



Rizzetta & Company

River Glen Community Development District

**Board of Supervisors' Regular Meeting
June 18, 2026**

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

www.riverglencdd.org

RIVER GLEN COMMUNITY DEVELOPMENT DISTRICT

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

www.riverglencdd.org

Board of Supervisors	Steven Bryant Ursula M Barlow Kimberly Gershowitz Debra Jones	Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Lesley Gallagher Benjamin Pfuhl	Rizzetta & Company, Inc. Rizzetta & Company, Inc
District Counsel	Kyle Magee	Kutak Rock, LLP
District Engineer	Dan McCranie	McCranie & Associates

All cellular phones must be placed on mute while in the meeting room.

The Audience Comments portion, **on Agenda Items Only**, will be held at the beginning of the meeting. The Audience Comments portion of the agenda, **on General Items**, will be held at the end of the meeting. During these portions of the agenda, audience members may make comments on matters that concern the District (CDD) and will be limited to a total of three (3) minutes to make their comments.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (239) 936-0913. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

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

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

Board of Supervisors
River Glen Community
Development District

June 11, 2026

FINAL AGENDA

Dear Board Members:

The **regular meeting** of the Board of Supervisors of the River Glen Community Development District will be held on **June 18, 2026, 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 this meeting:

BOARD OF SUPERVISORS MEETING:

1. **CALL TO ORDER/ROLL CALL**
2. **AUDIENCE COMMENTS ON AGENDA ITEMS**
3. **BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors' Meeting held on May 21, 2026 Tab 1
 - B. Ratification of Operation & Maintenance Expenditures for April and May 2026 Tab 2
4. **STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. Community Asset Management Report – Rizzetta Tab 3
 - D. Landscape and Irrigation Report – BrightView..... Tab 4
 1. Consideration of the Drainage Proposal
 - E. District Manager
5. **BUSINESS ITEMS**
 - A. Discussion Regarding Towing Policy and Parking Enforcement Procedures Tab 5
 - B. Consideration of Entrance Fountain Proposal(s) – *Under Separate Cover*
 - C. Consideration of Stormwater System Repair Proposal..... Tab 6
 - D. Consideration of Appointment to Vacant Board Seat
 - E. Consideration of Resolution 2026-07; Redesignating Officers..... Tab 7
6. **SUPERVISOR REQUESTS & AUDIENCE COMMENTS**
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,
Benjamin Pfuhl
District Manager

Tab 1

MINUTES OF MEETING

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

RIVER GLEN COMMUNITY DEVELOPMENT DISTRICT

The **regular** meeting of the Board of Supervisors of River Glen Community Development District was held on **May 21, 2026, 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:

Steven Bryant	Board Supervisor, Chairman
Steven Nix	Board Supervisor, Vice Chairman
Debra Jones	Board Supervisor, Assistant Secretary
Ursula Barlow	Board Supervisor, Assistant Secretary

Also present were:

Benjamin Pfuhl	District Manager, Rizzetta
Kyle Magee	District Counsel, Kutak Rock, LLP
Jen Mabus	Brightview Landscape
Matthew Mironchik	Landscape Inspector, Rizzetta (via speakerphone)
Tony Shiver	First Coast CMS
Ron Jones	First Coast CMS

Audience members present

FIRST ORDER OF BUSINESS

CALL TO ORDER

Mr. Pfuhl called the meeting to order at 2:00 p.m. and read the roll.

SECOND ORDER OF BUSINESS

**AUDIENCE COMMENTS ON
AGENDA ITEMS**

An audience member raised a concern about the pond maintenance, specifically on pond 13.

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THIRD ORDER OF BUSINESS

**CONSIDERATION OF THE MINUTES
OF THE BOARD OF SUPERVISORS'
MEETING HELD ON FEBRUARY 19,
2026**

On a motion by Mr. Nix, seconded by Mr. Bryant, with all in favor, the Board approved the Minutes of The Board of Supervisors' Meeting held on February 19, 2026, for River Glen Community Development District.

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FOURTH ORDER OF BUSINESS

**RATIFICATION OF OPERATION AND
MAINTENANCE EXPENDITURES
FOR JANUARY THROUGH MARCH
2026**

On a motion by Mr. Bryant, seconded by Mr. Nix, with all in favor, the Board ratified the Operation and Maintenance Expenditures for January 2026 in the amount of \$75,193.06, February 2026 in the amount of \$41,561.78, and March 2026 in the amount of \$70,673.36, for River Glen Community Development District.

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FIFTH ORDER OF BUSINESS

STAFF REPORTS

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A. District Counsel

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Mr. Magee reviewed his report with the Board, highlighting the requirement for have no parking signs every twenty-five feet on the street or at any entrances or exits to a parking lot.

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**Mr. Nix resigned from the Board of Supervisors with immediate effect and left the meeting in progress*

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B. Community Asset Management Reports – Rizzetta

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Mr. Mironchik reviewed the Rizzetta Asset Management Report with the Board.

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C. Landscape & Irrigation Report – BrightView

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Ms. Mabus reviewed the BrightView Quality Site Assessment with the Board.

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Mr. Bryant raised a concern about Tract H. Ms. Mabus informed the Board that Tract H is scheduled to be mowed twice a month.

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1. Consideration of the Drainage Proposal

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89 The Board tabled this item until the June Meeting.

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2. Consideration of Pine Straw Installation Proposal

On a motion by Mr. Bryant, seconded by Ms. Barlow, with all in favor, the board approved the Brightview Pine Straw Installation Proposal in the amount of \$2,000, for River Glen Community Development District.

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3. Consideration of Front Entrance Landscaping Improvements Proposal

On a motion by Mr. Bryant, seconded by Ms. Jones, with all in favor, the board approved the Brightview Front Entrance Landscaping Improvements Proposal in the amount of \$977.28, for River Glen Community Development District.

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4. Consideration of Dead Wax Myrtle Removal Proposal

On a motion by Mr. Bryant, seconded by Ms. Jones, with all in favor, the board approved the Brightview Dead Wax Myrtle Removal Proposal in the amount of \$321.87, for River Glen Community Development District.

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5. Consideration of Property-Wide Mulch Installation Proposal

On a motion by Mr. Bryant, seconded by Ms. Jones, with all in favor, the board approved the Brightview Property-Wide Mulch Installation Proposal in the amount of \$11,637.63, for River Glen Community Development District.

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D. Amenity Manager Report – First Coast CMS

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Mr. Shiver reviewed his report with the Board.

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G. District Manager

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Mr. Pfuhl reviewed his report with the Board.

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1. Presentation of Registered Voter Count

Mr. Pfuhl informed the Board that as of April 15, 2026 there were 1,281 registered voters residing in the River Glen Community development District.

SIXTH ORDER OF BUSINESS

CONSIDERATION OF SOLITUDE LAKE SERVICE RENEWAL AGREEMENT

On a motion by Mr. Bryant, seconded by Ms. Jones, with all in favor, the Board approved the Solitude Lake Service Renewal Agreement, for River Glen Community Development District.

SEVENTH ORDER OF BUSINESS

CONSIDERATION OF RESOLUTION 2026-04; REDESIGNATING ASSISTANT TREASURER

On a motion by Mr. Bryant, seconded by Ms. Barlow, with all in favor, the Board adopted Resolution 2026-04; Redesignating Susan Garcia as the Assistant Treasurer, for River Glen Community Development District.

EIGHTH ORDER OF BUSINESS

CONSIDERATION OF STORMWATER SYSTEM REPAIR PROPOSAL

The Board tabled this item for consideration at the June Meeting.

NINETH ORDER OF BUSINESS

CONSIDERATION OF POND FOUNTAIN REPLACEMENT PROPOSALS

The Board tabled this item for consideration at the June Meeting and requested additional proposals be provided.

TENTH ORDER OF BUSINESS

DISCUSSION REGARDING COMMUNITY CONCERNS

The Board reviewed recent community concerns regarding traffic safety throughout the community.

ELEVENTH ORDER OF BUSINESS **CONSIDERATION OF RESOLUTION
2026-05; SETTING PUBLIC HEARING ON
RULES OF PROCEDURE**

On a motion by Mr. Bryant, seconded by Ms. Barlow, with all in favor, the Board adopted Resolution 2026-05; Setting Public Hearing On Rules Of Procedure for August 20, 2026, at the River Glen Amenity Center at 2:00 p.m., for River Glen Community Development District.

TWELFTH ORDER OF BUSINESS **PRESENTATION OF FISCAL YEAR 2026-
2027 PROPOSED BUDGET**

Mr. Pfuhl presented the proposed budget to the Board.

**1. Consideration of 2026-06; Approving Proposed Budget
and Setting a Public Hearing**

On a motion by Mr. Bryant, seconded by Ms. Barlow, with all in favor, the Board adopted Resolution 2026-06; Approving Proposed Budget and Setting a Public Hearing for August 20, 2026, at the River Glen Amenity Center at 2:00 p.m., for River Glen Community Development District.

THIRTEENTH ORDER OF BUSINESS **SUPERVISOR REQUESTS & AUDIENCE
COMMENTS**

Audience:

An audience member questioned how to find their bond payoff information.

An audience member raised a concern about the ducks throughout the community.

Supervisors: There were no Supervisor requests at this time.

FOURTEENTH ORDER OF BUSINESS **ADJOURNMENT**

On a motion by Mr. Bryant, seconded by Ms. Jones, with all in favor, the Board adjourned the meeting at 4:01 p.m., for River Glen Community Development District.

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Secretary/Assistant Secretary

Chairman/Vice Chairman

DRAFT

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 2026 Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from April 1, 2026 through April 30, 2026. This does not include expenditures previously approved by the Board.

The total items being presented: **\$42,908.18**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

River Glen Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2026 Through April 30, 2026

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Atlantic Companies, Inc.	300198	436780	Security Phone Line Monitoring	\$ 65.00
Atlantic Companies, Inc.	300207	442123	Security Phone Line Monitoring 04/26	\$ 65.00
BrightView Landscape Services, Inc.	300199	9721097	Exterior Maintenance 04/26	\$ 14,102.88
COMCAST	260420-1	849574401003826 1-032726	Clubhouse/TV/Phone/Internet 04/26	\$ 341.00
First Coast Contract Maintenance Service, LLC	300200	10103	HD Invoices January 2026 : 2	\$ 100.40
First Coast Contract Maintenance Service, LLC	300201	10142	Janitorial Services for amenity center 04/26	\$ 8,751.91
First Coast Contract Maintenance Service, LLC	300204	10229	Purchasing Fee 3% purchase fee April 2026 : 1	\$ 1,274.58
Florida Power & Light Company	20260420-1	0910224203-030626	65096 RG Pkwy # Irrigation 02/26	\$ 30.80
Florida Power & Light Company	20260420-2	1592559346-040626	65084 RIVER GLEN PKWY # AMENTIY 03/26	\$ 960.74
Florida Power & Light Company	20260421-1	2252038340-040626	65003 River Glen Pkwy # Front Entrance 03/26	\$ 189.58
Florida Power & Light Company	20260420-1	3216806533-030626	100 RIVER GLEN PKWY # SL 02/26	\$ 3,185.12
Florida Power & Light Company	20260420-2	3375276221-040626	65001 Lagoon Forest Dr # Fr Entry 03/26	\$ 34.64
Florida Power & Light Company	042826-01	8947363464-041426	66143 Edgewater Dr 03/26	\$ 40.70
Hawkins, Inc	300205	7389768	Pool Chemicals 04/26	\$ 398.54
JEA	20260424-1	4780546006-040226	Water-Irrigation Services 03/26	\$ 982.81

River Glen Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2026 Through April 30, 2026

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Kutak Rock, LLP	300206	3728141	Legal Services 01/26 and 02/26	\$ 1,592.00
Republic Services	20260407-1	0687-001612352	Waste Disposal Services for 04/01/26 - 04/30/26	\$ 377.23
Rizzetta & Company, Inc.	300202	INV0000108123	Accounting Services 04/26	\$ 7,371.25
Solitude Lake Management, LLC	300203	PSI252294	Lake & Pond Management Service 04/26	\$ 1,522.00
Solitude Lake Management, LLC	300203	PSI257603	Lake & Pond Management Service 04/26	<u>\$ 1,522.00</u>
Report Total				<u>\$ 42,908.18</u>

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 May 2026 Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from May 1, 2026 through May 31, 2026. This does not include expenditures previously approved by the Board.

The total items being presented: **\$46,653.54**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

River Glen Community Development District

Paid Operation & Maintenance Expenditures

May 1, 2026 Through May 31, 2026

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Always Improving, LLC	300208	277687	True Gravity Treadmill and. LED, Time, Speed, Distance 04/26	\$ 6,195.00
Always Improving, LLC	300208	277758	Service Request Equipment issue 04/26	\$ 245.00
BrightView Landscape Services, Inc.	300209	9755984	Exterior Maintenance 05/26	\$ 14,102.88
BrightView Landscape Services, Inc.	300209	9770851	Spring 2026 Annuals Rotation 05/26	\$ 720.00
COMCAST	260520-1	8495 74 401 0038261-042726	Clubhouse/TV/Phone/Internet 05/26	\$ 341.00
First Coast Contract Maintenance Service, LLC	300216	10183	Janitorial Services for amenity center 05/26	\$ 8,751.91
First Coast Contract Maintenance Service, LLC	300216	10235	Misc. Labor Emergency call out - fecal accident in pool. Trip and treatment	\$ 175.00
First Coast Contract Maintenance Service, LLC	10265	10265	Lowes - leaf rake for pool, Hawkins invoice #7409127	\$ 1,164.08
Florida Department of Revenue	20260522-1	55-801881036-5 ACH	Sales Tax 04/26	\$ 0.40
Florida Power & Light Company	20260519-1	0910224203- 050626 ACH	65096 RG Pkwy # Irrigation 04/26	\$ 30.80
Florida Power & Light Company	20260519-1	1592559346- 050626 ACH	65084 RG Pkwy # Amenity 04/26	\$ 881.86
Florida Power & Light Company	20260519-1	2252038340- 050626 ACH	65003 River Glen Pkwy # Front Entrance 04/26	\$ 187.31
Florida Power & Light Company	20260519-1	3216806533- 050626 ACH	100 RIVER GLEN PKWY # SL 04/26	\$ 3,185.12
Florida Power & Light Company	20260519-1	3375276221- 050626 ACH	65001 Lagoon Forest Dr # Fr Entry 04/26	\$ 38.52
Florida Power & Light Company	20250527-2	8947363464- 051426 ACH	66143 Edgewater Dr 04/26	\$ 41.76

River Glen Community Development District

Paid Operation & Maintenance Expenditures

May 1, 2026 Through May 31, 2026

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Hawkins, Inc	300210	7409127	Pool Chemicals 04/26	\$ 630.46
JEA	20260527-1	4780546006- 050126 ACH	Water-Irrigation Services 04/26	\$ 929.19
McCranie & Associates, Inc.	300211	282979	Engineering Services 02/26	\$ 600.00
News-Leader	300212	908810	Legal Advertising 04/26	\$ 297.68
News-Leader	300213	909540	Legal Advertising 05/26	\$ 221.63
Republic Services	260507-1	0687-001620175 ACH	Waste Disposal Services for 05/01/26 - 05/31/26	\$ 392.69
Rizzetta & Company, Inc.	300215	INV0000109216	District Management Services 05/26	\$ 7,371.25
Solitude Lake Management, LLC	300214	PSI203503	Monthly Service 09/25	\$ <u>150.00</u>
Report Total				\$ <u>46,653.54</u>

Tab 3

RIVER GLEN

Community Asset Management Report



May 28, 2026

Rizzetta & Company

Matthew Mironchik – Community Asset Manager



Rizzetta & Company
Professionals in Community Management

Summary/Playground Area/Baseball Field

General Updates, Recent & Upcoming Maintenance Events

- Warmer weather will kick off the growing season. It is crucial to get ahead of bed weeds before the rainy season.
- Check mower heights going into growing season.

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

1. Flax Lily bed near the entrance to the playground as well as other high visibility areas need to be weeded frequently to be kept neat and tidy.(pic.1)



2. Turf along border of playground needs to be hard edged at least every other mow event to ensure we maintain distinction between turf and mulch.(pic.2>)
3. Ball field should be hard edged every other mow event to maintain distinction between turf and diamond. This needs to be sprayed for weeds as well.(pic.3>)
4. Mow crew members should be instructed to carry hand pruners to remove low limbs around ponds for safety and ease of maintenance.(pic.4>>)



River Glen Parkway/Fern Creek Dr.

5. Resident located at 75070 Fern Creek Dr. has pruned part of the Wax Myrtle that is growing over on their side of the fence line. However, they threw the limbs into the pond. (pic. 5a, 5b)

5a



5b



<<4



6. Debris in the CDD maintained bed, behind the resident at 75076 Fern Creek Dr., still has debris from the resident in it.

6



7. St. Augustine turf throughout CDD maintained areas should be mowed no less than 3.5 inches and no more the 4.5 inches. Please make sure mow crews are cutting at proper heights. (pic. 7)

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Tab 4



Quality Site Assessment

Prepared for: River Glen CDD

General Information

DATE: Tuesday, Jun 09, 2026
NEXT QSA DATE: Monday, Jul 06, 2026
CLIENT ATTENDEES:
BRIGHTVIEW ATTENDEES: Jennifer Mabus

Customer Focus Areas

Entrance, Amenity Center and Ball Field

Quality you can count on.

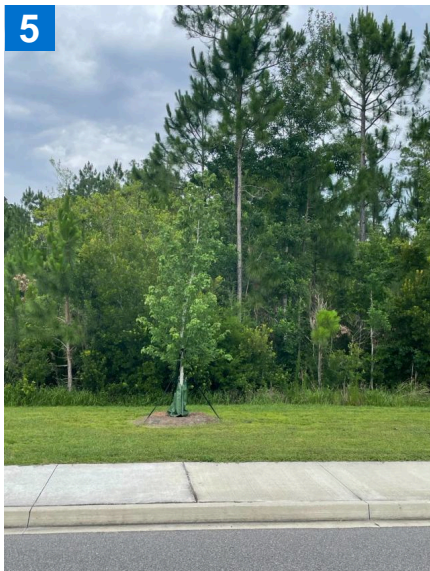
<h1>7</h1> <p>Seven Standards of Excellence</p>	 <p>1 Site Cleanliness</p>	 <p>2 Weed Free</p>	 <p>3 Green Turf</p>
	 <p>4 Crisp Edges</p>	 <p>5 Spectacular Flowers</p>	 <p>6 Uniformly Mulched Beds</p>

Maintenance Items



- 1** Main entrance turf is green, recent rains have helped with the drought conditions. The Medjool palms are scheduled to be pruned prior to letting the berries drop.
- 2** Amenity Center's front shrubs are pruned and agapanthus is starting to bloom. Fresh mulch was approved and is being scheduled. Medjool palms at the pool are also scheduled to be pruned before the berries drop.
- 3** The dead spots in the schillings along RGPW are being cut out as they appear. Beds are clean and ready for mulch.
- 4** Lift station by the Amenity Center is pruned in rotation with the other stations through out the property.

Maintenance Items



5 The Maple and Crape myrtles trees have been in over a year, and they look very healthy. We will be removing the tree straps and water bags, and provide some minor pruning of the canopies.

6 At the second Edwards road entrance, looks like a truck drove through the turf area.

Proposal for Extra Work at River Glen CDD

Property Name	River Glen CDD	Contact	Lesley Gallagher
Property Address	65137 River Glen Pkwy Yulee, FL 32097	To Billing Address	River Glen CDD 3434 Colwell Ave Ste 200 Tampa, FL 33614
Project Name	River Glen CDD - drainage along Edwards Road		
Project Description	Install creek rock around inlets and re-grade and sod around the outlets of existing drainage		

Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
1.00	LUMP SUM	Mobilization, pick up of materials, and prep of the areas. Dig out around the inlet boxes, and remove sod from away the outlets approx. 5 feet around each one. Remove excess soil and grade.	\$1,362.83	\$1,362.83
1.00	TON	Creek rock (Smoky Mountain small rounds 4"- 8") installed around the 3 inlets	\$820.72	\$820.72
1.00	SQUARE FEET	Install turf around 2 of the outlets with turf around them. Dig out the 3rd outlet because it is in a bed	\$813.83	\$813.83

For internal use only

SO# 8809930
JOB# 346108393
Service Line 130

Total Price \$2,997.38

THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President
11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014
Enhancement Manager
Certified Arborist #FL-6354A
Certified Pest Control Operator JF95758

TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
2. **Work Force:** Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. **License and Permits:** Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
4. **Taxes:** Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
5. **Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. **Liability:** Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
7. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
8. **Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
9. **Additional Services:** Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
10. **Access to Jobsite:** Customer shall provide all utilities to perform the work. Customer shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the Customer makes the site available for performance of the work.
11. **Payment Terms:** Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise, agreed to in writing.
12. **Termination:** This Work Order may be terminated by the either party with or without cause, upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
13. **Assignment:** The Customer and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
14. **Disclaimer:** This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

15. **Cancellation:** Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Customer will be liable for a minimum travel charge of \$150.00 and billed to Customer.

The following sections shall apply where Contractor provides Customer with tree care services:

16. **Tree & Stump Removal:** Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied on unseen hazards such as, but not limited to concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting the appropriate underground utility locator company to locate and mark underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Customer's expense.
17. **Waiver of Liability:** Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (International Society of Arboricultural) standards will require a signed waiver of liability.

Acceptance of this Contract

By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Customer. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 15 days after billing.

NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY

Customer

	District Manager
Signature	Title
Lesley Gallagher	January 06, 2026
Printed Name	Date

BrightView Landscape Services, Inc. "Contractor"

	Enhancement Manager
Signature	Title
Jen Mabus	January 06, 2026
Printed Name	Date

Job #:	346108393		
SO #:	8809930	Proposed Price:	\$2,997.38

Tab 5

MEMORANDUM

TO: BOARD OF SUPERVISORS AND DISTRICT STAFF

FROM: DISTRICT COUNSEL

DATE: JUNE 2026

RE: TOWING – RIVER GLEN COMMUNITY DEVELOPMENT DISTRICT

In light of recent concerns about parking concerns within the District, this memorandum is intended to provide an overview of procedural requirements to effectuate a towing policy. If you have specific questions about the District's authority to tow, please contact me at (850) 692-7334.

Authority

Section 190.012(2)(d), *Florida Statutes*, provides that community development districts may contract with a towing operator to remove vehicles or vessels from district-owned facilities and property, provided that they follow the notice and procedural requirements of section 715.07, *Florida Statutes*.

Procedures

Should the District desire to implement a towing policy, the first step is to establish the policy details. The policy will need to provide the towing standards to be enforced and the areas covered by such standards. Once established, the District will need to enforce the towing policy consistently to ensure that anyone subject to the policy is treated uniformly.

In connection with the enforcement of the policy, the District must follow the authorization, notice and procedural requirements of section 715.07, *Florida Statutes*, as though the District were an owner or lessee of private property. The District will need to contract with a towing company approved by the County and provide proper notice before towing.

There are two options for providing notice: (1) install signage meeting the statutory requirements for notice, as described in more detail below, or (2) personally give notice to the owner or other legally authorized person in control of the vehicle or vessel that the area in which that vehicle or vessel is parked is reserved or otherwise unavailable for unauthorized vehicles or vessels and that the vehicle or vessel is subject to being removed at the owner's or operator's expense. Option (1) is the preferred method, as it reduces the necessary time and effort of providing personal notice. If option (2) is selected, it is recommended that such notice either be given in person (verbally or by providing a written notice; please note that telephone communication or leaving a notice on the windshield do not suffice), and/or by Certified U.S. Mail. It is also

recommended that staff retain documentation of providing such notice. A sample form for personal notice has been provided with this memorandum.

Overview of Statutory Requirements

Below is a summary of the notice and procedural requirements for the District to follow to tow improperly parked vehicles. Please refer to the full text of section 715.07, *Florida Statutes*, for more information.

Section 715.07(2)(a), *Florida Statutes*, provides, “The towing or removal of any vehicle or vessel from private property without the consent of the registered owner or other legally authorized person in control of that vehicle or vessel is subject to strict compliance with the following conditions and restrictions:

- 1.a. Any towed or removed vehicle or vessel must be stored at a site within a 10-mile radius of the point of removal in any county of 500,000 population or more, and within a 15-mile radius of the point of removal in any county of less than 500,000 population. That site must be open for the purpose of redemption of vehicles on any day that the person or firm towing such vehicle or vessel is open for towing purposes, from 8:00 a.m. to 6:00 p.m., and, when closed, shall have prominently posted a sign indicating a telephone number where the operator of the site can be reached at all times. Upon receipt of a telephoned request to open the site to redeem a vehicle or vessel, the operator shall return to the site within 1 hour or she or he will be in violation of this section.

.....

5. Except for property appurtenant to and obviously a part of a single-family residence, and except for instances when notice is personally given to the owner or other legally authorized person in control of the vehicle or vessel that the area in which that vehicle or vessel is parked is reserved or otherwise unavailable for unauthorized vehicles or vessels and that the vehicle or vessel is subject to being removed at the owner’s or operator’s expense, any property owner or lessee, or person authorized by the property owner or lessee, prior to towing or removing any vehicle or vessel from private property without the consent of the owner or other legally authorized person in control of that vehicle or vessel, must post a notice meeting the following requirements:

- a. The notice must be prominently placed at each driveway access or curb cut allowing vehicular access to the property, within 5 feet from the public right-of-way line. If there are no curbs or access barriers, the signs must be posted not less than one sign for each 25 feet of lot frontage.

- b. The notice must clearly indicate, in not less than 2-inch high, light-reflective letters on a contrasting background, that unauthorized

vehicles will be towed away at the owner's expense. The words "tow-away zone" must be included on the sign in not less than 4-inch high letters.

c. The notice must also provide the name and current telephone number of the person or firm towing or removing the vehicles or vessels.

d. The sign structure containing the required notices must be permanently installed with the words "tow-away zone" not less than 3 feet and not more than 6 feet above ground level and must be continuously maintained on the property for not less than 24 hours prior to the towing or removal of any vehicles or vessels.

e. The local government may require permitting and inspection of these signs prior to any towing or removal of vehicles or vessels being authorized.

f. A business with 20 or fewer parking spaces satisfies the notice requirements of this subparagraph by prominently displaying a sign stating "Reserved Parking for Customers Only Unauthorized Vehicles or Vessels Will be Towed Away At the Owner's Expense" in not less than 4-inch high, light-reflective letters on a contrasting background.

g. A property owner towing or removing vessels from real property must post notice, consistent with the requirements in sub-subparagraphs a.-f., which apply to vehicles, that unauthorized vehicles or vessels will be towed away at the owner's expense.

A business owner or lessee may authorize the removal of a vehicle or vessel by a towing company when the vehicle or vessel is parked in such a manner that restricts the normal operation of business; and if a vehicle or vessel parked on a public right-of-way obstructs access to a private driveway the owner, lessee, or agent may have the vehicle or vessel removed by a towing company upon signing an order that the vehicle or vessel be removed without a posted tow-away zone sign.

Section 715.07(2)(a)(1), (5), *Florida Statute*

**RIVER GLEN COMMUNITY DEVELOPMENT DISTRICT
- NOTICE OF UNAUTHORIZED PARKING -**

Date: _____

Time: _____

License Plate: _____

This notice ("Notice") is provided to inform you that pursuant to the District's adopted parking policies, this Vehicle or Vessel is parked in an area which is reserved or otherwise unavailable for parking or is otherwise parked improperly.

Accordingly, the District demands that you relocate this Vehicle or Vessel immediately. If you fail to do so, or if you park this Vehicle or Vessel in an improper manner in the future, the District may take additional action which may include, but is not necessarily limited to, suspension or termination of your amenities privileges and/or **towing of this Vehicle or Vessel at the owner's or operator's expense.**

Thank you in advance for your cooperation. If you have any questions regarding this Notice, please contact the office of the General Manager at () ____ - ____.

STAFF REPORT: PERSONAL NOTICE OF UNAUTHORIZED PARKING

Staff, please retain this portion for your records

Date: _____ Time: _____

License plate: _____

Location: _____

Name of person providing notice: _____

I hereby certify that on the date and time listed above, I personally provided notice to the person in control of the vehicle/vessel bearing the license plate listed above that that the area in which that vehicle or vessel is parked is reserved or otherwise unavailable for unauthorized vehicles or vessels, and that the vehicle or vessel is subject to being removed at the owner's or operator's expense.

Method of Notification: Verbal Personally provided copy of written notice Certified mail

Signature: _____

Tab 6

251530 - River Glen - Rizzetta & Company

Storm Drainage

Notice to Client: APS Control sheet is a summary of the work performed and deficiencies located during the inspection. The purpose of the summary is not to be used as recommendations for any repairs. The client must determine what deficiencies must be addressed.

PIPE RUN		INSPECTION PIPE DETAILS										
VIDEO #	FROM	TO	DIAMETER	MATERIAL	TOTAL LENGTH	TV'D BY	DATE	DEFECT TYPE	DEFECT LOCATION	CLOCK POSITION	RECOMMENDED REPAIR	QTY
1	2	1	18	RCP	28.9	JH	12/17/2025	Crack circumferential	2.6	10 to 3	Pressure Grout	
								Crack circumferential	12.5	7 to 5	Pressure Grout	
								Crack circumferential	15.8	9 to 4	Pressure Grout	
								Structure damage	26.7		Pressure Grout Structure/Rehab	
PIPE RUN		INSPECTION PIPE DETAILS										
VIDEO #	FROM	TO	DIAMETER	MATERIAL	TOTAL LENGTH	TV'D BY	DATE	DEFECT TYPE	DEFECT LOCATION	CLOCK POSITION	RECOMMENDED REPAIR	QTY
2	F4.1	F4.2	18	RCP	23.8	JH	12/17/2025	Crack longitudinal in MH	0		Pressure Grout	
								Crack circumferential (<0.01)	9.9	11 to 12	No Repair Necessary	
								Crack circumferential	15	10 to 2	Pressure Grout	
								Fracture multiple	16	12 to 12	10'x18" Sectional	
								Crack multiple	17.6-20.3	12 to 12		
								Broken w/soil visible	22	3 to 5		
Fracture circumferential	22	12 to 12										
PIPE RUN		INSPECTION PIPE DETAILS										
VIDEO #	FROM	TO	DIAMETER	MATERIAL	TOTAL LENGTH	TV'D BY	DATE	DEFECT TYPE	DEFECT LOCATION	CLOCK POSITION	RECOMMENDED REPAIR	QTY
3	F5.1	F5.2	18	RCP	41.2	JH	12/17/2025	Fracture longitudinal in MH	0		Pressure grout Structure	
								Fracture circumferential	2.1	12 to 12	Quicklock	
								Crack circumferential	30	7 to 5	Pressure Grout	
PIPE RUN		INSPECTION PIPE DETAILS										
VIDEO #	FROM	TO	DIAMETER	MATERIAL	TOTAL LENGTH	TV'D BY	DATE	DEFECT TYPE	DEFECT LOCATION	CLOCK POSITION	RECOMMENDED REPAIR	QTY
4	F5.1	F5.3	18	RCP	32.7	JH	12/17/2025	Crack circumferential	7.8	12 to 12	Pressure Grout	
								Crack circumferential	11.4	12 to 12	Pressure Grout	
								Crack multiple on floor	F5.1		Pressure Grout Structure	
PIPE RUN		INSPECTION PIPE DETAILS										
VIDEO #	FROM	TO	DIAMETER	MATERIAL	TOTAL LENGTH	TV'D BY	DATE	DEFECT TYPE	DEFECT LOCATION	CLOCK POSITION	RECOMMENDED REPAIR	QTY
5	G1	G2	18	RCP	26.1	JH	12/17/2025	Fracture circumferential	4.2	12 to 12	Quicklock	
								CIPP-Sectional	6.6-11.4			
								Broken/Hole w/soil visible	23.3	3	6'x18" Sectional	
								Fracture multiple	23.3	12 to 12		
PIPE RUN		INSPECTION PIPE DETAILS										
VIDEO #	FROM	TO	DIAMETER	MATERIAL	TOTAL LENGTH	TV'D BY	DATE	DEFECT TYPE	DEFECT LOCATION	CLOCK POSITION	RECOMMENDED REPAIR	QTY
6	V4.1	V4	18	RCP	26.7	JH	12/17/2025	Crack circumferential	5	12 to 12	Pressure Grout	
								Crack multiple	19.3	12 to 12	Pressure Grout x2	
								Crack longitudinal	15-21	6		
								Crack circumferential	21.8	12 to 12	Pressure Grout	
								Crack multiple MH	26.7		Pressure Grout Structure	
VIDEO #	FROM	TO	DIAMETER	MATERIAL	TOTAL LENGTH	TV'D BY	DATE	DEFECT TYPE	DEFECT LOCATION	CLOCK POSITION	RECOMMENDED REPAIR	QTY

7	X2	X1	18	RCP	27.1	JH	12/17/2025	Crack circumferential	2.2	8 to 4	Quicklock	
								Crack circumferential	6.1	12 to 12	Pressure Grout	
								Fracture circumferential	21	12 to 12	Quicklock	
PIPE RUN			INSPECTION PIPE DETAILS									
VIDEO #	FROM	TO	DIAMETER	MATERIAL	TOTAL LENGTH	TV'D BY	DATE	DEFECT TYPE	DEFECT LOCATION	CLOCK POSITION	RECOMMENDED REPAIR	QTY
8	X3.2	X3.1	18	RCP	24	JH	12/17/2025	Fracture multiple	2.1	12 to 12	5'x18" Sectional	
								Crack longitudinal (<0.01)	4.2	12	No Repair Necessary	
								CIPP-Sectional	6.9-10.0			
								Crack longitudinal	12 to 16	1	Pressure Grout x2	
								Concrete in pipe	16.1			
								Fracture circumferential	19.9	8 to 3	5'x18" Sectional	
								Fracture multiple	22.3	9 to 3		
PIPE RUN			INSPECTION PIPE DETAILS									
VIDEO #	FROM	TO	DIAMETER	MATERIAL	TOTAL LENGTH	TV'D BY	DATE	DEFECT TYPE	DEFECT LOCATION	CLOCK POSITION	RECOMMENDED REPAIR	QTY
9	X-5	X-6	24	RCP	24	SC	12/19/2025	Joint (1.925)	5.2		Pressure Grout	
								Joint (1.667)	13.1		Pressure Grout	
								Joint (1.475)	21.1		Pressure Grout	
PIPE RUN			INSPECTION PIPE DETAILS									
VIDEO #	FROM	TO	DIAMETER	MATERIAL	TOTAL LENGTH	TV'D BY	DATE	DEFECT TYPE	DEFECT LOCATION	CLOCK POSITION	RECOMMENDED REPAIR	QTY
10	G-2	G-3	18	RCP	155.5	SC	12/19/2025	Crack longitudinal (0.018)	60.4-69.1	12	Pressure Grout x3	
								Crack longitudinal (0.037)	91.0-92.2	12	Pressure Grout	
								Fracture circumferential (0.17)	100.7	12 to 12	Pressure Grout	
								Crack multiples (0.102)	107.1	12 to 12	Pressure Grout	
								Crack multiple joint (0.213)	123.2	4 to 8	Pressure Grout	
								Broken (0.685)	128.7-134.9	12 to 12	8'x18" Sectional	
								Fracture spirial (0.124)	139.4	12 to 12	Quicklock	
								Crack longitudinal (0.058)	139.4-146.3	1	Pressure Grout x2	
								Crack multiple (0.018)	146.3-148.0	12 to 1	Pressure Grout	
								Joint (1.165)	155.4		Pressure Grout/Gasket Removal	
								Gasket hanging	155.4			
								Plug	155.5			



1420 Martin Luther King Jr Blvd
 Sanford, FL 32771
 (407) 792-1360
 info@atlanticpipe.us

PROPOSAL

11397

CUSTOMER: Rizzetta & Company	PHONE: 904-436-6270	DATE: 01/26/2026
STREET: 2806 N. Fifth Street	JOB NAME: River Glen Repairs	
CITY/STATE/ZIP: St. Augustine, FL, 32084	JOB LOCATION: River Glen Pkwy/Hammock Glen Dr, Yulee, FL,	
ATTN: Ben Pfuhl	E-MAIL: BPfuhl@rizzetta.com	

QUANTITY	DESCRIPTION	UOM	RATE	TOTAL
Seq: Storm Repairs				
5.00	Storm QuickLock - 18"	EA	3,300.00	16,500.00
4.00	Storm Sectional CIPP - 5'x18"	EA	4,700.00	18,800.00
1.00	Storm Sectional CIPP - 6'x18"	EA	4,800.00	4,800.00
1.00	Storm Sectional CIPP - 8'x18"	EA	5,000.00	5,000.00
3.00	Storm Chemical Grout - Structure	EA	3,500.00	10,500.00
1.00	Storm Structure Rehab/Resurfacing (O-1)	EA	6,000.00	6,000.00
0.00	*Post Repair Inspection of Defects Included*		0.00	0.00
0.00	*Light Cleaning Included*		0.00	0.00
6.00	Fuel Recovery - Grout Truck (Per Mobilization)	EA	150.00	900.00
6.00	Fuel Recovery - Vac Truck (Per Mobilization)	EA	150.00	900.00
0.00	Heavy Cleaning (If Necessary)	HRS	295.00	0.00
Seq: Diving/Plugging				
5.00	Storm Plug Rental - 15"x30" (5 Plugs for 1 Week)	WKS	505.00	2,525.00
8.00	Storm Standard Diving (8HR Day Rate) - Plug Installation	HRS	265.00	2,120.00
8.00	Storm Standard Diving (8HR Day Rate) - Plug Removal	HRS	265.00	2,120.00
1.00	Plug Drop-Off & Pick-Up Fee	EA	390.00	390.00
3.00	Fuel Recovery - Dive Truck (Per Mobilization)	EA	75.00	225.00
TOTAL				70,780.00

ANY UNFORSEEN OR ABNORMAL PIPELINE OR SITE CONDITIONS WILL BE SUBJECT TO RENEGOTIATION WITHOUT PENALTY TO APS



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PROPOSED RATES MAY CHANGE BASED UPON THE FOLLOWING CONDITIONS:

- 1) Calls Outs of less than 1000 LF of readily available pipeline may be billed at the hourly rate, with a 4 hour minimum. Any time on site beyond the minimum may be billed at the hourly rate
- 2) Emergency Call Outs will be subject to increased rates.
- 3) Heavy Cleaning encountered will be performed at an hourly rate, unless otherwise specified
- 4) Travel Time charges are assessed on a job by job basis
- 5) Atlantic Pipe Services provides, free cloud downloads for videos and reports. Hard Copy Reports with DVD or USB may be purchased at \$75.00 per set.
- 6) Safety Training / Orientation required for projects will be charged at the hourly rate per unit on site
- 7) Due to rising costs of fuel and overall expenses, additional fees must be assessed. These pass-through costs are assessed through daily charges, per piece of equipment on site.

Atlantic Pipe Services is comitted to providing the same responsiveness, turn around time and quality of work that our valued customers have become accustomed to. APS has invested in technologies that allow us to be more efficient with operations and save on costs, however the extreme volatility within the fuel market is something we cannot control. This additional charge helps APS cover increased costs, as well as maintain the same level of service.

We propose to hereby furnish the following:

Our Proposal includes Labor, Material, Equipment, and Workmanship necessary to perform repairs at the above referenced project.

Delays outside of APS control for the Vac Truck and Grout Truck will be billed at the rate shown if necessary.

Grout Truck Hourly Rates: \$350 Per Hour

Vac Truck Hourly Rates: \$295 Per Hour

Price is contingent on volume of repairs. If quantity changes, APS will re-quote the work.

Price includes post inspection of repaired defects.

Price includes light cleaning. If additional cleaning is required, customer will be billed at the rate shown above for each hour.

Pricing includes 180 gallons of Avanti AV-100 Chemical. If additional grout is necessary to perform repairs, APS will charge \$30 per gallon.

If plug set/removal requires more than 8 hours due to delays, dredging or dewatering, additional time will be billed hourly.

Dive Truck Hourly Rates: \$265 Per Hour

Additional callouts for dredging, dewatering, or plug maintenance will be subject to a 4 hour minimum.

****Quantities within proposal are for estimating purposes. Billing will reflect actual quantities and/or times performed in the field.****



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Heavy Cleaning Rates	Heavy Cleaning determined by percentage of debris in pipeline			
	12" Diameter	25.00%	3"	Debris
	15" Diameter	25.00%	4"	Debris
	18" Diameter	20.00%	4"	Debris
	24" Diameter	20.00%	5"	Debris
	30" Diameter	20.00%	6"	Debris
	36" Diameter	20.00%	7"	Debris
	42" Diameter	15.00%	6"	Debris
	48" Diameter	15.00%	7"	Debris
	54" Diameter	10.00%	5"	Debris
	60" Diameter	10.00%	6"	Debris
	In the event the required cleaning is beyond normal Heavy Cleaning, the cleaning will be performed under an hourly rate. Subject to prior client notification and approval.			

CUSTOMER RESPONSIBILITIES

- Local Dump-Site for safe disposal of debris / waste material removed from Project Location
- Local Metered Water Source
- Exposure of structures and access to all work areas without delay
- Stabilized Access to Work Areas - Two Wheel Drive Accessible
- Access to secure site for equipment storage
- Maintenance of Traffic - If Applicable

CUSTOMER RESPONSIBILITIES

Delays experienced outside of APS's direct control will be subject to an hourly charge for each unit on site

Weekend and Night Work may be subject to increase rates

Any unforeseen or abnormal pipe / site conditions will be subject to renegotiation without penalty to APS

Payment terms are NET 30 days of invoice date. APS does not agree to "Pay when paid" terms

APS Proposals are valid for 30 days from date of submission.

ATLANTIC PIPE SERVICES, LLC			
PRINT NAME / TITLE	Erin Hans - Lead Estimator	DATE	1/26/2026
SIGNATURE	Erin Hans		

Acceptance of Proposal : The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to perform the work specified. Payment will be made as outlined.

CUSTOMER			
PRINT NAME / TITLE		DATE	
SIGNATURE			

ATLANTIC PIPE SERVICES, LLC
STANDARD TERMS & CONDITIONS OF BUSINESS

COMPANY: Atlantic Pipe Services, LLC, a Florida Limited Liability Company, whose address 1420 Martin Luther King Jr. Blvd, Sanford, Florida, 32771 (Hereinafter referred to as "APS")

CUSTOMER: Any corporation, company, organization, agent or individual entering into a written agreement with APS for the provision of services or materials or any other business dealing, for which payment is agreed with or becomes due and payable to APS (hereinafter referred to as "Customer")

PROPOSAL & QUOTATION: All proposals or quotations provided by APS must be in writing and signed by an authorized representative of the company to be valid and any such proposal or quotation is valid for acceptance within 30 days of the respective proposal date, unless agreed otherwise in writing.

PAYMENT TERMS: Payment of all invoices is due within 30 days from the invoice date, unless terms are agreed otherwise, in writing from APS. Any Dispute or query regarding the invoiced amount must be communicated in writing within 10 days (objection period) from the invoice date and customer will be deemed to have accepted the invoice as delivered and all services / work standards relating thereto, unless objected to in writing within the objection period. Customer agrees that no retainage will held for all services performed.

REMEDIES FOR NON-PAYMENT: All sums not paid when due will bear interest at the rate of 1.5% per month from due date until paid or the maximum legal rate permitted by law, whichever is less. In the event of legal action being deemed necessary to enforce payment, APS shall be entitled to all costs of collection including a reasonable attorney's fee. In addition, if the customer fails to make payment to APS as herein provided, then APS may stop work without prejudice to any other remedy it may have. The parties further agree that in the event of any controversy arising between them, then in such event, the State Courts of Seminole County, Florida, shall be the forum in which the parties agree to try and have heard any matters of litigation arising out of such controversies.

WARRANTIES: All workmanship and materials are guaranteed against defects in workmanship for a period of one year from the date of substantial completion of the project. This warranty is in lieu of all other warranties, expressed or implied, including any warranties of merchantability of fitness for a particular purpose. APS will not be responsible for damage to its work by other parties or normal wear and tear. Any repair work necessitated by caused damage will be considered as an order for extra work.

INDEPENDENT CONTRACTOR: Both APS and the customer agree that APS will act as an independent contractor in the performance of its duties under this contract. Accordingly, APS shall be responsible for payment of all taxes, including Federal, State, and local taxes arising out of APS's activities, including by way of illustration but not limitation, Federal and State income tax, social security tax, Unemployment Insurance taxes, and any other taxes.

UNFORESEEN OCCURRENCE: In the event that any unforeseen occurrences or conditions are encountered after the work has commenced and which APS judge, at their sole discretion, to significantly affect or may affect the services, the risk involved in providing the services or there being a material change to the proposed or quoted scope of services, APS may a) Immediately cease work without liability to the customer, or b) renegotiate with customer to change the scope of work with price adjustment or change order, or c) Apply downtime /hourly or day rates until occurrence or condition is resolved to the satisfaction of APS.

DOWNTIME/STOPPAGES/ADDITIONAL WORK: In the event that APS is unable to work or encounter stoppages due to circumstances beyond their control or unforeseen circumstances or occurrences, particularly any underground structure problems causing delay or stoppage of work or in the event of any work being required beyond the quoted scope of work, then an hourly or daily rate will be charged, subject to prior customer notification in writing from APS.

PROJECT ESTIMATES: APS may from time to time provide written estimates of projected timescale or hours for a particular project at customer request, however, this in no way binds APS to a final timescale for the services to be provided. The actual hours will be determined by specific site requirements and operational demands, which cannot be wholly determined due to the nature of the services provided by APS.

CUSTOMER PURCHASE ORDERS: In the event that the customer chooses to issue a purchase order, whether verbal or in writing, such purchase order shall be governed by APS Standard Terms & Conditions of Business as detailed herein and any such client agreement cannot change the payment terms under any circumstances unless specifically agreed to in writing APS and such agreement being authorized and signed by the owner or director of APS. In the event of any inconsistency between the APS terms and conditions as detailed herein and the terms of a service order, the APS terms and conditions shall prevail. In any event, settlement of all APS correctly submitted invoices must be made within 30 days from invoice date, irrespective of customer having received payment from their respective customer.

CONTRACT ACCEPTANCE: In the event that the client fails to sign acceptance of an APS proposal or quotation, due to oversight by either or both parties or any other reason and the services are commenced or completed on the clients written or verbal instruction due to emergency, urgency or some other reason, then these terms and conditions will be deemed to have been accepted by the client as if such proposal or quotation had been signed.

DISCLAIMER: APS shall perform any and all repairs (e.g sag removal, rerounding, grouting, sectional CIPP, internal joint seals, mechanical repair sleeves, CIPP, coatings,) services on a best-effort basis and makes no representations or warranties, express or implied, regarding the success or effectiveness of such services. Billing shall be due and payable regardless of the outcome of the sag removal process. APS shall not be held liable or responsible for any damage, deformation, failure, or other adverse effects that may occur to the pipeline as a result of the sag removal attempt. Furthermore, APS shall bear no responsibility or liability for any costs, damages, or liabilities arising from dig-ups, excavations, or other activities outside of APS's control. The client agrees to indemnify, defend, and hold harmless APS, its officers, employees, and subcontractors from and against any and all claims, damages, losses, or expenses (including attorney's fees) arising out of or related to the sag removal work, except to the extent caused by APS's sole gross negligence or willful misconduct.

CUSTOMER RESPONSIBILITIES: The customer will normally provide the following services, at no cost to APS for the duration of the project, unless agreed otherwise in writing by APS, a)Approved dumpsite and disposal for all materials to be removed from site of work, b) Access and exposure of all structures for APS personnel and equipment without delay, c) All temporary site facilities including suitable storage space for equipment, d)Any special permits and/or licenses, without delay, e) Supply and access to all water required for the project with meter if applicable. f)Work areas prepared and accessible, without delay, to enable the services to be provided, g) Authorized representative of the customer at the site of work, at all times services are being performed and with authority to accept the services as completed and / or hours worked and h) Location and exposure of all manholes in the project area.

Tab 7

RESOLUTION 2026-07

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

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

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

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

Chair	_____
Vice Chair	_____
Assistant Secretary	_____
Assistant Secretary	_____
Assistant Secretary	_____
Assistant Secretary	<u>Lesley Gallagher</u>
Assistant Secretary	<u>Ben Pfuhl</u>
Secretary	<u>Scott Brizendine</u>
Treasurer	<u>Scott Brizendine</u>
Assistant Treasurer	<u>Susan Garcia</u>

PASSED AND ADOPTED this 11th day of June 2026.

ATTEST:

**RIVER GLEN COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chairperson, Board of Supervisors