranie & Associates, Inc (via speaker phone)
Tony Shiver	President, First Coast CMS (via speaker phone)
Jason Liggett	Landscape Inspection Manager, Rizzetta & Company, Inc.

Audience members present

FIRST ORDER OF BUSINESS**Call to Order**

Ms. Gallagher called the meeting to order at 2:01 p.m. and read the roll call.

SECOND ORDER OF BUSINESS**Review of Audit Proposals Received
for District's Fiscal Year 2022-2026
Auditing Services**

The committee reviewed proposals from Berger, Toombs, Elam, Gaines & Frank and Grau & Associates and ranked as shown on Exhibit A making the recommendation of Berger, Toombs, Elam, Gaines & Frank and Grau for District Auditing services.

THIRD ORDER OF BUSINESS

Adjournment

On a motion by Mr. Moore, seconded by Mr. Bryant, with all in favor, the Committee adjourned the meeting at 2:07 p.m. for River Glen Community Development District.
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Secretary/Assistant Secretary

Chairman/Vice

Chairman

Exhibit A

River Glen CDD
Audit Proposal Review Committee Evaluation Spread Sheet
05/19/2022

Bidder's Name	Total Audit Price	Ability of Personnel (20 Points)	Proposer's Experience (20 Points)	Understanding Scope of Work (20 Points)	Furnish Required Services (20 Points)	Price (20 Points)	Total Points
Berger, Toombs, Elam,Gaines & Frank	2022- \$4,385 2023 - \$4,385 2024 - \$4,510 2025 - \$4,600 2026 - \$4,600	20	20	20	20	20	100
Grau & Associates (current auditor)	2022- \$7,100 2023 - \$7,300 2024 - \$7,500 2025 - \$7,700 2026 - \$7,900	20	20	20	20	15	95
Committee Member's Names: Charles Moore, Gretchen Copeland, Steven Bryant							

Tab 2

MINUTES OF MEETING

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

RIVER GLEN COMMUNITY DEVELOPMENT DISTRICT

The **regular** meeting of the Board of Supervisors of River Glen Community Development District was held on **Thursday, May 19, 2022 at 2:00 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
Steven Bryant	Board Supervisor, Assistant Secretary

Also present were:

Lesley Gallagher	District Manager, Rizzetta & Company, Inc.
Katie Buchanan	District Counsel, Kutak Rock, LLP (via speaker phone)
Dan McCranie	District Engineer, McCranie & Associates, Inc (via speaker phone)
Tony Shiver	President, First Coast CMS
Jason Liggett	Landscape Inspection Manager, Rizzetta & Company, Inc.

Audience members present

FIRST ORDER OF BUSINESS

Call to Order

Ms. Gallagher called the meeting to order at 2:07 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'
Special Meeting Minutes held on April 14,
2022**

On a motion by Mr. Moore, seconded by Mr. Bryant, with all in favor, the Board approved the Minutes of the Board of Supervisors April 14, 2022 Special Meeting for River Glen Community Development District.

FOURTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures for March 2022

On a motion by Mr. Moore, seconded by Mr. Bryant, with all in favor, the Board ratified the Operation and Maintenance Expenditures for March 2022 in the amount of \$39,669.35 for River Glen Community Development District.

FIFTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel
Ms. Buchanan had no report but was available to answer any questions. Mr. Moore had questions regarding signage for the kayak launch. The Board authorized staff to obtain proposals and for the Chairman to approve outside of a meeting.
- B. District Engineer
The Board moved to items 5B and 5C.
5B – Consideration of Proposals for Stormwater Repairs – Mr. McCranie updated the Board that he would send out a bid package on or before next week for the required repairs and would bring back proposals for consideration to the next meeting.
5C – Acceptance of Stormwater repairs – Mr. McCranie reviewed the report template (exhibit A) and answered questions. It was requested that Mr. McCranie review drainage on Bridgewater Drive and the number of storm drains that are visible.

On a motion by Mr. Moore, seconded by Mr. Bryant, with all in favor, the Board accepted the Stormwater Analysis and authorized staff to file with the appropriate authority prior to the deadline for River Glen Community Development District.

- C. Landscape Inspection Reports
Mr. Liggett updated the Board that he had met earlier in the day with Martex and he will be back up on the 31st for the monthly inspection. He also noted that Martex will be servicing the property tomorrow and will re-evaluate after to determine if they will need additional coverage. They will also be performing an irrigation audit.

D. Landscape and Irrigation Report
Not requested to attend.

E. Amenity Manager Report
1. Update on Pool

Mr. Shiver provided an update that the vending machines will be installed this weekend and that he will be circulating an E Blast later today noting that he anticipates the pool will reopen on Tuesday. He will work on proposals for the kayak launch and nature area and have wildlife signs installed immediately.

F. District Manager

Ms. Gallagher reviewed the District Manager report and updated the Board that Duval Landscape had contacted her office regarding their outstanding invoices totaling \$13,304.82 requesting a conference call to review. It was noted that they were requested to attend the meeting to review these items with the Board and declined to attend responding that they would forward to their attorney if a call or a meeting could not be set. Discussion ensued.

On a motion by Mr. Moore, seconded by Mr. Bryant, with all in favor, the Board authorized Mr. Liggett to evaluate and identify the deficiencies in an email response and appointed the Chairman to work with staff on outstanding invoices between meetings for River Glen Community Development District.

It was noted that the invoice for the installation of annuals \$636.00 may be paid and the main line irrigation repair of \$750.00 only following the Martex inspection to confirm that the repair was completed.

It was requested that the District Manager follow up with DR Horton regarding sand washing into the roadway and down the road from Bridgewater Drive from undeveloped lots.

SIXTH ORDER OF BUSINESS

Item covered later in the meeting

Consideration of Recommendation of Audit Committee for Districts Auditing Services

SEVENTH ORDER OF BUSINESS

Reviewed earlier in the meeting

Consideration of Proposal(s) for Stormwater Repairs (under separate cover)

EIGHTH ORDER OF BUSINESS

Reviewed earlier in the meeting

Acceptance of Stormwater Analysis (under separate cover)

NINTH ORDER OF BUSINESS

**Consideration of Phase 2 Landscape
Proposal for Kayak Area and Nature Path**

The Board reviewed a proposal from Greenpoint for the landscape maintenance at the kayak area and nature path. They requested that Greenpoint review and better define their scope for this area as they felt the proposed scope would not apply to these areas. This item was tabled.

TENTH ORDER OF BUSINESS

**Consideration of Resolution 2022-03;
Approving the Fiscal Year 2022-23 Proposed
Budget and Setting Public Hearing**

Ms. Gallagher reviewed the proposed budget for FY 2022-23 and answered questions. Discussion ensued regarding the need to increase the reserve further and possibly postpone the work on the outfield if needed.

The impact of the stormwater repairs on the project budget was also discussed. Mr. Bryant also requested the Board consider making the public hearing at a later time in the day.

<p>On a motion by Mr. Moore, seconded by Mr. Bryant, with all in favor, the Board adopted Resolution 2022-03; Approving the Fiscal Year 2022/23 proposed budget as presented and set the public hearing for August 18, 2022 at 6 p.m. at the Amenity Center for River Glen Community Development District.</p>
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ELEVENTH ORDER OF BUSINESS

**Consideration of Web Watchdogs Renewal
Proposal (under separate cover)**

<p>On a motion by Mr. Moore, seconded by Mr. Bryant, with all in favor, the Board approved the Web Watchdogs renewal proposal on the extended warranty in the amount of \$275.00 for River Glen Community Development District.</p>

TWELFTH ORDER OF BUSINESS

**Consideration of Termite and Pest Control
Proposals (under separate cover)**

This item was tabled.

THIRTEENTH ORDER OF BUSINESS

**Consideration of Common Area
Conveyances to CDD – Phase 2 and 4A
(under separate cover)**

The Board reviewed the request from DR Horton to convey common areas and easements in Phase 2 and 4A (exhibit B). Discussion ensued regarding the drainage concerns on Bridgewater Drive. The Board declined to accept the warranty deed at this time and requested that the District Engineer review their concerns further.

On a motion by Mr. Bryant, seconded by Ms. Copeland, with all in favor, the Board appointed the Chairman to accept the deed between meetings following the Engineer's review and recommendations for River Glen Community Development District.

FOURTEENTH ORDER OF BUSINESS

Audience and Supervisor comments

No supervisor comments

Audience members had comments on: lighting at the basketball court & lock at tennis court

FIFTEENTH ORDER OF BUSINESS

Adjournment

On a motion by Mr. Bryant, seconded by Mr. Moore, with all in favor, the Board adjourned the meeting to February 24, 2022 at 3:38 p.m. for River Glen Community Development District.

Secretary/Assistant Secretary

Chairman/Vice Chairman

Exhibit A

TEMPLATE FOR LOCAL GOVERNMENTS AND SPECIAL DISTRICTS FOR PERFORMING A STORMWATER NEEDS ANALYSIS PURSUANT TO SECTION 5 OF SECTION 403.9302, FLORIDA STATUTES

INTRODUCTION

As part of the 2021 regular session, the Legislature recognized the need for a long-term planning process for stormwater and wastewater. Section 403.9302, Florida Statutes, requires a 20-year needs analysis from the local governments providing stormwater services. Because this planning document is forward-looking, it will necessarily include a large number of assumptions about future actions. These assumptions should be based on any available information coupled with best professional judgment of the individuals completing the document.

Completing this template by June 30, 2022, will fulfill the statutory requirements for the first round of 20-year needs analyses for stormwater. The template was generated by EDR in cooperation with local governments, Special Districts, the Florida Department of Environmental Protection (DEP), the Water Management Districts, the Florida Stormwater Association, private consultants, and others. Use of this tool will help ensure that information is compiled consistently for the Office of Economic & Demographic Research's (EDR) report to the Legislature.

For the purposes of this document, a stormwater management program and a stormwater management system are as defined in statute (s. 403.031(15) and (16), F.S., respectively; language provided here: <https://www.flsenate.gov/Laws/Statutes/2021/403.031>). Plainly speaking, the "program" is the institutional framework whereby stormwater management activities (MS4 NPDES permit activities, and other regulatory activities, construction, operation and maintenance, etc.) are carried out by the public authority. The "system" comprises the physical infrastructure that is owned and/or operated by the local government or special district that specifically is intended to control, convey or store stormwater runoff for treatment and flood protection purposes.

For the purposes of this document, the following guiding principles have been adopted:

- Stormwater systems or facilities owned and operated by any of the following are excluded from reporting requirements for local governments and special districts:
 - o Private entities or citizens
 - o Federal government
 - o State government, including the Florida Department of Transportation (FDOT)
 - o Water Management Districts
 - o School districts
 - o State universities or Florida colleges
- Local government expenditures associated with routine operation and maintenance are fully funded prior to commencing new projects and initiatives.
- Local government submissions will include the activities of dependent special districts. Only independent special districts report separately. For a list of all special districts in the state and their type (*i.e.*, dependent or independent), please see the Department of Economic Opportunity's Official List of Special Districts at the following link: <http://specialdistrictreports.floridajobs.org/webreports/alphalist.aspx>.
- With respect to federal and state statutes and rulemaking, current law and current administration prevails throughout the 20-year period. In other words, the state's present legal framework (*i.e.*, the status quo) continues throughout the period.

GENERAL INSTRUCTIONS FOR USING THE TEMPLATE

Instructions for submitting the template are still under development. Additional information regarding submission and answers to frequently asked questions will be posted on EDR's website, along with other useful materials, here: <http://edr.state.fl.us/Content/natural-resources/stormwaterwastewater.cfm>

The statutory language forms the titles for each part. This template asks that you group your recent and projected expenditures in prescribed categories. A detailed list of the categories is provided in part 5.0.

The same project should not appear on multiple tables in the jurisdiction's response unless the project's expenditures are allocated between those tables. All expenditures should be reported in \$1,000s (*e.g.*, five hundred thousand dollars should be reported as \$500).

For any jurisdiction that is contracting with another jurisdiction where both could be reporting the same expenditure, please contact EDR for additional guidance. In situations where a reporting jurisdiction contracts with a non-reporting jurisdiction, (*i.e.*, FDOT, the water management districts, the state or federal government), the reporting jurisdiction should include the expenditures.

When reporting cost information, please only include the expenditures that have flowed, are flowing, or will likely flow through your jurisdiction's budget. While necessary to comply with the statute, the concept of "future expenditures" should be viewed as an expression of identified needs.

These projections are necessarily speculative and do not represent a firm commitment to future budget actions by the jurisdiction.

This Excel workbook contains three worksheets for data entry. (Along the bottom of the screen, the three tabs are highlighted green.) Empty cells with visible borders are unlocked for data entry. In the first tab, titled "Background through Part 4," the information requested is either text, a dropdown list (*e.g.*, Yes or No), or a checkbox. The next tab, "Part 5 through Part 8," contains tables for expenditure or revenue data as well as some follow-up questions that may have checkboxes, lists, or space for text.

In Part 5 and Part 6, the expenditure tables have space for up to 5 projects. More projects can be listed in the "Additional Projects" tab. This tab contains a table with space for up to 200 additional projects. In order for these additional projects and expenditures to be correctly classified and included in the final totals, each project must be assigned a Project Type and Funding Source Type the from the dropdown lists in columns B and C.

Links to Template Parts:

[Background Information](#)

[Part 1](#)

[Part 2](#)

[Part 3](#)

[Part 4](#)

[Part 5](#)

[Part 6](#)

[Part 7](#)

[Part 8](#)

[Additional Projects - This table contains additional rows for projects that do not fit into the main tables in Parts 5 and 6](#)

Background Information

Please provide your contact and location information, then proceed to the template on the next sheet.

Name of Local Government:	River Glen CDD
Name of stormwater utility, if applicable:	
Contact Person	
Name:	Lesley Gallagher
Position/Title:	District Manager
Email Address:	lgallagher@rizzetta.com
Phone Number:	904-436-6270 x4637

Indicate the Water Management District(s) in which your service area is located.

- ☐ Northwest Florida Water Management District (NFWFMD)
- ☐ Suwannee River Water Management District (SRWMD)
- ☒ St. Johns River Water Management District (SJRWMD)
- ☐ Southwest Florida Water Management District (SWFWMD)
- ☐ South Florida Water Management District (SFWMD)

Indicate the type of local government:

- ☐ Municipality
- ☐ County
- ☒ Independent Special District

Part 1.0 Detailed description of the stormwater management program (Section 403.9302(3)(a), F.S.)

The stormwater management program, as defined in the Introduction, includes those activities associated with the management, operation and maintenance, and control of stormwater and stormwater management systems, including activities required by state and federal law. The detailed program description is divided into multiple subparts consisting of narrative and data fields.

Part 1.1 Narrative Description:

Please provide a brief description of the current institutional strategy for managing stormwater in your jurisdiction. Please include any mission statement, divisions or departments dedicated solely or partly to managing stormwater, dedicated funding sources, and other information that best describes your approach to stormwater:

The River Glen CDD ("District") manages the stormwater system in order to protect and serve the residents of the CDD. The District budgets funds to maintain the stormwater system. The District has a pond maintenance company that inspects and services the pond systems to keep them within regulations.

On a scale of 1 to 5, with 5 being the highest, please indicate the importance of each of the following goals for your program:

0	1	2	3	4	5	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Drainage & flood abatement (such as flooding events associated with rainfall and hurricanes)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water quality improvement (TMDL Process/BMAPs/other)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reduce vulnerability to adverse impacts from flooding related to increases in frequency and duration of rainfall events, storm surge and sea level rise
						Other:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Part 1.2 Current Stormwater Program Activities:

Please provide answers to the following questions regarding your stormwater management program.

- Does your jurisdiction have an NPDES Municipal Separate Storm Sewer System (MS4) Permit?
If yes, is your jurisdiction regulated under Phase I or Phase II of the NPDES Program?
- Does your jurisdiction have a dedicated stormwater utility?
If no, do you have another funding mechanism?

No
No
Yes

If yes, please describe your funding mechanism.

CDD fees

- Does your jurisdiction have a Stormwater Master Plan or Plans?

Yes

If Yes:

How many years does the plan(s) cover?

20

Are there any unique features or limitations that are necessary to understand what the plan does or does not address?

no

Please provide a link to the most recently adopted version of the document (if it is published online):

- Does your jurisdiction have an asset management (AM) system for stormwater infrastructure?

No

If Yes, does it include 100% of your facilities?

If your AM includes less than 100% of your facilities, approximately what percent of your facilities are included?

- Does your stormwater management program implement the following (answer Yes/No):

A construction sediment and erosion control program for new construction (plans review and/or inspection)?

Yes

An illicit discharge inspection and elimination program?

No

A public education program?

No

A program to involve the public regarding stormwater issues?

No

A "housekeeping" program for managing stormwater associated with vehicle maintenance yards, chemical storage, fertilizer management, etc. ?

No

A stormwater ordinance compliance program (i.e., for low phosphorus fertilizer)?

No

Water quality or stream gage monitoring?

No

A geospatial data or other mapping system to locate stormwater infrastructure (GIS, etc.)?

No

A system for managing stormwater complaints?

Yes

Other specific activities?

Notes or Comments on any of the above:

If there are stormwater complaints, they are submitted to the District Board, and reviewed by the District Engineer.

Part 1.3 Current Stormwater Program Operation and Maintenance Activities

Please provide answers to the following questions regarding the operation and maintenance activities undertaken by your stormwater management program.

- Does your jurisdiction typically assume maintenance responsibility for stormwater systems associated with new private development (i.e., systems that are dedicated to public ownership and/or operation upon completion)?

No

Notes or Comments on the above:

- Does your stormwater operation and maintenance program implement any of the following (answer Yes/No):

Routine mowing of turf associated with stormwater ponds, swales, canal/lake banks, etc. ?

Yes

Debris and trash removal from pond skimmers, inlet grates, ditches, etc. ?

Yes

Invasive plant management associated with stormwater infrastructure?

Yes

Ditch cleaning?

Yes

Sediment removal from the stormwater system (vacator trucks, other)?

No

Muck removal (dredging legacy pollutants from water bodies, canal, etc.)?

No

Street sweeping?

No

Pump and mechanical maintenance for trash pumps, flood pumps, alum injection, etc. ?

No

Non-structural programs like public outreach and education?

No

Other specific routine activities?

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Part 2. Detailed description of the stormwater management system and its facilities and projects (continued Section 403.9302(3)(a), F.S.)

A stormwater management system, as defined in the Introduction, includes the entire set of site design features and structural infrastructure for collection, conveyance, storage, infiltration, treatment, and disposal of stormwater. It may include drainage improvements and measures to prevent streambank channel erosion and habitat degradation. This section asks for a summary description of your stormwater management system. It is not necessary to provide geospatial asset data or a detailed inventory. For some, it may be possible to gather the required data from your Asset Management (AM) system. For others, data may be gathered from sources such as an MS4 permit application, aerial photos, past or ongoing budget investments, water quality projects, or any other system of data storage/management that is employed by the jurisdiction.

Please provide answers to the following questions regarding your stormwater system inventory. Enter zero (0) if your system does not include the component.

Estimated feet or miles of buried culvert:

Estimated feet or miles of open ditches/conveyances (lined and unlined) that are maintained by the stormwater program:

Estimated number of storage or treatment basins (i.e., wet or dry ponds):

Estimated number of gross pollutant separators including engineered sediment traps such as baffle boxes, hydrodynamic separators, etc. :

Number of chemical treatment systems (e.g., alum or polymer injection):

Number of stormwater pump stations:

Number of dynamic water level control structures (e.g., operable gates and weirs that control canal water levels):

Number of stormwater treatment wetland systems:

Other:

Number	Unit of Measurement
14,255.00	Feet
0.00	Feet
11	
0	
0	
0	
0	
0	

Notes or Comments on any of the above:

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Which of the following green infrastructure best management practices do you use to manage water flow and/or improve water quality (answer Yes/No):

Best Management Practice	Current	Planned
Tree boxes	No	No
Rain gardens	No	No
Green roofs	No	No
Pervious pavement/pavers	No	No
Littoral zone plantings	No	No
Living shorelines	No	No

Other Best Management Practices:

Please indicate which resources or documents you used when answering these questions (check all that apply).

- ☐ Asset management system
- ☐ GIS program
- ☐ MS4 permit application
- ☒ Aerial photos
- ☐ Past or ongoing budget investments
- ☐ Water quality projects

Other(s):

CADD design files

Part 3. The number of current and projected residents served calculated in 5-year increments (Section 403.9302(3)(b), F.S.)

Counties and municipalities: Instead of requiring separate population projections, EDR will calculate the appropriate population estimates for each municipality or the unincorporated area of the county. If your service area is less than or more than your local government's population, please describe in the first text box provided below for part 4.0.

Independent Special Districts:

If an independent special district's boundaries are completely aligned with a county or a municipality, identify that jurisdiction here:

Any independent special district whose boundaries do not coincide with a county or municipality must submit a GIS shapefile with the current and projected service area. EDR will calculate the appropriate population estimates based on that map. Submission of this shapefile also serves to complete Part 4.0 of this template.

Part 4.0 The current and projected service area for the stormwater management program or stormwater management system (Section 403.9302(3)(c), F.S.)

Rather than providing detailed legal descriptions or maps, this part of the template is exception-based. In this regard, if the stormwater service area is less than or extends beyond the geographic limits of your jurisdiction, please explain.

N/A

Similarly, if your service area is expected to change within the 20-year horizon, please describe the changes (e.g., the expiration of an interlocal agreement, introduction of an independent special district, etc.).

N/A

Proceed to Part 5

Part 5.0 The current and projected cost of providing services calculated in 5-year increments (Section 403.9302(3)(d), F.S.)

Given the volume of services, jurisdictions should use the template's service groupings rather than reporting the current and projected cost of each individual service. Therefore, for the purposes of this document, "services" means:

1. Routine operation and maintenance (inclusive of the items listed in Part 1.3 of this document, ongoing administration, and non-structural programs)
2. Expansion (that is, improvement) of a stormwater management system.

Expansion means new work, new projects, retrofitting, and significant upgrades. Within the template, there are four categories of expansion projects.

1. Flood protection, addressed in parts 5.2 and 5.3... this includes capital projects intended for flood protection/flood abatement
2. Water quality, addressed in part 5.2 and 5.3... this includes stormwater projects related to water quality improvement, such as BMAPs; projects to benefit natural systems through restoration or enhancement; and stormwater initiatives that are part of aquifer recharge projects
3. Resiliency, addressed in part 5.4... this includes all major stormwater initiatives that are developed specifically to address the effects of climate change, such as sea level rise and increased flood events
4. End of useful life replacement projects, addressed in part 6.0... this includes major expenses associated with the replacement of aging infrastructure

While numbers 3 and 4 have components that would otherwise fit into the first two categories, they are separately treated given their overall importance to the Legislature and other policymakers.

Expansion projects are further characterized as currently having either a committed funding source or no identified funding source. Examples of a committed funding source include the capacity to absorb the project's capital cost within current budget levels or forecasted revenue growth; financing that is underway or anticipated (bond or loan); known state or federal funding (appropriation or grant); special assessment; or dedicated cash reserves for future expenditure.

All answers should be based on local fiscal years (LFY, beginning October 1 and running through September 30). Please use nominal dollars for each year, but include any expected cost increases for inflation or population growth. Please check the EDR website for optional growth rate schedules that may be helpful.

If you have more than 5 projects in a particular category, please use the "Additional Projects" tab. There, you can use dropdown lists to choose the project category and whether there is a committed funding source, then enter the project name and expenditure amounts.

Part 5.1 Routine Operation and Maintenance

Please complete the table below, indicating the cost of operation and maintenance activities for the current year and subsequent five-year increments throughout the 20-year horizon. Your response to this part should exclude future initiatives associated with resiliency or major expenses associated with the replacement of aging infrastructure; these activities are addressed in subparts 5.4 and 6.0. However, do include non-structural programs like public outreach and education in this category.

If specific cost data is not yet available for the current year, the most recent (2020-21) O&M value can be input into the optional growth rate schedules (available on EDR's website as an Excel workbook). The most recent O&M value can be grown using the provided options for inflation, population growth, or some other metric of your choosing. If the growth in your projected total O&M costs is more than 15% over any five-year increment, please provide a brief explanation of the major drivers.

Routine Operation and Maintenance

Expenditures (in \$thousands)				
LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42

Operation and Maintenance Costs					
Brief description of growth greater than 15% over any 5-year period:					

Part 5.2 Future Expansion (Committed Funding Source)

Please list expansion projects and their associated costs for the current year and subsequent five-year increments throughout the 20-year planning horizon. In this section, include stormwater system expansion projects or portions of projects with a committed funding source. If you include a portion of a project that is not fully funded, the project's remaining cost must be included in part 5.3, Expansion Projects with No Identified Funding Source.

Though many, if not most, stormwater projects benefit both flood protection and water quality, please use your best judgment to either allocate costs or simply select the primary purpose from the two categories below.

5.2.1 Flood Protection (Committed Funding Source): Provide a list of all scheduled new work, retrofitting and upgrades related to flood protection/flood abatement. Include infrastructure such as storage basins, piping and other conveyances, land purchases for stormwater projects, etc. Also include major hardware purchases such as vector/jet trucks.

5.2.2 Water Quality Projects (Committed Funding Source): Please provide a list of scheduled water quality projects in your jurisdiction, such as treatment basins, alum injection systems, green infrastructure, water quality retrofits, etc., that have a direct stormwater component. The projected expenditures should reflect only those costs.

- If you are party to an adopted BMAP, please include the capital projects associated with stormwater in this table. Include BMAP project number, cost to your jurisdiction, and year(s) that capital improvement costs are to be incurred. For reference, DEP publishes a complete list of adopted BMAP projects as an appendix in their Annual STAR Report.

Expansion Projects with a Committed Funding Source

5.2.1 Flood Protection		Expenditures (in \$thousands)			
Project Name	LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
None					

5.2.2 Water Quality		Expenditures (in \$thousands)			
Project Name (or, if applicable, BMAP Project Number or ProjID)	LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
None					

Part 5.3 Future Expansion with No Identified Funding Source

Please provide a list of known expansion projects or anticipated need(s) without formal funding commitments(s), formal pledges, or obligations. If you included a portion of a project that was partially covered by a committed source in part 5.2 above, list the projects and their remaining costs below.

5.3.1 Future Flood Protection with No Identified Funding Source: Please provide a list of future flood protection/flood abatement projects, associated land purchases, or major hardware purchases that are needed in your jurisdiction over the next 20 years. Future needs may be based on Master Plans, Comprehensive Plan Elements, Water Control Plans, areas of frequent flooding, hydrologic and hydraulic modeling, public safety, increased frequency of maintenance, desired level of service, flooding complaints, etc.

5.3.2 Future Water Quality Projects with no Identified Funding Source: Please provide a list of future stormwater projects needed in your jurisdiction over the next 20 years that are primarily related to water quality issues. Future needs may be based on proximity to impaired waters or waters with total maximum daily loads (TMDLs), BMAPs, state adopted Restoration Plans, Alternative Restoration Plans, or other local water quality needs.

- If you are party to an adopted BMAP, please list capital projects associated with stormwater. Include BMAP project number, cost to your jurisdiction, and year(s) that capital improvement costs are to be incurred.
- List other future water quality projects, including those in support of local water quality goals as well as those identified in proposed (but not yet adopted) BMAPs.

Expansion Projects with No Identified Funding Source

5.3.1 Flood Protection

Expenditures (in \$thousands)

Project Name	LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
None					

5.3.2 Water Quality

Expenditures (in \$thousands)

Project Name (or, if applicable, BMAP Project Number or ProjID)	LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
None					

Please indicate which resources or documents you used to complete table 5.3 (check all that apply).

- ☒ Stormwater Master Plan
- ☐ Basin Studies or Engineering Reports

- ☐ Adopted BMAP
- ☐ Adopted Total Maximum Daily Load
- ☐ Regional or Basin-specific Water Quality Improvement Plan or Restoration Plan

Specify:

- ☐ Other(s):

Part 5.4 Stormwater projects that are part of resiliency initiatives related to climate change

Please list any stormwater infrastructure relocation or modification projects and new capital investments specifically needed due to sea level rise, increased flood events, or other adverse effects of climate change. When aggregating, include O&M costs for these future resiliency projects and investments in this table (not in part 5.1). If your jurisdiction participates in a Local Mitigation Strategy (LMS), also include the expenditures associated with your stormwater management system in this category (for example, costs identified on an LMS project list).

Resiliency Projects with a Committed Funding Source		Expenditures (in \$thousands)			
Project Name	LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
none					

Resiliency Projects with No Identified Funding Source		Expenditures (in \$thousands)			
Project Name	LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
none					

- Has a vulnerability assessment been completed for your jurisdiction's storm water system?

No

If no, how many facilities have been assessed?

- Does your jurisdiction have a long-range resiliency plan of 20 years or more?

No

If yes, please provide a link if available:

If no, is a planning effort currently underway?

No

Part 6.0 The estimated remaining useful life of each facility or its major components (Section 403.9302(3)(e), F.S.)

Rather than reporting the exact number of useful years remaining for individual components, this section is constructed to focus on infrastructure components that are targeted for replacement and will be major expenses within the 20-year time horizon. Major replacements include culverts and pipe networks, control structures, pump stations, physical/biological filter media, etc. Further, the costs of retrofitting when used in lieu of replacement (such as slip lining) should be included in this part. Finally, for the purposes of this document, it is assumed that open storage and conveyance systems are maintained (as opposed to replaced) and have an unlimited service life.

In order to distinguish between routine maintenance projects and the replacement projects to be included in this part, only major expenses are included here. A major expense is defined as any single replacement project greater than 5% of the jurisdiction's total O&M expenditures over the most recent five-year period (such as a project in late 2021 costing more than 5% of the O&M expenditures for fiscal years 2016-2017 to 2020-2021).

If you have more than 5 projects in a particular category, please use the "Additional Projects" tab. There, you can use dropdown lists to choose the project category and whether there is a committed funding source, then enter the project name and expenditure amounts.

End of Useful Life Replacement Projects with a Committed Funding Source

Project Name	Expenditures (in \$thousands)				
	LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
none					

End of Useful Life Replacement Projects with No Identified Funding Source

Project Name	Expenditures (in \$thousands)				
	LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
none					

Part 7.0 The most recent 5-year history of annual contributions to, expenditures from, and balances of any capital account for maintenance or expansion of any facility or its major components. (Section 403.9302(3)(f), F.S.)

This part of the template also addresses a portion of s. 403.9302(3)(g), F.S., by including historical expenditures. Many local governments refer to these as "actual" expenditures.

Consistent with expenditure projections, the jurisdiction's actual expenditures are categorized into routine O&M, expansion, resiliency projects, and replacement of aging infrastructure. Additionally, the table includes space for reserve accounts. EDR's interpretation of subparagraph 403.9302(3)(f), F.S., is that "capital account" refers to any reserve account developed specifically to cover future expenditures.

Note that for this table:

- Expenditures for local fiscal year 2020-21 can be estimated based on the most current information if final data is not yet available.
- Current Year Revenues include tax and fee collections budgeted for that fiscal year as well as unexpended balances from the prior year (balance forward or carry-over) unless they are earmarked for the rainy day or a dedicated reserve as explained in the following bullets.
- Bond proceeds should reflect only the amount expended in the given year.
- A reserve is a dedicated account to accumulate funds for a specific future expenditure.
- An all-purpose rainy day fund is a type of working capital fund typically used to address costs associated with emergencies or unplanned events.

The sum of the values reported in the "Funding Sources for Actual Expenditures" columns should equal the total "Actual Expenditures" amount. The cells in the "Funding Sources for Actual Expenditures" section will be highlighted red if their sum does not equal the "Actual Expenditures" total.

If you do not have a formal reserve dedicated to your stormwater system, please enter zero for the final two reserve columns.

Routine O&M

	Total	Funding Sources for Actual Expenditures				Contributions to Reserve Account	Balance of Reserve Account
	Actual Expenditures	Amount Drawn from Current Year Revenues	Amount Drawn from Bond Proceeds	Amount Drawn from Dedicated Reserve	Amount Drawn from All-Purpose Rainy Day Fund		
2016-17							
2017-18							
2018-19							
2019-20							
2020-21							

Expansion

	Total	Funding Sources for Actual Expenditures				Contributions to Reserve Account	Balance of Reserve Account
	Actual Expenditures	Amount Drawn from Current Year Revenues	Amount Drawn from Bond Proceeds	Amount Drawn from Dedicated Reserve	Amount Drawn from All-Purpose Rainy Day Fund		
2016-17							
2017-18							
2018-19							
2019-20							
2020-21							

Resiliency

	Total	Funding Sources for Actual Expenditures				Contributions to Reserve Account	Balance of Reserve Account
	Actual Expenditures	Amount Drawn from Current Year Revenues	Amount Drawn from Bond Proceeds	Amount Drawn from Dedicated Reserve	Amount Drawn from All-Purpose Rainy Day Fund		
2016-17							
2017-18							
2018-19							

2019-20							
2020-21							

Replacement of Aging Infrastructure

	Total	Funding Sources for Actual Expenditures				Contributions to Reserve Account	Balance of Reserve Account
	Actual Expenditures	Amount Drawn from Current Year Revenues	Amount Drawn from Bond Proceeds	Amount Drawn from Dedicated Reserve	Amount Drawn from All-Purpose Rainy Day Fund		
2016-17							
2017-18							
2018-19							
2019-20							
2020-21							

Part 8.0 The local government's plan to fund the maintenance or expansion of any facility or its major components. The plan must include historical and estimated future revenues and expenditures with an evaluation of how the local government expects to close any projected funding gap (Section 403.9302(3)(g), F.S.)

In this template, the historical data deemed necessary to comply with s. 403.9302(3)(g), F.S., was included in part 7.0. This part is forward looking and includes a funding gap calculation. The first two tables will be auto-filled from the data you reported in prior tables. To do this, EDR will rely on this template's working definition of projects with committed funding sources, *i.e.*, EDR assumes that all committed projects have committed revenues. Those projects with no identified funding source are considered to be unfunded. EDR has automated the calculation of projected funding gaps based on these assumptions.

Committed Funding Source	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
Maintenance	0	0	0	0
Expansion	0	0	0	0
Resiliency	0	0	0	0
Replacement/Aging Infrastructure	0	0	0	0
Total Committed Revenues (=Total Committed Projects)	0	0	0	0

No Identified Funding Source	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
Maintenance	0	0	0	0
Expansion	0	0	0	0
Resiliency	0	0	0	0
Replacement/Aging Infrastructure	0	0	0	0
Projected Funding Gap (=Total Non-Committed Needs)	0	0	0	0

For any specific strategies that will close or lessen a projected funding gap, please list them in the table below. For each strategy, also include the expected new revenue within the five-year increments.

Strategies for New Funding Sources	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
Total	0	0	0	0
Remaining Unfunded Needs	0	0	0	0

Additional Table Rows

Choose from the drop-down lists for Project Type and Funding Source Type, then fill in the project name and expenditure estimates.

Rows that are highlighted RED are either missing information in a "Project & Type Information" column or have zero expenditures.

[Link to aggregated table to crosscheck category totals and uncategorized projects.](#)

[illegible]

[illegible]

[illegible]

Project & Type Information			Expenditures				
Project Type	Funding Source Type		LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
Expansion Projects, Flood Protection	Committed Funding Source	Aggregated Total	0	0	0	0	0
Expansion Projects, Water Quality	Committed Funding Source	Aggregated Total	0	0	0	0	0
Resiliency Projects	Committed Funding Source	Aggregated Total	0	0	0	0	0
End of Useful Life Replacement Projects	Committed Funding Source	Aggregated Total	0	0	0	0	0
Expansion Projects, Flood Protection	No Identified Funding Source	Aggregated Total	0	0	0	0	0
Expansion Projects, Water Quality	No Identified Funding Source	Aggregated Total	0	0	0	0	0
Resiliency Projects	No Identified Funding Source	Aggregated Total	0	0	0	0	0
End of Useful Life Replacement Projects	No Identified Funding Source	Aggregated Total	0	0	0	0	0
Total of Projects without Project Type and/or Funding Source Type			0	0	0	0	0

Exhibit B

THIS INSTRUMENT PREPARED BY
AND RECORD AND RETURN TO:
Mark C. Dearing, Esq.
4220 Race Track Road
St. Johns, FL 32259

WARRANTY DEED

THIS WARRANTY DEED made and executed as of the ____ day of _____, 2022, by **D.R. HORTON, INC. – JACKSONVILLE**, a Delaware corporation, whose address is 4220 Race Track Road, St. Johns, FL 32259 ("*Grantor*"), to **RIVER GLEN COMMUNITY DEVELOPMENT DISTRICT**, a local unit of special purpose government established and existing under Chapter 190, Florida Statutes with offices located at 3434 Colwell Avenue, Suite 200, Tampa, FL 33614 ("*Grantee*").

WITNESSETH:

That Grantor, subject to the easement rights reserved by Grantor herein, for and in consideration of the sum of TEN & No/100 Dollars and other valuable considerations, receipt and sufficiency of which are hereby acknowledged, by these presents does grant, bargain, sell, alien, remise, release, convey and confirm unto Grantee, all that certain land situate in Nassau County, Florida and more particularly described in Exhibit "A" attached hereto and made a part hereof (the "*Property*").

TOGETHER WITH all tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining;

TO HAVE AND TO HOLD the Property in fee simple forever.

And Grantor hereby covenants with and warrants to Grantee that Grantor is lawfully seized of the Property in fee simple; that Grantor has good right and lawful authority to sell and convey the Property; that Grantor hereby fully warrants the title to the Property and will defend the same against the lawful claims of all persons claiming by, through or under Grantor, but against none other, provided however that the Property is conveyed subject to existing easements, covenants, restrictions and other matters of record. Grantee hereby covenants and agrees that it shall assume and perform the obligations set forth in all such recorded instruments insofar as they relate to the Property.

[SIGNATURES ON NEXT PAGE]

IN WITNESS WHEREOF, Grantor has signed and sealed these presents the day and year first above written.

Signed, sealed and delivered
in our presence:

D.R. HORTON, INC. – JACKSONVILLE, a
Delaware corporation

Print Name: _____

By: _____

Print Name: _____

Its: _____

Print Name: _____

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence this ____
day of _____, 2022 by _____, the _____
of D.R. Horton, Inc. – Jacksonville, a Delaware corporation, on behalf of the corporation, who is personally
known to me.

Notary Public, State and County Aforesaid

Print Name: _____

Commission No.: _____

My Commission Expires: _____

Exhibit "A"

Title to all easements, rights-of-way (River Glen Parkway, Crested heron Court, Bridgewater Drive, Lagoon Forest Drive, Clearwater Court), and public areas, Tracts, "A", "B", "C", "D", "E", "F", "K", and "J" (Utility & Drainage Easements, Tracts "G", "H", "I", "L", "M", "N", and "O" (Open Space) as contained within the plat of River Glen Phase 2 in Official Records Book 2452 Pages 929 through 932 of the current public records of Nassau County, Florida

Together & Including

Title to all easements, rights-of-way (River Glen Parkway and Winding River Drive), and Public Areas, Tracts "A" and "B" (Open Space) and Tract "C" (Utility & Drainage Easements) as contained within the plat of River Glen Phase 4A in Official Records Book 2466, Pages 344 through 345, inclusive, of the current public records of Nassau County, Florida.

Tab 3

RIVER GLEN COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · ST. AUGUSTINE, FL 32084

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

WWW.RIVERGLENCCDD.ORG

Operation and Maintenance Expenditures

April 2022

Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from April 1, 2022 through April 30, 2022. This does not include expenditures previously approved by the Board.

The total items being presented **\$32,657.77**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

River Glen Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2022 Through April 30, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Coastal Newspapers LLC	004046	696870 04/22	Acct #30282 Legal Advertising 04/22	\$ 268.17
Comcast	2022-04-01	8495 74 401 0038261 04/22	Clubhouse/TV/Phone/Internet 04/22	\$ 270.86
Disclosure Services LLC	004048	3	Amortization Schedule S2021 5-1-22 04/22	\$ 100.00
First Coast CMS, LLC	004049	6529	Monthly Services 04/22	\$ 3,992.19
First Coast CMS, LLC	004049	6628	Reimbursement For Purchases 03/22	\$ 1,259.69
Fitness Pro	004042	27130	Fitness Equipment Repairs 03/22	\$ 251.36
Florida Carter Corporation	004050	15917	Clay Infield Renovation 04/22	\$ 15,250.00
Florida Department of Revenue	004047	65-8016514515-1 03/22	Sales And Use Tax 03/22	\$ 26.16
Florida Power & Light Company	2022-04-02	FPL Summary 03/22	Electric Summary 03/22	\$ 3,395.64
Innersync	004044	20251	Quarterly ADA Website Services Q3 FY 21/22	\$ 384.38
JEA	2022-04-03	Acct#4780546006 03/22	Acct 4780546006 03/22	\$ 467.77
Kutak Rock LLP	004045	3024474	Legal Services 02/22	\$ 1,121.00
Republic Services of Florida	2022-04-04	0687-001212793	Waste Disposal Services 04/22	\$ 85.71
Rizzetta & Company, Inc.	004043	INV0000067103	District Management Services 04/22	<u>\$ 5,784.84</u>
Report Total				<u>\$ 32,657.77</u>

Tab 4

RIVER GLEN

LANDSCAPE INSPECTION REPORT



May 31, 2022
Rizzetta & Company
Jason Liggett – Landscape Specialist



Rizzetta & Company
Professionals in Community Management

Main Entrance

General Updates, Recent & Upcoming Maintenance Events

- ❖ Continue to improve the detailing in the community.

The following are action items for Martex 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. Treat the beds throughout the amenity center clubhouse for bed weeds. Remove any taller weeds by hand.
2. Treat the paver weeds to the south of the amenity center in the roundabout area.
3. Remove the tall weeds growing in the Indian hawthorne to the south of the amenity center along the building.
4. Make sure the inside of the pool area is being mowed weekly with normal service visits.(Pic 4)



5. Trim the loropetalum to the north of the pool area fence.
6. Remove the vines growing on the tennis fence inside of the pool area and remove them from the feijoa(Pic 6)



7. Trim the seedpods from the sabal palms in the pool area.
8. Provide the district a date on when the commencement of turf weed applications will take place.
9. Treat the bed weeds around the tennis court.
10. Remove the sucker growth growing in the plant material around the tennis court also in the ligsutrum trees on the west side of the tennis court.
11. During my inspection between phase 1 and phase 2 on River Glen Parkway the mowing was not being completed. The area is phase 2 that needs to be mowed. Greenpoint will be notified.(Pic 11)



Main Entrance To Fern Creek & Edwards Road ROW

12. Treat the bed weeds around the irrigation pump on river glen parkway just pass the tennis court.(Pic 12)
13. Treat the bed weeds in the island across from the tennis court on river glen park way in front of the homes for bed weeds. Remove the taller weeds and vines growing in the plant material.
14. Remove the crape myrtle chutes in the same area as above.(Pic 14)



15. Eradicate the crack weeds throughout the sidewalk on river glen parkway.
16. Treat the pavers for crack weeds near the kid's playground.
17. Remove the vines growing in the azaleas near the kid's playground in the thumbnail island.
18. Remove the tall weeds in the parsoni juniper in the thumbnail island near the kid's playground.
19. Make sure ponds are being mowed all the way around during weekly visits in the growing season. The pond on morning glen court has been missed and was getting high.

20. Cutback the fakahatchee grass on river glen parkway just pass the fern creek drive intersection. Remove taller weeds and treat the bed.(Pic 20)
21. In the island on river glen parkway across from fern creek drive remove the tall weeds from the juniper beds and other plant material. Treat the beds with round up.
22. In the same area as above provide the district a price to remove the juniper beds on each corner and replace with another type of plant material.(Pic 22)



23. Make sure during weekly visits we are soft edging the bed lines throughout the district.
24. Spray out the weeds in the berm on the main lake behind the homes where the water fountain is located on fern creek drive.
25. Treat the crack weeds in the sidewalk on fern creek drive.
26. During my inspection we have some missed areas on fern creek drive in the common area and lakes. Make sure we are completing service for 100% of the property during every visit. These need to be mowed and hard edged.



Main Entrance To Fern Creek & Edwards Road ROW

27. Throughout the main entrance to the community remove the tall weeds growing in the plant material.
28. Prune the dead from the gold mound duranta in the container at the main entrance to the community.
29. Replace the struggling gold mound duranta in the same area and invoice out the district.
30. Provide the district a proposal with an alternate plant material to replace the tri color ginger that was planted in the raised container at the main entrance to the community in the center island.
31. Remove the pups from around the sago palms in the center island at the main entrance to the community.
32. Detail out and eradicate the bed weeds throughout the main entrance to the community. Remove the taller weeds growing in the plant material.
33. Treat the bed weeds at the secondary entrance on Edwards road along the white vinyl fence.



Tab 5



River Glen Community Development District

Field Report June 2022

First Coast CMS LLC
6/08/2022

Swimming Pools

The pool has reopened and the water has finally cleared up from construction. Compac filtration is scheduled to install the water cannons on the Activity Feature the 6/8/2022. At this time, there is no maintenance or equipment issues concerning the pools.

Facility Maintenance

The poles for the playground shade were set on May 9th. Once sail has been installed. The other two sails had to be adjusted due to bad measurement. We have requested a proposal for an additional sail. Shade America has provided a proposal for two additional sails that we stretch all the way across the playground

The pool deck showers have been replumbed

The vending machine has been placed by the vendor.

The pool deck drains were taken apart and completely cleaned out.

We are still waiting on the agreement from for the Basketball Court and Pickleball courts.

Tab 6



A Landscape Management Company
6126 US HWY 1 NORTH
Saint Augustine, FL 32095
904-429-9781

DATE: 5/9/2022 FOR River Glen Phase 2 (orange section) kayak and nature trail

Thank you for allowing Greenpoint Landscaping the opportunity of bidding on the maintenance contract for your commercial property. Greenpoint Landscaping has earned its reputation as a hard-working, team-oriented contractor with high standards of excellence in both quality and customer service. Our prompt service and keen attention to detail are just the beginning of the proactive approach we take. We believe that the condition of our client's property is a direct reflection on our company - which is why we are constantly on the lookout for either potential problems, or for ways to enhance the "curb appeal" of your project. Enclosed is our standard annual agreement which details all of our services that we will provide to you. Please review the information and feel free to contact me if you have any questions.

In closing, I would like to thank you for taking the time to consider Greenpoint Landscaping. for your lawn and landscaping maintenance needs. Please feel free to contact me should you have any questions or need additional information.

Sincerely,

Chad Ellis

Chad.greenpoint@gmail.com

This service agreement (Agreement) is made on _____ (Effective Date) between

_____ (Client), and Greenpoint Landscaping (a Simmons Business Group LLC company) 6126 US HWY 1 NORTH Saint Augustine, FL 32095 (Contractor):

1. **Services.** Contractor agrees to furnish comprehensive lawn and landscaping services (Services) for the client including all services listed on Exhibit A. See Exhibit B for schedule.
 2. **Payment.** Client agrees to pay Contractor for the Services at the rate and terms set forth on Exhibit C.
 3. **Terms.** The terms of this agreement will begin on the Effective Date and continue for One (1) year unless it is terminated sooner. Either party may terminate this Agreement at anytime and for any reason upon 30-days written notice to the other party.
 4. **Indemnity.** Contractor agrees to indemnify, defend and hold harmless the Client from and against any and all claims, demands liability or expense (including court cost and attorney fees) whether from injury to person, loss of life or damage to property, or arising out of breach of this agreement, or any intentional or negligent act or omission by Contractor or its employees, agents or subcontractors.
 5. **Insurance.** Contractor shall maintain general commercial liability insurance coverage in a minimum amount of \$1,000,000.00 dollars per occurrence or in such greater amounts as are reasonably necessary to ensure coverage for any claims or damages claimed as a result of its performance under this Agreement.
 6. **Compliance with law.** Contractor shall comply with all applicable laws, rules and regulations pertaining to its performance under this Agreement. Throughout the term of this Agreement, contractor shall maintain any required licenses and permits required to comply with such laws, rules and regulations.
 7. **Independent Contractors:** The parties each acknowledge that they are independent contractors. Nothing in the Agreement shall be construed or deemed to create a relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the provisions of this Agreement.
 8. **Employees.** It is understood that the appointment if any is at the Contractors sole risk, expense and supervision and any such employee shall have no claims against Client for wages, salary, or fringe benefits. Contractor agrees that any such employee shall be subordinate to the Contractor and shall be subject to the terms and conditions, which apply to Contractor under this Agreement, and that Contractor shall be liable for any breach of this Agreement by any such employee. Contractor shall provide workers compensation insurance for Contractors employees in accordance with statutory requirements.
 9. **Entire Agreement.** The Exhibits referenced in this Agreement are made a part of this Agreement. This Agreement contains the entire and only agreement between the parties relating to the matter here and it supersedes all other agreements, promises and representations, both oral and written, that are not set forth in this Agreement. No modifications to this Agreement will be effective unless it is in writing and signed by both parties.
 10. **Waiver.** No waiver by either party on any term or condition of this Agreement shall be valid unless it is in writing. Acceptance of any benefits under this Agreement by either party after a breach of any term or condition of this Agreement by the other party shall not be deemed to be a waiver of the breach or of any subsequent breach of any such term or condition.
 11. **Serve ability.** If any term or provision of this Agreement is deemed to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of this Agreement.
 12. **Binding Effect.** The provisions of this Agreement shall bind and insure to the benefit if the parties hereto and their permitted successors and assigns.
- IN WITNESS WHEREOF**, the parties intended to be legally bound, have executed this Agreement as of the Effective Date.

Client

GREENPOINT LANDSCAPING

By: _____ By: _____

Name: _____ Name: _____

Title: _____ Title: _____

Exhibit A
Service Specifications

1. Mowing

Mowing of all grass areas will be performed every seven (7) days during the heavy growth season (May through October), subject to scheduling adjustments due to increment weather and/or rate of growth.

Mowing of all grass areas will be performed every fourteen (14) days during the slow growth season (November through April), subject to scheduling adjustments due to increment weather and/or rate of growth.

All grass areas will be mowed to result in a height of all grass to be no more than 3 1/2 inches nor less than 2 inches, based on established industry standards and type of grass.

Various mowing patterns will be employed to insure even distribution of clippings and to prevent ruts in the grass caused by mowers.

2. Edging

A. Edging of all curbs and sidewalk shall be performed on every mowing visit.

B. Edging of all flower and hedge beds, tree rings and parking areas will be performed on every mowing visit to the property,

3. Trimming

Turf areas not accessible by power mower and areas along walls, fences, building obstacles and inanimate objects shall be maintained by string trimmer (weed-eater) to a height no greater than the height of the adjoining grass areas.

4. Weeding

Plant beds or other areas where weeds appear shall be maintained to eliminate growth of weeds or unwanted vegetation.

Weeding shall be accomplished by hand pulling and/or application of herbicide and shall be performed at each scheduled mowing as inspection may require.

Weeds or grass that may appear in paved areas of walkway, patios, driveways or parking areas shall be treated by herbicide spraying every 30 days or as may be required to control or eliminate such growth.

5. Pruning

All hedges and shrubbery shall be pruned on a regular basis to maintain a neat and uniform appearance and as is appropriate for this specific species of plant.

Pruning of trees shall be performed once a year to remove deadwood, suckers, shoots or low hanging limbs over sidewalks or parking areas. Trees over ten (10) feet shall be pruned at an additional cost.

6. General Maintenance

Grass clippings - All grass areas will be kept free of heavy clipping.

Trash – All trash in grass areas island/beds will be removed upon each visit.

Blowing- Blowing of all paved areas and Patios and entire complex

Leaves-All leaves shall be maintained by mulching mowers year round

7. Mulching

Mulch is (Not included ☐) (Included ☐) in this proposal. It is recommended that the property be mulched once a year.

8. Seasonal Annuals (Not included (☐) (Included ☐)

Contractor shall be responsible for the full and complete care of all seasonal color beds (including spraying, fertilization, and pruning) Annuals will be replaced 4 times per year such that every annual bed shall maintain a healthy, vigorous appearance and shall provide the finest quality color planting possible.

. Exception: If an irrigation system is not present the contractor will not be held responsible for the general appearance of the Annual/Perennials from lack of watering.

9. Fertilization (Not included (☐) (Included (☐)

Fertilization is included in this proposal. It is recommended that the property be fertilized as instructed below. Granular fertilization and insecticides, fungicide, turf pest control will be applied to all turf areas six (6) times per year and two (2) times year on shrubs.

Pest control of all turf areas and shrubs shall be done as needed to control or eliminate insect and disease using appropriate materials.

10. Irrigation (Not included (☐) (Included (☐)

This agreement provides for the performance of monthly inspections of the properties irrigation system that will be performed by a qualified irrigation technician. The owner will receive a written report outlining the results of the inspections accompanied by an estimate for repairs if any are determined to be needed. The cost of these inspections will be spread out uniformly over the one year life of the contract and is included in the monthly payment amount. Repairs may be performed at Owners request at the cost of \$60 per man hour. Repair estimates must be approved by owner before proceeding

Initials: _____

Exhibit B**Schedule Specifications**

The lawn & landscaping services will be based on **42** visits during the calendar year.

If regular visits are impaired by weather conditions that may necessitate the altering of the schedule, Greenpoint Landscaping will resume your normal schedule as soon as possible.

Greenpoint Landscaping will not be responsible for acts of god or nature (hurricanes, windstorms, etc) or the extra debris and cleanup time necessary to re-establish the lawn and landscaping to its original condition. Extra charges involved in this cleanup will be quoted upon request.

Initials: _____

Exhibit C**Payment Specifications**

Invoices in the amount of \$ **166.00** will be emailed at the beginning of each month and will be due no later than the 30th of the same month unless other arrangements are made. There is a service charge of 1.5% per month on all unpaid balances over 30 days and no services will be performed if the account is in arrears.

Failure to fulfill the requirements of this contract will hold purchaser liable for the balance of the contract for those services not rendered. Client agrees to pay collection agency fees, reasonable attorney fees and court cost should the collection process be required.

Initials: _____

Yearly \$ 2,000.00

Customer Billing Information

Contact Name: _____ Phone Number: _____

Billing email: _____

Address: _____

Emergency Numbers:

Chad Ellis 904-532-1170

Tab 7

Shade America, Inc.
 3604 Harbor Drive
 Saint Augustine, FL 32084
 US
 (904)217-0516
 sholton.shadeamerica@outlook.com
 http://www.shadeamerica.com



Estimate 2780

ADDRESS

Tony Shiver
 River Glen

DATE
 06/01/2022

TOTAL
 \$14,450.00

ACTIVITY	QTY	RATE	AMOUNT
Materials & Installation Supply and Installation, (including foundations, equipment and labor) of (2) Extra Triangular Shade Sails and (3) Galvanized Steel Posts	1	15,540.00	15,540.00
Discount 7% Discount for repeat business	1	-1,090.00	-1,090.00

This proposal is valid for 30 days. All discounts reflected here will apply.

50% deposit is required with order and balance is due upon installation.

Shade will be installed within 6-8 weeks from deposit receipt and signed purchase order/proposal. All materials will remain the property of Shade America, Inc. until balance is paid.

Shade America, inc. will make every effort to insure that underground cables or pipes are not damaged when digging foundations. It is the customer's responsibility to advise of such obstacles prior to job start and to cover costs associated with removal and/or relocating.

TOTAL

\$14,450.00

THANK YOU.

50% DEPOSIT REQUIRED

Accepted By

Accepted Date