



Rizzetta & Company

# Glen St. Johns Community Development District

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**Board of Supervisors'  
Meeting  
April 21, 2021**

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

[www.glenstjohnscdd.org](http://www.glenstjohnscdd.org)

**GLEN ST JOHNS  
COMMUNITY DEVELOPMENT DISTRICT**

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

<b>Board of Supervisors</b>	Brian Reese Darren Romero Skip Thompson Mabel Perez Bliss Carley	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Lesley Gallagher	Rizzetta & Company, Inc.
<b>District Counsel</b>	Katie Buchanan	Hopping Green & Sams, P.A.
<b>District Engineer</b>	Vince Dunn	Dunn & Associates, Inc.

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

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

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

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

April 14, 2021

**Board of Supervisors  
Glen St. Johns Community  
Development District**

**AGENDA**

Dear Board Members:

The **regular** meeting of the Board of Supervisors' of the Glen St. Johns Community Development District will be held on **April 21, 2021 at 10:00 a.m.** at the Holiday Inn Express & Suites, 2300 State Road 16, St. Augustine, Florida 32084. Following is the agenda for the meeting.

- 1. CALL TO ORDER/ROLL CALL**
- 2. PUBLIC COMMENTS**
- 3. BUSINESS ADMINISTRATION**
  - A. Consideration of the Minutes of the Audit Committee Meeting held on February 17, 2021.....Tab 1
  - B. Consideration of the Minutes of the Board of Supervisors' Regular Meeting held on February 17, 2021.....Tab 2
  - C. Ratification of the Operation and Maintenance Expenditures for January 2021, February 2021 and March 2021.....Tab 3
- 4. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
    - 1.) Acceptance of Annual Engineer's Report.....Tab 4
  - C. Landscape Report
    - 1.) Consideration of Proposal for Monument Landscape Enhancements.....Tab 5
  - D. Amenity Manager Report
  - E. District Manager
    - 1.) Estate Management Pond Report, April 5 & April 7, 2021.....Tab 6
- 5. BUSINESS ITEMS**
  - A. Consideration of Amenity Center and Playground Pressure Washing Proposal.....Tab 7
  - B. Consideration of Seasonal Amenity Center Facility Attendants.....Tab 8
  - C. Consideration of Proposals for Installation of Mulch/Pine Bark.....Tab 9
  - D. Acceptance of LLS Tax Solution Arbitrage Report, Series 2006.....Tab 10
  - E. Acceptance of Financial Report for Period Ending September 30, 2020.....Tab 11
  - F. Consideration of Resolution 2021-02, Approving Proposed Fiscal Year 2021-2022 Budget and Setting Public Hearing.....Tab 12
- 6. SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

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

Very truly yours,  
*Lesley Gallagher*  
Lesley Gallagher  
District Manager  
Glen St. Johns Community Development District

**CALL TO ORDER / ROLL CALL**

**AUDIENCE COMMENTS  
ON AGENDA ITEMS**

# **BUSINESS ADMINISTRATION**

# **Tab 1**

**MINUTES OF MEETING**

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

**GLEN ST. JOHNS  
COMMUNITY DEVELOPMENT DISTRICT**

The **Audit Committee Meeting** of Glen St. Johns Community Development District was held on **Wednesday, February 17, 2021 at 10:00 a.m.** at the Holiday Inn Express & Suites, 2300 State Road 16, St. Augustine, Florida 32084.

Present and constituting a quorum:

Brian Reese	<b>Board Supervisor, Chairman</b>
David Nabers	<b>Board Supervisor, Vice Chairman</b>
Lynne Snyder	<b>Board Supervisor, Assistant Secretary (Via Speakerphone)</b>
Darren Romero	<b>Board Supervisor, Assistant Secretary</b>
Mabel Perez	<b>Board Supervisor, Assistant Secretary (Via Speakerphone)</b>

Also present were:

Lesley Gallagher	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Katie Buchanan	<b>District Counsel, Hopping Green &amp; Sams (Via Speakerphone)</b>
Vince Dunn	<b>District Engineer, Dunn &amp; Associates (Via Speakerphone)</b>
Steve Howell	<b>Field Operations Manager, Vesta</b>
Jamie Constancio	<b>Sr. Account Manager, VerdeGo Landscape</b>

Audience present.

**FIRST ORDER OF BUSINESS**

**Call to Order**

Ms. Gallagher called the meeting to order at 10:02 a.m. and read roll call.

48 **SECOND ORDER OF BUSINESS**

**Review, Discuss and Evaluate the  
Proposals in Response to the Requests  
for District Auditing Services**

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The Committee reviewed proposals from Grau & Associates and Berger, Toombs, Elam, Gaines & Frank, and each committee member provided a ranking, which were then totaled, (Exhibit A) with Grau & Associates receiving the highest ranking and being the recommendation for Audit Services for Glen St. Johns Community Development District.

**THIRD ORDER OF BUSINESS**

**Adjournment**

Ms. Gallagher adjourned the Audit Committee meeting at 10:18 a.m. for Glen St. Johns Community Development District.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman

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# **Exhibit A**

Glen St. Johns CDD  
 Audit Proposal Review Committee Evaluation Spreadsheet  
 February 17, 2021

Bidder's Name	Total Audit Price	Ability of Personnel (20 Points)	Proposer's Experience (20 Points)	Understanding Scope of Work (20 Points)	Ability to Furnish Required Services (20 Points)	Price (20 Points)	Total Points
*Grau & Associates	FY 2021 - \$3,400.00 FY 2022 - \$3,500.00 FY 2023 - \$3,600.00 FY 2024 - \$3,700.00 FY 2025 - \$3,800.00	See	Attached	Individual	Scoring	Sheets	481
Berger, Toombs, Elam, Gaines & Frank	FY 2021 - \$3,215.00 FY 2022 - \$3,215.00 FY 2023 - \$3,315.00 FY 2024 - \$3,415.00 FY 2025 - \$3,415.00	See	Attached	Individual	Scoring	Sheets	477
Committee Member's Names: Brian Reese, Darren Romero, David Nabers, Lynne Snyder, Mabel Perez							

\* = Current Auditor  
 Grau & Associates

Glen St. Johns CDD  
 Audit Proposal Review Committee Evaluation Spreadsheet  
 February 17, 2021

Bidder's Name	Total Audit Price	Ability of Personnel (20 Points)	Proposer's Experience (20 Points)	Understanding Scope of Work (20 Points)	Ability to Furnish Required Services (20 Points)	Price (20 Points)	Total Points
*Grau & Associates	FY 2021 - \$3,400.00 FY 2022 - \$3,500.00 FY 2023 - \$3,600.00 FY 2024 - \$3,700.00 FY 2025 - \$3,800.00	20	20	20	20	10	90
Berger, Toombs, Elam, Gaines & Frank	FY 2021 - \$3,215.00 FY 2022 - \$3,215.00 FY 2023 - \$3,315.00 FY 2024 - \$3,415.00 FY 2025 - \$3,415.00	5	20	20	20	20	85
Committee Member's Names:							

\* = Current Auditor  
 Grau & Associates

Lynne Snyder

Glen St. Johns CDD  
 Audit Proposal Review Committee Evaluation Spreadsheet  
 February 17, 2021

Bidder's Name	Total Audit Price	Ability of Personnel (20 Points)	Proposer's Experience (20 Points)	Understanding Scope of Work (20 Points)	Ability to Furnish Required Services (20 Points)	Price (20 Points)	Total Points
*Grau & Associates	FY 2021 - \$3,400.00 FY 2022 - \$3,500.00 FY 2023 - \$3,600.00 FY 2024 - \$3,700.00 FY 2025 - \$3,800.00	<b>20</b>	<b>20</b>	<b>17</b>	<b>20</b>	<b>20</b>	<b>97</b>
Berger, Toombs, Elam, Gaines & Frank	FY 2021 - \$3,215.00 FY 2022 - \$3,215.00 FY 2023 - \$3,315.00 FY 2024 - \$3,415.00 FY 2025 - \$3,415.00	<b>20</b>	<b>15</b>	<b>18</b>	<b>20</b>	<b>20</b>	<b>93</b>
Committee Member's Names:							

\* = Current Auditor  
 Grau & Associates

Mabel Perez

Glen St. Johns CDD  
 Audit Proposal Review Committee Evaluation Spreadsheet  
 February 17, 2021

Bidder's Name	Total Audit Price	Ability of Personnel (20 Points)	Proposer's Experience (20 Points)	Understanding Scope of Work (20 Points)	Ability to Furnish Required Services (20 Points)	Price (20 Points)	Total Points
*Grau & Associates	FY 2021 - \$3,400.00 FY 2022 - \$3,500.00 FY 2023 - \$3,600.00 FY 2024 - \$3,700.00 FY 2025 - \$3,800.00	20	20	20	20	19	99
Berger, Toombs, Elam, Gaines & Frank	FY 2021 - \$3,215.00 FY 2022 - \$3,215.00 FY 2023 - \$3,315.00 FY 2024 - \$3,415.00 FY 2025 - \$3,415.00	20	20	20	20	20	100
Committee Member's Names:							

\* = Current Auditor  
 Grau & Associates

Glen St. Johns CDD  
 Audit Proposal Review Committee Evaluation Spreadsheet  
 February 17, 2021

Bidder's Name	Total Audit Price	Ability of Personnel (20 Points)	Proposer's Experience (20 Points)	Understanding Scope of Work (20 Points)	Ability to Furnish Required Services (20 Points)	Price (20 Points)	Total Points
*Grau & Associates	FY 2021 - \$3,400.00 FY 2022 - \$3,500.00 FY 2023 - \$3,600.00 FY 2024 - \$3,700.00 FY 2025 - \$3,800.00	20	20	20	20	15	95
Berger, Toombs, Elam, Gaines & Frank	FY 2021 - \$3,215.00 FY 2022 - \$3,215.00 FY 2023 - \$3,315.00 FY 2024 - \$3,415.00 FY 2025 - \$3,415.00	20	20	20	20	20	100
Committee Member's Names:							

\* = Current Auditor  
 Grau & Associates

Glen St. Johns CDD  
 Audit Proposal Review Committee Evaluation Spreadsheet  
 February 17, 2021

Bidder's Name	Total Audit Price	Ability of Personnel (20 Points)	Proposer's Experience (20 Points)	Understanding Scope of Work (20 Points)	Ability to Furnish Required Services (20 Points)	Price (20 Points)	Total Points
*Grau & Associates	FY 2021 - \$3,400.00 FY 2022 - \$3,500.00 FY 2023 - \$3,600.00 FY 2024 - \$3,700.00 FY 2025 - \$3,800.00	20	20	20	20	20	100
Berger, Toombs, Elam, Gaines & Frank	FY 2021 - \$3,215.00 FY 2022 - \$3,215.00 FY 2023 - \$3,315.00 FY 2024 - \$3,415.00 FY 2025 - \$3,415.00	20	19	20	20	20	99
Committee Member's Names:							

\* = Current Auditor  
 Grau & Associates

## **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.*

**GLEN ST. JOHNS  
COMMUNITY DEVELOPMENT DISTRICT**

The **regular** meeting of the Board of Supervisors of Glen St. Johns Community Development District was held on **Wednesday, February 17, 2021 at 10:00 a.m.** at the Holiday Inn Express & Suites, 2300 State Road 16, St. Augustine, Florida 32084.

Present and constituting a quorum:

Brian Reese	<b>Board Supervisor, Chairman</b>
David Nabers	<b>Board Supervisor, Vice Chairman</b>
Lynne Snyder	<b>Board Supervisor, Assistant Secretary (Via Speakerphone)</b>
Darren Romero	<b>Board Supervisor, Assistant Secretary</b>
Mabel Perez	<b>Board Supervisor, Assistant Secretary (Via Speakerphone)</b>

Also present were:

Lesley Gallagher	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Katie Buchanan	<b>District Counsel, Hopping Green &amp; Sams (Via Speakerphone)</b>
Vince Dunn	<b>District Engineer, Dunn &amp; Associates (Via Speakerphone)</b>
Steve Howell	<b>Field Operations Manager, Vesta</b>
Jamie Constancio	<b>Sr. Account Manager, VerdeGo Landscape</b>

Audience present.

**FIRST ORDER OF BUSINESS**

**Call to Order**

Ms. Gallagher called the meeting to order at 10:18 a.m. and read roll call.

**SECOND ORDER OF BUSINESS**

**Audience Comments on Agenda Items**

No audience comments.

*The Board moved to agenda item 5A.*

48 **THIRD ORDER OF BUSINESS** **Consideration of Proposals for**  
49 **Amenity Century Parking Drainage**  
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51 The Board reviewed pricing for 3 surface options. Discussion ensued regarding these  
52 products and the addition of a walkway, as well as a crushed shell option.  
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On a motion by Mr. Nabers, seconded by Mr. Reese, with all in favor, the Board authorized the Chairman to work with the District Engineer and District Staff on a final proposal to include a walkway and drainage for the amenity center parking lot at a cost not to exceed \$8,500.00 with the District Engineer to provide a drawing for this work to use with scope for proposals for Glen St. Johns Community Development District.

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55 *The Board moved to agenda item 4B.*  
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57 **FOURTH ORDER OF BUSINESS** **Staff Reports**  
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- 59 B. District Engineer  
60 1.) Consideration of Proposal for Annual Engineer's Report  
61 Mr. Dunn noted that his firm is currently working on the Annual Engineer's  
62 report.  
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64 *The Board moved back to agenda item 3A.*  
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67 **FIFTH ORDER OF BUSINESS** **Consideration of the Minutes of the**  
68 **Audit Committee Meeting held**  
69 **December 16, 2020**  
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On a motion by Mr. Reese, seconded by Mr. Nabers, with all in favor, the Board approved the Minutes of the Audit Committee Meeting held on December 16, 2020 for Glen St. Johns Community Development District.

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73 **SIXTH ORDER OF BUSINESS** **Consideration of the Minutes of the**  
74 **Board of Supervisor's Regular**  
75 **Meeting held December 16, 2020**  
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On a motion by Mr. Reese, seconded by Ms. Snyder, with all in favor, the Board approved the Minutes of the Board of Supervisor's Regular Meeting held on December 16, 2020 for Glen St. Johns Community Development District.

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82 **SEVENTH ORDER OF BUSINESS**

**Ratification of the Operation and  
Maintenance Expenditures for  
November 2020 and December 2020**

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On a motion by Mr. Nabers, seconded by Mr. Reese, with all in favor, the Board ratified the Operations and Maintenance Expenditures for November 2020 in the amount of \$12,949.57 and December 2020 in the amount of \$38,354.42 for Glen St. Johns Community Development District.

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88 **EIGHTH ORDER OF BUSINESS**

**Consideration of Appointment to  
Seats Declared Vacant**

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91 The Board reviewed statements of interest from 4 individuals to be considered for  
92 appointment to seats currently held by David Nabers and Lynne Snyder. Mr. Thompson  
93 and Ms. Carley were both in attendance at the meeting.

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On a motion by Mr. Nabers, seconded by Mr. Reese, with all in favor, the Board appointed Skip Thompson and Bliss Carley to the seats declared vacant for Glen St. Johns Community Development District.

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97 **NINTH ORDER OF BUSINESS**

**Oath of Office**

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99 Mr. Thompson and Ms. Carley took their Oath of Office.

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102 **TENTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-01,  
ReDesignating Officers**

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On a motion by Mr. Reese, seconded by Ms. Carley, with all in favor, the Board adopted Resolution 2021-01, ReDesignating officers as follows, Brian Reese as Chairman, Darren Romero as Vice Chairman, and Skip Thompson, Mabel Perez, Bliss Carley, Lesley Gallagher and Melissa Dobbins as Assistant Secretaries for Glen St. Johns Community Development District.

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**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

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- A. District Counsel  
Ms. Buchanan updated the Board that there had been no movement on the Farah & Farah claim that she was aware of but that a shade meeting may be required if that changed before the next meeting. Ms. Buchanan requested a shade meeting for April 21, 2021, which the board authorized.

Ms. Buchanan then provided a brief overview of public records and Sunshine law for the two new Board Supervisors.

- C. Landscape Report
  - 1.) VerdeGo Landscape Report, February 9, 2021
  - 2.) Consideration of Landscape Enhancement ProposalsMr. Constancio reviewed his report found under Tab 7 of the agenda.

The Board then reviewed VerdeGo proposals for the following enhancements: Interior & exterior pool area, traffic circle, reserve monument signs are the area where pines had previously been removed.

On a motion by Mr. Romero, seconded by Ms. Carley, with all in favor, the Board approved the interior and exterior pool proposal in the amount of \$3,268.54 for Glen St. Johns Community Development District.

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On a motion by Mr. Reese, seconded by Ms. Perez, by majority vote, with Mr. Romero opposed, the Board approved the proposal for the traffic circle as amended to add sod at a cost not to exceed \$2,140.00 and authorized the Chairman to approve final proposal for Glen St. Johns Community Development District.

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On a motion by Ms. Carley, seconded by Mr. Reese, with all in favor, the Board approved transplanting grasses and enhancing the area with seed at the areas for the reserve monument signs at a not to exceed \$1,000.00 for the Glen St. Johns Community Development District.

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The Chairman thanked Mr. Constancio with VerdeGo for his effort and being proactive.

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D. Amenity Manager  
1.) Amenity Manager Report, February 17, 2021  
2.) Discussion Regarding COVID-19 Restrictions  
Mr. Howell also thanked Mr. Constancio. He reviewed his report found under Tab 9 of the agenda. He noted that he is monitoring the new cypress trees installed.

E. District Manager  
Ms. Gallagher updated the Board that the Crossings HOA had requested reimbursement in the amount of \$902.09 for the bills that they had paid in their name over the last several years for the signage lighting on the Leo Maguire near St. Thomas. They had also communicated that they had disconnected this meter.

The Board did not approve reimbursing the Crossings HOA but did authorize reconnecting this signage lighting should FPL turn them off since they still appear to be operating. She then updated the Board that she had been notified that the irrigation meter for the park on Trellis Bay had remained in the name of KB Home and they were requesting it be transferred. The Board authorized the transfer and \$430.00 deposit with a \$10.00 connect fee.

Ms. Gallagher updated the Board that the next meeting will be held on April 21, 2020 at 10:00 a.m.

**TWELFTH ORDER OF BUSINESS**

**Consideration of Audit Committee Recommendation**

On a motion by Mr. Reese, seconded by Ms. Carley, with all in favor, the Board accepted the Audit Committee recommendation of Grau & Associates for Glen St. Johns Community Development District.

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**THIRTEENTH ORDER OF BUSINESS**

**Supervisors Request and Audience Comments**

Mr. Romero requested copies of the current budget as well as maintenance maps for the next meeting.

No audience comments.

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

On a motion by Mr. Reese, seconded by Ms. Carley, with all in favor, the Board adjourned the Board of Supervisors' Meeting at 12:27 p.m. for Glen St. Johns Community Development District.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman

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## **Tab 3**

# GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT

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

## Operation and Maintenance Expenditures January 2021 Presented For Board Approval

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

The total items being presented: **\$39,717.98**

Approval of Expenditures:

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\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

# Glen St. Johns Community Development District

## Paid Operation & Maintenance Expenditures

January 1, 2021 Through January 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
AT & T Corp	003081	132474430 01/21	Phone/Internet/Alarm Monitoring 01/21	104.29
Estate Management Services, Inc.	003075	23668	Pond Management Services 01/21	792.00
Florida Power & Light Company	003070	FPL Summary 1/21	FPL Summary 01/21	3,678.23
Hopping Green & Sams	003071	119523	General Legal Services 11/20	464.00
Innersync	003072	19116	ADA Website Compliance 01/21	384.38
M & G Holiday Lighting	003076	1625-2	Remaining balance Down Hoilday Lights 12/20	1,293.93
Rizzetta & Company, Inc.	003066	INV0000055505	District Management Fees 01/21	3,160.83
Rizzetta & Company, Inc.	003077	INV0000055622	Annual Dissemination Agent Fee FY 20/21	5,000.00
Rizzetta Technology Services, LLC	003067	INV0000006737	Website Hosting Services 01/21	100.00
St. Johns County Tax Collector	003068	122820 SJCTC	Postage 12/20	57.39
Verdego, LLC	003073	4403	Tree Removal 12/20	325.00
Verdego, LLC	003078	4447	Landscape Maintenance 01/21	8,127.11
Vesta Property Services, Inc.	003069	376341	Pressure Wash 11/20	6,217.00

# Glen St. Johns Community Development District

## Paid Operation & Maintenance Expenditures

January 1, 2021 Through January 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Vesta Property Services, Inc.	003074	377554	Big Z Pass Thru 12/20	899.00
Vesta Property Services, Inc.	003079	378097	Amenity Management Services 01/21	2,729.67
Vesta Property Services, Inc.	003074	378168	Pressure Washing 12/20	4,729.64
Vesta Property Services, Inc.	003074	378331	Under Billing 12/20	1,500.00
Vesta Property Services, Inc.	003079	378548	Billable Expenses 12/20	40.44
Waste Pro, Inc	003080	0000323658	Facility Waste Disposal 02/21	<u>115.07</u>
<b>Report Total</b>				<b><u>39,717.98</u></b>

# GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT

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

## Operation and Maintenance Expenditures February 2021 Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from February 1, 2021 through February 28, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$23,309.77**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

# Glen St. Johns Community Development District

## Paid Operation & Maintenance Expenditures

February 1, 2021 Through February 28, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
AT & T Corp	003096	132474430 02/21	Phone/Internet/Alarm Monitoring 02/21	\$ 94.30
Estate Management Services, Inc.	003090	24531	Pond Management Services 02/21	\$ 792.00
Florida Power & Light Company	003091	FPL Summary 02/21	FPL Summary 02/21	\$ 3,565.98
Grau and Associates	003087	20446	Audit FYE 09/30/2020	\$ 1,500.00
Holiday Inn Express & Suites	003089	012721 Holiday Inn	BOS Rental For Meeting 02/09/2021	\$ 100.00
Hopping Green & Sams	003088	120097	General Legal Services 12/20	\$ 806.50
JEA	003083	1608024175 01/21	1430 St Thomas Island Py 01/21	\$ 395.52
Rizzetta & Company, Inc.	003084	INV0000056044	District Management Fees 02/21	\$ 3,160.83
Rizzetta Technology Services, LLC	003085	INV0000006836	Website Hosting Services 02/21	\$ 100.00
The St. Augustine Record Dept 1261	003092	0003335389-01 02/02/21	Legal Ad Invoice 02/21	\$ 116.68
Verdego, LLC	003093	4645	Landscape Maintenance 02/21	\$ 8,127.11
Vesta Property Services, Inc.	003094	379247	Amenity Management Services 02/21	\$ 3,029.67
Vesta Property Services, Inc.	003094	379845	Reimbursed Expenses 01/21	\$ 1,330.64

# Glen St. Johns Community Development District

## Paid Operation & Maintenance Expenditures

February 1, 2021 Through February 28, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Waste Pro, Inc	003095	0000324291	Facility Waste Disposal 03/21	\$ 116.04
Weather Engineers, Inc.	003098	C22264	HVAC Equipment Inspection 02/21	<u>\$ 74.50</u>
<b>Report Total</b>				<b><u>\$ 23,309.77</u></b>

# GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT

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

## Operation and Maintenance Expenditures March 2021 Presented For Board Approval

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

The total items being presented: **\$18,663.49**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

# Glen St. Johns Community Development District

## Paid Operation & Maintenance Expenditures

March 1, 2021 Through March 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
AT & T Corp	2021033121-1	132474430 03/21	Phone/Internet/Alarm Monitoring 03/21	\$ 94.30
Brian Reese	003104	BR021721	Board of Supervisors Meeting 02/17/2021	\$ 200.00
Darren H. Romero	003107	DR021721	Board of Supervisors Meeting 02/17/2021	\$ 200.00
David Nabers	003101	DN021721	Board of Supervisors Meeting 02/17/2021	\$ 200.00
Disclosure Services, LLC	003117	3	Amortization Schedule Series 2006	\$ 500.00
Dunn & Associates, Inc.	003113	21-196	Engineering Services 12/20-02/21	\$ 2,172.22
Estate Management Services, Inc.	003114	25340	Pond Management Services 03/21	\$ 792.00
First Place Fitness Equipment, Inc.	003109	26313	Gym Wipes 03/21	\$ 119.96
Florida Power & Light Company	2021031721-1	FPL Summary 03/21	FPL Summary 03/21	\$ 3,558.46
Grau and Associates	003110	20582	Audit FYE 09/30/2020	\$ 2,100.00
Hopping Green & Sams	003111	120619	General Legal Services 01/21	\$ 126.00
JEA	003099	1608024175 02/21	1430 St Thomas Island Py 02/21	\$ 413.43
JEA	2021032521-1	1608024175 03/21	1430 St Thomas Island Py 03/21	\$ 860.08

# Glen St. Johns Community Development District

## Paid Operation & Maintenance Expenditures

March 1, 2021 Through March 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
LLS Tax Solutions Inc.	003100	002211	Special assessment bonds Series 2006 PE 11/30/20	\$ 500.00
Lynne E. Snyder	003108	LS021721	Board of Supervisors Meeting 02/17/2021	\$ 200.00
Mabel Perez	003102	MP021721	Board of Supervisors Meeting 02/17/2021	\$ 200.00
Protection Group USA, Inc.	003103	8143-M	Quarterly Monitoring Service 04/21	\$ 135.00
Rizzetta & Company, Inc.	003105	INV0000057011	District Management Fees 03/21	\$ 3,160.83
Rizzetta Technology Services, LLC	003106	INV0000006935	Website Hosting Services 03/21	\$ 100.00
Vesta Property Services, Inc.	003115	380487	Amenity Management Services 03/21	\$ 2,879.67
Waste Pro, Inc	003116	0000326024	Facility Waste Disposal 04/21	\$ 116.54
Weather Engineers, Inc.	003112	C22264B	HVAC Equipment Inspection 02/21	<u>\$ 35.00</u>
<b>Report Total</b>				<b><u>\$ 18,663.49</u></b>

# **STAFF REPORTS**

# District Counsel

# District Engineer

# Tab 4



# Dunn & Associates, Inc.

CIVIL ENGINEERS / LAND PLANNERS

8647 Baypine Road, Suite 200 Jacksonville, Florida 32256

Phone: (904) 363-8916

Fax: (904) 363-8917

April 7, 2021

Leslie Gallagher, District Manager  
Glen St. Johns Community Development District  
2806 N. Fifth Street, Unit 403  
St. Augustine, FL 32084

**PROJECT: Glen St. Johns Community Development District**

**DAI Project No. 0809-230-4**

**SUBJECT: Consulting Engineer's Report 2021**

Dear Ms. Gallagher:

In accordance with Section 9.21 of the Master Trust Indenture for the Glen St. Johns Community Development District ("District"), Dunn & Associates, Inc., the District Engineer, has reviewed the portion of the Project (as defined in the Indenture) owned by the District and such portion appears to have been maintained in good repair, working order and condition.

We have reviewed the fiscal year 2020/2021 budget and it appears to be sufficient, in our opinion, to provide for operation and maintenance of the portion of the Project owned by the District.

In accordance with Section 9.14 of the Master Trust Indenture, Dunn & Associates, Inc. has reviewed the property schedule stating the current limits of insurance coverage and the policy appears to adequately cover the value of the District owned improvements.

Should you have any questions or comments related to the information provided in this report, please do not hesitate to contact our office.

Sincerely,

Dunn & Associates, Inc.

Vincent J. Dunn, P.E.  
President

# Landscape Report

# **Tab 5**



**PROPOSAL**

**Mailing Address**

Rizzetta  
2806 N. Fifth Street, Unit 403  
St. Augustine, FL 32084

**Job Address**

Glen St. Johns CDD  
1430 St Thoams Island Pkwy  
St. Augustine, FL 32092

Date: April 13, 2021

Phone: St. Augustine

Opportunity#: 5040

**Job Summary:**

**Landscape Enhancement**

Quantity	Description	Unit	Unit Price	Ext Price
2.00	Labor and Prep	Hr	\$41.43	\$82.86
2.00	Nelly Stevens Holy each side of Monument	Ea	\$235.00	\$470.00
0.00	Disposal Fee	Ea	\$50.00	\$0.00
<b>Landscape Enhancement Total</b>				<b>\$552.86</b>

**Proposal Total: \$552.86**

**Note: This proposal includes all labor and material necessary to complete the job.**

**Payment due 30 days after receipt of invoice.**

All material is guaranteed for one year as long as proper maintenance and landscape practices are being performed. All work to be completed in a workman-like manner according to standard practices. Any changes or additional work from the above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimates. Any verbal authorizations given by the customer will be treated the same as a written order even if authorization is not written.

Verdego employees are fully covered by workman's compensation insurance.



**ACCEPTANCE OF PROPOSAL**

I/WE have reviewed your proposal and hereby indicate our acceptance of the same, as per the scope, specifications and amounts mentioned in the proposal form. I/We agree to the proposed terms of payment and will release the funds as per agreed herein.

By \_\_\_\_\_

Jaime Constancio

Date \_\_\_\_\_  
4/13/2021

**VerdeGo**

By \_\_\_\_\_

Date \_\_\_\_\_

**Rizzetta**

# Amenity Manager Report

# District Manager

# Tab 6

**JOB CARD**



**ESTATE MANAGEMENT SERVICES**

305 Indigo Dr  
Brunswick, Georgia 31525  
P.: 912-466-9800  
E.: accounting@ponds.org

**Glen St Johns**

1430 Saint Thomas Island Parkway  
St Augustine, Florida 32092  
P.: 904-654-6304

E.: cddinvoice@rizzetta.com

**Contact Person:**

**Customer Type:**

**Account Type:** Pond Management

**Date:** 04/05/2021

**Fieldworker:** Micah Richardson

**Job #:** 40576

**Type:** Monthly Maintenance

**Status:** Finished

Actual Job Date & Time	Site Address
05-Apr-2021 12:04 PM	1430 Saint Thomas Island Parkway, St Augustine, Florida, 32092

**Pre-work Details**

**Land Rig:** Yes **Weather Conditions:** Sunny 68  
**Boat:** \_\_\_\_\_ **Water Conditions:** Normal  
**Backpack:** \_\_\_\_\_

**Post-work Details**

**Trash Removed:** Yes **Treatment:** Treated for algae and picked up trash  
**Area Treated:** All rig ponds **Other Comments:**  
**Weed and/or Algae Types:** Algae

Description
Captain XTR Ounce

**Description:**

**Completed Notes:**

**Notes:**

**JOB CARD**



**ESTATE MANAGEMENT SERVICES**

305 Indigo Dr  
Brunswick, Georgia 31525  
P.: 912-466-9800  
E.: accounting@ponds.org

**Glen St Johns**

1430 Saint Thomas Island Parkway  
St Augustine, Florida 32092  
P.: 904-654-6304

E.: cddinvoice@rizzetta.com

**Contact Person:**

**Customer Type:**

**Account Type:** Pond Management

**Date:** 04/07/2021

**Fieldworker:** Josh Shook

**Job #:** 40702

**Type:** Monthly Maintenance

**Status:** Finished

Actual Job Date & Time	Site Address
07-Apr-2021 12:12 PM	1430 Saint Thomas Island Parkway, St Augustine, Florida, 32092

**Pre-work Details**

**Land Rig:** \_\_\_\_\_ **Weather Conditions:** Sunny 81  
**Boat:** Yes **Water Conditions:** Normal  
**Backpack:** \_\_\_\_\_

**Post-work Details**

**Trash Removed:** Yes **Treatment:** Treated for algae, water clarity and picked up trash  
**Area Treated:** 3 ponds **Other Comments:**  
**Weed and/or Algae Types:** Algae

Description
SeClear Ounce Captain XTR Gallon

**Description:**

**Completed Notes:**

**Notes:**

# **BUSINESS ITEMS**

# **Tab 7**



AMENITY  
MAINTENANCE  
GROUP

# Proposal

DATE: March 26, 2021

245 Riverside Ave Suite ##300, 32202  
Ph: 904-654-6304 / Fax: 904-355-1832

# GSJ03262021

BILL TO: Glen St. Johns CDD

DESCRIPTION	AMOUNT
Amenity Center, to include building, awning, patio and all other hard surfaces at the perimeter	\$ 500.00
Playgrounds (both)	\$ 300.00
Licensed and insured as a department of Vesta Property Services	
<b>SUBTOTAL</b>	<b>\$ 800.00</b>
<b>SALES TAX</b>	<b>\$ -</b>
<b>TOTAL</b>	<b>\$ 800.00</b>

Payment is due 30 days upon completion.  
Thank you for your business!

# Tab 8

## **Possible Addendum to the contract**

### **ADDITIONAL SERVICES PROVIDED**

#### Seasonal Facility Monitoring:

1. Assist in staffing and monitoring the use of the amenity center/pool facility.
2. Greet residents.
3. Enforce district policies as they relate to the facility's usage by residents, authorized guests and other authorized users.

#### Proposed Facility Monitor schedule and pricing:

Weekends only from Memorial Day up to the beginning of St. Johns County school summer break. (12:00 p.m.-7:00 p.m.)

Summer break Tuesday- Sunday (12:00 p.m.-7:00 p.m.)

Labor Day Weekend (12:00 p.m.-7:00 p.m.)

\$8,605.00 (or \$717.00/mo.)

## **Tab 9**



**First Coast Mulch**  
 4672 Race Track Rd  
 St Johns, FL 32259  
 (904)254-5366  
 bobbyk@firstcoastmulch.com

**Estimate**

ADDRESS
Glen St Johns C.D.D 1430 St Thomas Pkwy St Augustine Fl 32092

SHIP TO
Glen St Johns C.D.D 1430 St Thomas Pkwy St Augustine Fl 32092

ESTIMATE #	DATE
2674	04/06/2021

ACTIVITY	QTY	RATE	AMOUNT
<b>Mulch Installation:Mini Pine Bark</b> Installation of Mini Pine Bark as ordered and Measured by Customer, as per attached Map. (175ft max hose Pull, ) Spring Install We will invoice for actual actual amount Used, Up to 240 yards	240	42.00	10,080.00
<b>Mulch Installation:Mini Pine Bark</b> Installation of Mini Pine Bark as ordered and Measured by Customer, as per attached Map. (175ft max hose Pull, ) Fall Install We will invoice for actual actual amount Used, Up to 240 yards	240	42.00	10,080.00
<b>Mulch Installation:Playground Chips</b> Installation of IPEMA Certified chips <a href="https://www.cpsc.gov/safety-education/safety-guides/playgrounds">https://www.cpsc.gov/safety-education/safety-guides/playgrounds</a> Neighborhood Play Ground as per Map Approx 5"- 6"	35	42.00	1,470.00
<b>Mulch Installation:Playground Chips</b> Installation of IPEMA Certified chips <a href="https://www.cpsc.gov/safety-education/safety-guides/playgrounds">https://www.cpsc.gov/safety-education/safety-guides/playgrounds</a> Pool Area Play Ground as per Map Appreox. 5"-6"	43	42.00	1,806.00

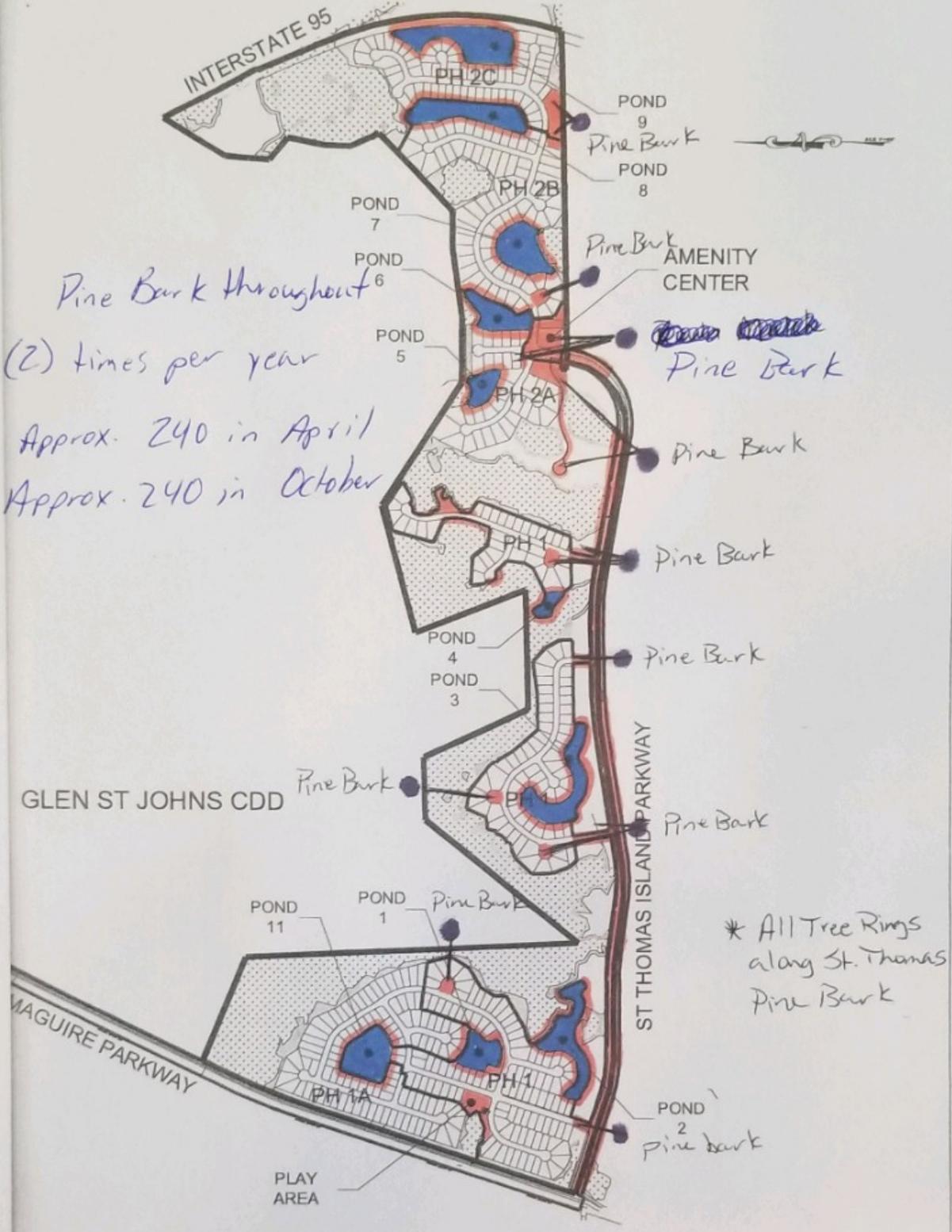
Thank you for the opportunity to bid your project. We look forward to working with you soon! Please note that there is 3% surcharge for all credit card payments.

**TOTAL**

**\$23,436.00**

Accepted By

Accepted Date



*Pine Bark throughout  
 (2) times per year  
 Approx. 240 in April  
 Approx. 240 in October*

~~Tree Rings~~  
*Pine Bark*

*\* All Tree Rings  
 along St. Thomas  
 Pine Bark*

**Dunn & Associates, Inc.**  
 CIVIL ENGINEERS / LAND PLANNERS  
 15 Dix Hills Trail, Suite 102 Jacksonville, Florida 32256  
 Phone: (904)363-8916 Fax: (904)363-8917

**SITE PLAN**

Project Name : GLEN ST JOHNS		Site Location : East side of Leo Maguire Parkway approximately 2.5 miles south of CR210
Project No : 0809-230-4	Drawn By : MR	
Checked By : VJD	Date : 4-27-17	Scale : N/A

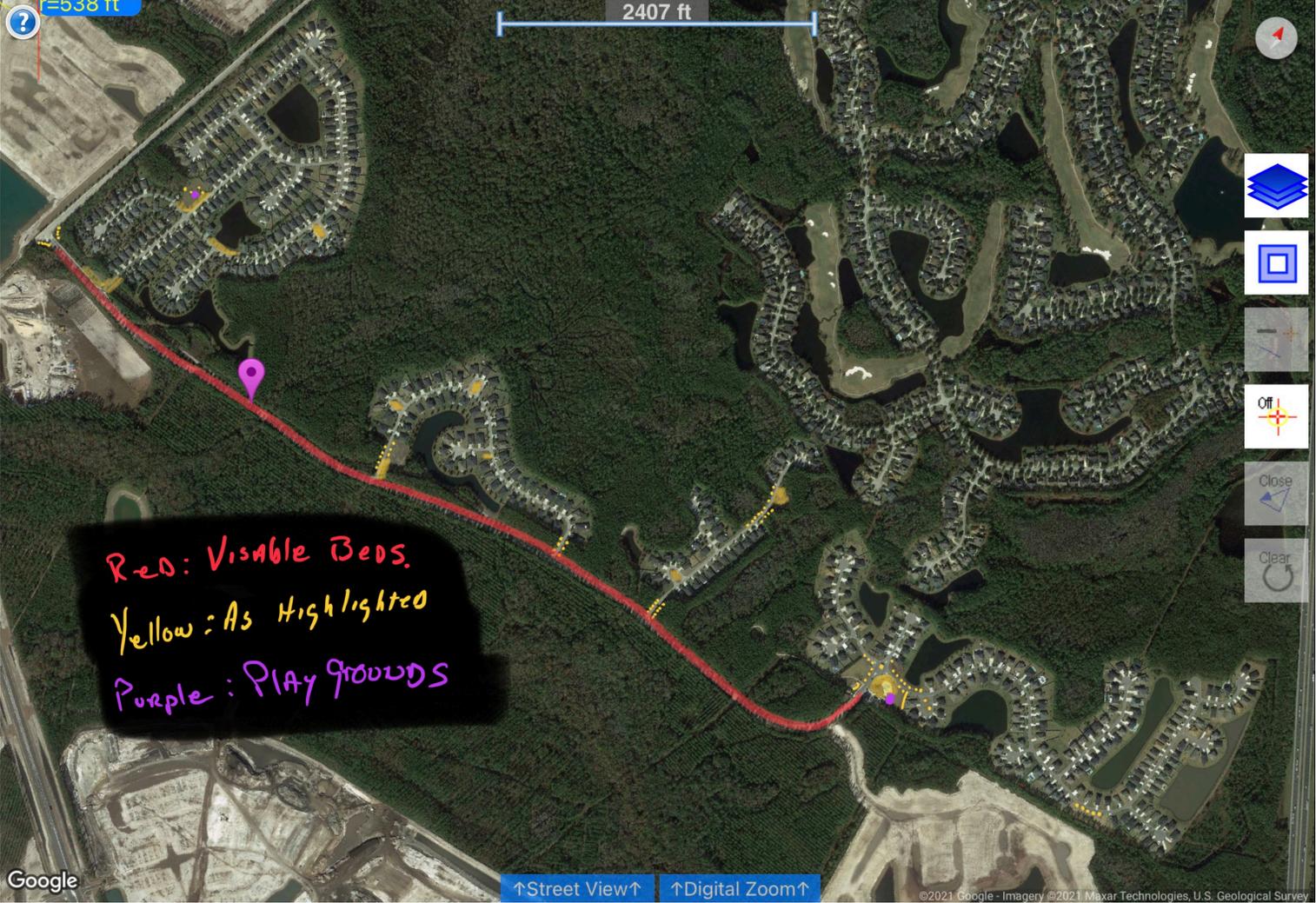
BM: 50  
 AM: 24

1430 st thomas island parkway



538 ft

2407 ft



Red: Visible Beds.  
Yellow: As Highlighted  
Purple: Playgrounds



Google

↑Street View↑   ↑Digital Zoom↑

©2021 Google - Imagery ©2021 Maxar Technologies, U.S. Geological Survey



**PROPOSAL**

**Mailing Address**

Rizzetta  
2806 N. Fifth Street, Unit 403  
St. Augustine, FL 32084

**Job Address**

Glen St. Johns CDD  
1430 St Thoams Island Pkwy  
St. Augustine, FL 32092

Date: April 12, 2021

Phone: St. Augustine

Opportunity#: 5031

**Job Summary:**

**Landscape Enhancement**

Quantity	Description	Unit	Unit Price	Ext Price
275.00	Pine Bark 'Mini' Nuggets	CY	\$46.00	\$12,650.00
50.00	Mulch, Brown	CY	\$46.00	\$2,300.00
<b>Landscape Enhancement Total</b>				<b>\$14,950.00</b>

**Proposal Total: \$14,950.00**

**Note: This proposal includes all labor and material necessary to complete the job.**

**Payment due 30 days after receipt of invoice.**

All material is guaranteed for one year as long as proper maintenance and landscape practices are being performed. All work to be completed in a workman-like manner according to standard practices. Any changes or additional work from the above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimates. Any verbal authorizations given by the customer will be treated the same as a written order even if authorization is not written.

Verdego employees are fully covered by workman's compensation insurance.



# PROPOSAL

## ACCEPTANCE OF PROPOSAL

I/WE have reviewed your proposal and hereby indicate our acceptance of the same, as per the scope, specifications and amounts mentioned in the proposal form. I/We agree to the proposed terms of payment and will release the funds as per agreed herein.

By \_\_\_\_\_

Jaime Constancio

Date 4/12/2021  
\_\_\_\_\_

VerdeGo

By \_\_\_\_\_

Date \_\_\_\_\_

Rizzetta



**PROPOSAL**

**Mailing Address**

Rizzetta  
2806 N. Fifth Street, Unit 403  
St. Augustine, FL 32084

**Job Address**

Glen St. Johns CDD  
1430 St Thoams Island Pkwy  
St. Augustine, FL 32092

Date: April 14, 2021

Phone: St. Augustine

Opportunity#: 5052

**Job Summary:**

**Landscape Enhancement**

Quantity	Description	Unit	Unit Price	Ext Price
135.00	Pine Bark 'Mini' Nuggets	CY	\$46.00	\$6,210.00
40.00	Mulch, Brown	CY	\$46.00	\$1,840.00
<b>Landscape Enhancement Total</b>				<b>\$8,050.00</b>

**Proposal Total: \$8,050.00**

**Note: This proposal includes all labor and material necessary to complete the job.**

**Payment due 30 days after receipt of invoice.**

All material is guaranteed for one year as long as proper maintenance and landscape practices are being performed. All work to be completed in a workman-like manner according to standard practices. Any changes or additional work from the above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimates. Any verbal authorizations given by the customer will be treated the same as a written order even if authorization is not written.

Verdego employees are fully covered by workman's compensation insurance.



**PROPOSAL**

**ACCEPTANCE OF PROPOSAL**

I/WE have reviewed your proposal and hereby indicate our acceptance of the same, as per the scope, specifications and amounts mentioned in the proposal form. I/We agree to the proposed terms of payment and will release the funds as per agreed herein.

**By** \_\_\_\_\_  
Jaime Constancio  
**Date** 4/14/2021  
\_\_\_\_\_ **VerdeGo**

**By** \_\_\_\_\_  
**Date** \_\_\_\_\_  
\_\_\_\_\_ **Rizzetta**

# **Tab 10**

# ***Glen St. Johns Community Development District***

*\$9,080,000 Glen St. Johns Community Development  
District (St. Johns County, Florida) Special Assessment  
Bonds, Series 2006*

*For the period ended November 30, 2020*



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

February 18, 2021

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

Re: \$9,080,000 Glen St. Johns Community Development District (St. Johns County, Florida) Special Assessment Bonds, Series 2006 (“Bonds”)

Glen St. Johns Community Development District (“Client”) has requested that we prepare certain computations related to the above-described Bonds for the period ended November 30, 2020 (“Computation Period”). The scope of our engagement consisted of the preparation of computations to determine the Rebate Requirement for the Bonds for the Computation Period as described in Section 148(f) of the Internal Revenue Code of 1986, as amended (“Code”), and this report is not to be used for any other purpose.

In order to prepare these computations, we were provided by the Client with and have relied upon certain closing documents for the Bonds and investment earnings information on the proceeds of the Bonds during the Computation Period. The attached schedule is based upon the aforementioned information provided to us. The assumptions and computational methods we used in the preparation of the schedule are described in the Summary of Notes, Assumptions, Definitions and Source Information. A brief description of the schedule is also attached.

The results of our computations indicate a negative Cumulative Rebate Requirement of \$(295,491.83) at November 30, 2020. As such, no amount must be on deposit in the Rebate Fund.

As specified in the Arbitrage and Tax Certificate, the calculations have been performed based upon a Bond Yield of 5.260758%. Accordingly, we have not recomputed the Bond Yield.

The scope of our engagement was limited to the preparation of a mathematically accurate Rebate Requirement for the Bonds for the Computation Period based on the information provided to us. The Rebate Requirement has been determined as described in the Code, and regulations promulgated thereunder (“Regulations”). We have no obligation to update this report because of events occurring, or information coming to our attention, subsequent to the date of this report.

*LLS Tax Solutions Inc.*

## **SUMMARY OF NOTES, ASSUMPTIONS, DEFINITIONS, SOURCE INFORMATION, AND DESCRIPTION OF SCHEDULE**

Glen St. Johns Community Development District

February 18, 2021

\$9,080,000 (St. Johns County, Florida) Special Assessment Bonds, Series 2006

For the period ended November 30, 2020

### **NOTES AND ASSUMPTIONS**

1. The issue date of the Bonds is December 13, 2006.
2. The end of the first Bond Year for the Bonds is November 30, 2007.
3. Computations of yield are based upon a 30-day month, a 360-day year and semiannual compounding.
4. We have assumed that the only funds and accounts relating to the Bonds that are subject to rebate under Section 148(f) of the Code are shown in the attached schedule.
5. For investment cash flow purposes, all payments and receipts are assumed to be paid or received, respectively, as shown in the attached schedule. In determining the Rebate Requirement for the Bonds, we have relied on information provided by you without independent verification, and we can therefore express no opinion as to the completeness or suitability of such information for such purposes. In addition, we have undertaken no responsibility to review the tax-exempt status of interest on the Bonds.
6. We have assumed that the purchase and sale prices of all investments as represented to us are at fair market value, exclusive of brokerage commissions, administrative expenses, or similar expenses, and representative of arms' length transactions that did not artificially reduce the Rebate Requirement for the Bonds, and that no "prohibited payments" occurred and no "imputed receipts" are required with respect to the Bonds.
7. Ninety percent (90%) of the Rebate Requirement as of the next "computation date" ("Next Computation Date") is due to the United States Treasury not later than 60 days thereafter ("Next Payment Date"). (An issuer may select any date as a computation date, as long as the first computation date is not later than five years after the issue date, and each subsequent computation date is no more than five years after the previous computation date.) No other payment of rebate is required prior to the Next Payment Date. The Rebate Requirement as of the Next Computation Date will not be the Rebate Requirement reflected herein but will be based on future computations that will include the period ending on the Next Computation Date. If all of the Bonds are retired prior to what would have been the Next Computation Date, one hundred percent (100%) of the unpaid Rebate Requirement computed as of the date of retirement will be due to the United States Treasury not later than 60 days thereafter.
8. For purposes of determining what constitutes an "issue" under Section 148(f) of the Code, we have assumed that the Bonds constitute a single issue and are not required to be aggregated with any other bonds.

**SUMMARY OF NOTES, ASSUMPTIONS, DEFINITIONS, SOURCE INFORMATION, AND DESCRIPTION OF SCHEDULE**

Glen St. Johns Community Development District

February 18, 2021

\$9,080,000 (St. Johns County, Florida) Special Assessment Bonds, Series 2006

For the period ended November 30, 2020

**NOTES AND ASSUMPTIONS (cont'd)**

9. The accrual basis of accounting has been used to calculate earnings on investments. Earnings accrued but not received at the last day of the Computation Period are treated as though received on that day. For investments purchased at a premium or a discount (if any), amortization or accretion is included in the earnings accrued at the last day of the Computation Period. Such amortization or accretion is computed in such a manner as to result in a constant rate of return for such investment. This is equivalent to the “present value” method of valuation that is described in the Regulations.
10. No provision has been made in this report for any debt service fund. Under Section 148(f)(4)(A) of the Code, a “bona fide debt service fund” for public purpose bonds issued after November 10, 1988 is not subject to rebate if the average maturity of the issue of bonds is at least five years and the rates of interest on the bonds are fixed at the issue date. It appears and has been assumed that the debt service fund allocable to the Bonds qualifies as a bona fide debt service fund, and that this provision applies to the Bonds.
11. In order to prepare the Arbitrage Calculation, we have relied on a prior arbitrage report by Deloitte Tax LLP with respect to the Rebate Requirement Liability as of November 30, 2010.

## **SUMMARY OF NOTES, ASSUMPTIONS, DEFINITIONS, SOURCE INFORMATION, AND DESCRIPTION OF SCHEDULE**

Glen St. Johns Community Development District

February 18, 2021

\$9,080,000 (St. Johns County, Florida) Special Assessment Bonds, Series 2006

For the period ended November 30, 2020

### **DEFINITIONS**

1. *Bond Year*: Each one-year period that ends on the day selected by the Client. The first and last Bond Years may be shorter periods.
2. *Bond Yield*: The yield that, when used in computing the present value (at the issue date of the Bonds) of all scheduled payments of principal and interest to be paid over the life of the Bonds, produces an amount equal to the Issue Price.
3. *Allowable Earnings*: The amount that would have been earned if all nonpurpose investments were invested at a rate equal to the Bond Yield, which amount is determined under a future value method described in the Regulations.
4. *Computation Date Credit*: A credit allowed by the Regulations as a reduction to the Rebate Requirement on certain prescribed dates.
5. *Rebate Requirement*: The excess of actual earnings over Allowable Earnings and Computation Date Credits.
6. *Issue Price*: Generally, the initial offering price at which a substantial portion of the Bonds is sold to the public. For this purpose, 10% is a substantial portion.

**SUMMARY OF NOTES, ASSUMPTIONS, DEFINITIONS, SOURCE INFORMATION, AND DESCRIPTION OF SCHEDULE**

Glen St. Johns Community Development District

February 18, 2021

\$9,080,000 (St. Johns County, Florida) Special Assessment Bonds, Series 2006

For the period ended November 30, 2020

**SOURCE INFORMATION**

Bonds

Source

Closing Date

Arbitrage and Tax Certificate

Bond Yield

Arbitrage and Tax Certificate

Investments

Source

Principal and Interest Receipt Amounts  
and Dates

Trust Statements

Investment Dates and Purchase Prices

Trust Statements

**SUMMARY OF NOTES, ASSUMPTIONS, DEFINITIONS, SOURCE INFORMATION, AND DESCRIPTION OF SCHEDULE**

Glen St. Johns Community Development District

February 18, 2021

\$9,080,000 (St. Johns County, Florida) Special Assessment Bonds, Series 2006

For the period ended November 30, 2020

**DESCRIPTION OF SCHEDULE**

**SCHEDULE 1 - REBATE REQUIREMENT CALCULATION**

Schedule 1 sets forth the amount of interest receipts and gains/losses on sales of investments and the calculation of the Rebate Requirement.

\$9,080,000 GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT  
(ST. JOHNS COUNTY, FLORIDA) SPECIAL ASSESSMENT BONDS, SERIES 2006

SCHEDULE 1 - REBATE REQUIREMENT CALCULATION

12 / 13 / 2006 ISSUE DATE  
12 / 1 / 2016 BEGINNING OF COMPUTATION PERIOD  
11 / 30 / 2020 COMPUTATION DATE

DATE	FUND/ACCOUNT	INVESTMENT VALUE AT COMPUTATION DATE	EARNINGS ON INVESTMENTS	OTHER DEPOSITS (WITHDRAWALS)	FUTURE VALUE AT BOND YIELD 5.260758%	ALLOWABLE EARNINGS
12 / 1 / 2016	BEGINNING BALANCE		0.00	248,510.71	305,836.93	57,326.22
12 / 1 / 2016	DEBT SERVICE RESERVE FUND		3.46	0.00	0.00	0.00
1 / 3 / 2017	DEBT SERVICE RESERVE FUND		12.62	0.00	0.00	0.00
2 / 1 / 2017	DEBT SERVICE RESERVE FUND		28.08	0.00	0.00	0.00
3 / 1 / 2017	DEBT SERVICE RESERVE FUND		28.69	0.00	0.00	0.00
4 / 3 / 2017	DEBT SERVICE RESERVE FUND		52.91	0.00	0.00	0.00
4 / 28 / 2017	DEBT SERVICE RESERVE FUND		0.00	(52,208.48)	(62,903.84)	(10,695.36)
5 / 1 / 2017	DEBT SERVICE RESERVE FUND		68.73	0.00	0.00	0.00
6 / 1 / 2017	DEBT SERVICE RESERVE FUND		64.61	0.00	0.00	0.00
7 / 3 / 2017	DEBT SERVICE RESERVE FUND		82.91	0.00	0.00	0.00
8 / 1 / 2017	DEBT SERVICE RESERVE FUND		101.09	0.00	0.00	0.00
9 / 1 / 2017	DEBT SERVICE RESERVE FUND		102.69	0.00	0.00	0.00
9 / 25 / 2017	DEBT SERVICE RESERVE FUND		0.00	(33,711.08)	(39,764.92)	(6,053.84)
10 / 2 / 2017	DEBT SERVICE RESERVE FUND		97.27	0.00	0.00	0.00
10 / 31 / 2017	DEBT SERVICE RESERVE FUND		0.00	(52,208.48)	(61,265.12)	(9,056.64)
11 / 1 / 2017	DEBT SERVICE RESERVE FUND		87.97	0.00	0.00	0.00
12 / 1 / 2017	DEBT SERVICE RESERVE FUND		61.39	0.00	0.00	0.00
12 / 12 / 2017	DEBT SERVICE RESERVE FUND		0.01	0.00	0.00	0.00
1 / 2 / 2018	DEBT SERVICE RESERVE FUND		75.38	0.00	0.00	0.00
2 / 1 / 2018	DEBT SERVICE RESERVE FUND		85.20	0.00	0.00	0.00
3 / 1 / 2018	DEBT SERVICE RESERVE FUND		80.41	0.00	0.00	0.00
4 / 2 / 2018	DEBT SERVICE RESERVE FUND		108.56	0.00	0.00	0.00
5 / 1 / 2018	DEBT SERVICE RESERVE FUND		118.15	0.00	0.00	0.00
6 / 1 / 2018	DEBT SERVICE RESERVE FUND		127.64	0.00	0.00	0.00
7 / 2 / 2018	DEBT SERVICE RESERVE FUND		133.62	0.00	0.00	0.00
8 / 1 / 2018	DEBT SERVICE RESERVE FUND		146.24	0.00	0.00	0.00
9 / 4 / 2018	DEBT SERVICE RESERVE FUND		148.72	0.00	0.00	0.00
10 / 1 / 2018	DEBT SERVICE RESERVE FUND		150.65	0.00	0.00	0.00
11 / 1 / 2018	DEBT SERVICE RESERVE FUND		171.62	0.00	0.00	0.00
12 / 3 / 2018	DEBT SERVICE RESERVE FUND		171.20	0.00	0.00	0.00
1 / 2 / 2019	DEBT SERVICE RESERVE FUND		185.38	0.00	0.00	0.00
2 / 1 / 2019	DEBT SERVICE RESERVE FUND		195.56	0.00	0.00	0.00
3 / 1 / 2019	DEBT SERVICE RESERVE FUND		176.30	0.00	0.00	0.00
3 / 18 / 2019	DEBT SERVICE RESERVE FUND		0.00	(46,434.70)	(50,720.18)	(4,285.48)
4 / 1 / 2019	DEBT SERVICE RESERVE FUND		160.20	0.00	0.00	0.00
5 / 1 / 2019	DEBT SERVICE RESERVE FUND		113.38	0.00	0.00	0.00

\$9,080,000 GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT  
(ST. JOHNS COUNTY, FLORIDA) SPECIAL ASSESSMENT BONDS, SERIES 2006

SCHEDULE 1 - REBATE REQUIREMENT CALCULATION

12 / 13 / 2006 ISSUE DATE  
12 / 1 / 2016 BEGINNING OF COMPUTATION PERIOD  
11 / 30 / 2020 COMPUTATION DATE

DATE	FUND/ACCOUNT	INVESTMENT VALUE AT COMPUTATION DATE	EARNINGS ON INVESTMENTS	OTHER DEPOSITS (WITHDRAWALS)	FUTURE VALUE AT BOND YIELD 5.260758%	ALLOWABLE EARNINGS
6 / 3 / 2019	DEBT SERVICE RESERVE FUND		115.62	0.00	0.00	0.00
7 / 1 / 2019	DEBT SERVICE RESERVE FUND		109.91	0.00	0.00	0.00
8 / 1 / 2019	DEBT SERVICE RESERVE FUND		112.68	0.00	0.00	0.00
9 / 3 / 2019	DEBT SERVICE RESERVE FUND		100.37	0.00	0.00	0.00
9 / 17 / 2019	DEBT SERVICE RESERVE FUND		0.00	(5,816.96)	(6,191.86)	(374.90)
10 / 1 / 2019	DEBT SERVICE RESERVE FUND		91.95	0.00	0.00	0.00
11 / 1 / 2019	DEBT SERVICE RESERVE FUND		77.88	0.00	0.00	0.00
12 / 2 / 2019	DEBT SERVICE RESERVE FUND		65.83	0.00	0.00	0.00
1 / 2 / 2020	DEBT SERVICE RESERVE FUND		66.09	0.00	0.00	0.00
2 / 3 / 2020	DEBT SERVICE RESERVE FUND		64.58	0.00	0.00	0.00
3 / 2 / 2020	DEBT SERVICE RESERVE FUND		60.78	0.00	0.00	0.00
3 / 23 / 2020	DEBT SERVICE RESERVE FUND		0.00	(1,735.36)	(1,798.30)	(62.94)
4 / 1 / 2020	DEBT SERVICE RESERVE FUND		28.19	0.00	0.00	0.00
5 / 1 / 2020	DEBT SERVICE RESERVE FUND		0.50	0.00	0.00	0.00
6 / 1 / 2020	DEBT SERVICE RESERVE FUND		0.51	0.00	0.00	0.00
7 / 1 / 2020	DEBT SERVICE RESERVE FUND		0.50	0.00	0.00	0.00
8 / 3 / 2020	DEBT SERVICE RESERVE FUND		0.51	0.00	0.00	0.00
9 / 1 / 2020	DEBT SERVICE RESERVE FUND		0.51	0.00	0.00	0.00
9 / 15 / 2020	DEBT SERVICE RESERVE FUND		0.00	(2,474.14)	(2,501.05)	(26.91)
10 / 1 / 2020	DEBT SERVICE RESERVE FUND		0.49	0.00	0.00	0.00
11 / 2 / 2020	DEBT SERVICE RESERVE FUND		0.06	0.00	0.00	0.00
11 / 2 / 2020	DEBT SERVICE RESERVE FUND		0.26	0.00	0.00	0.00
		<u>57,959.37</u>	<u>4,037.86</u>	<u>53,921.51</u>	<u>80,691.66</u>	<u>26,770.15</u>
	ACTUAL EARNINGS		4,037.86			
	ALLOWABLE EARNINGS		<u>26,770.15</u>			
	REBATE REQUIREMENT		(22,732.29)			
	FUTURE VALUE OF 11/30/2016 CUMULATIVE REBATE REQUIREMENT		(265,339.76)			
	FUTURE VALUE OF 11/30/2017 COMPUTATION DATE CREDIT		(1,951.52)			
	FUTURE VALUE OF 11/30/2018 COMPUTATION DATE CREDIT		(1,886.05)			
	FUTURE VALUE OF 11/30/2019 COMPUTATION DATE CREDIT		(1,822.21)			
	COMPUTATION DATE CREDIT		<u>(1,760.00)</u>			
	CUMULATIVE REBATE REQUIREMENT		<u>(295,491.83)</u>			

# Tab 11

**GLEN ST. JOHNS  
COMMUNITY DEVELOPMENT DISTRICT  
ST. JOHNS COUNTY, FLORIDA  
FINANCIAL REPORT  
FOR THE FISCAL YEAR ENDED  
SEPTEMBER 30, 2020**

**GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT  
ST. JOHNS COUNTY, FLORIDA**

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Supervisors  
Glen St. Johns Community Development District  
St. Johns County, Florida

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of Glen St. Johns Community Development District, St. Johns County, Florida ("District") as of and for the fiscal year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the District as of September 30, 2020, and the respective changes in financial position thereof for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated March 10, 2021, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

March 10, 2021

## MANAGEMENT'S DISCUSSION AND ANALYSIS

Our discussion and analysis of Glen St. Johns Community Development District, St. Johns County, Florida ("District") provides a narrative overview of the District's financial activities for the fiscal year ended September 30, 2020. Please read it in conjunction with the District's Independent Auditor's Report, basic financial statements, accompanying notes and supplementary information to the basic financial statements.

### FINANCIAL HIGHLIGHTS

- The assets of the District exceeded its liabilities at the close of the most recent fiscal year resulting in a net position balance of \$4,065,734.
- The change in the District's total net position in comparison with the prior fiscal year was (\$204,655), a decrease. The key components of the District's net position and change in net position are reflected in the table in the government-wide financial analysis section.
- At September 30, 2020, the District's governmental funds reported combined ending fund balances of \$735,946, an increase of \$139,930 in comparison with the prior fiscal year. A portion of fund balance is non-spendable for prepaid items and deposits, restricted for debt service, assigned to capital reserves and the remainder is unassigned fund balance which is available for spending at the District's discretion.

### OVERVIEW OF FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as the introduction to the District's basic financial statements. The District's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

#### Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all the District's assets, deferred outflows of resources, liabilities, and deferred inflows of resources with the residual amount being reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

The government-wide financial statements distinguish functions of the District that are principally supported by assessment revenues. The District does not have any business-type activities. The governmental activities of the District include the general government (management), maintenance, and recreation functions.

#### Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The District has one fund category: governmental funds.

## OVERVIEW OF FINANCIAL STATEMENTS (Continued)

### Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a District's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the District's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balance provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The District maintains two governmental funds for external reporting. Information is presented separately in the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances for the general fund and debt service fund both of which are major funds.

The District adopts an annual appropriated budget for its general fund. A budgetary comparison schedule has been provided for the general fund to demonstrate compliance with the budget.

### Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

### GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net position may serve over time as a useful indicator of an entity's financial position. In the case of the District, assets exceeded liabilities at the close of the most recent fiscal year.

Key components of the District's net position are reflected in the following table:

	NET POSITION	
	SEPTEMBER 30,	
	2020	2019
Current and other assets	\$ 742,669	\$ 618,221
Capital assets, net of depreciation	4,223,929	4,624,717
Total assets	<u>4,966,598</u>	<u>5,242,938</u>
Current liabilities	25,864	42,549
Long-term liabilities	875,000	930,000
Total liabilities	<u>900,864</u>	<u>972,549</u>
Net position		
Net investment in capital assets	3,348,929	4,026,126
Restricted for:		
Debt service	244,809	160,332
Unrestricted	471,996	83,931
Total net position	<u>\$ 4,065,734</u>	<u>\$ 4,270,389</u>

The District's net position reflects its investment in capital assets (e.g., land, land improvements, and infrastructure); less any related debt used to acquire those assets that is still outstanding. These assets are used to provide services to residents; consequently, these assets are not available for future spending. Although the District's investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

## GOVERNMENT-WIDE FINANCIAL ANALYSIS (Continued)

The restricted portion of the District's net position represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position may be used to meet the District's other obligations.

The District's net position decreased during the most recent fiscal year. The majority of the decrease represents the extent to which cost of operations and depreciation expense exceeded the ongoing program revenues.

Key elements of the change in net position are reflected in the following table:

	CHANGES IN NET POSITION FOR THE FISCAL YEAR ENDED SEPTEMBER 30,	
	2020	2019
Revenues:		
Program revenues		
Charges for services	\$ 624,425	\$ 621,987
Operating grants and contributions	1,863	7,533
General revenues		
Unrestricted investment earnings	1,837	3,212
Miscellaneous	165	4,225
Total revenues	<u>628,290</u>	<u>636,957</u>
Expenses:		
General government	87,267	89,698
Maintenance and operations	489,745	488,273
Culture and recreation	208,442	180,660
Interest on long-term debt	47,491	55,869
Total expenses	<u>832,945</u>	<u>814,500</u>
Change in net position	(204,655)	(177,543)
Net position - beginning	<u>4,270,389</u>	<u>4,447,932</u>
Net position - ending	<u>\$ 4,065,734</u>	<u>\$ 4,270,389</u>

As noted above and in the statement of activities, the cost of all governmental activities during the fiscal year ended September 30, 2020 was \$832,945. The costs of the District's activities were primarily funded by program revenues. As in the prior fiscal year, program revenues are comprised primarily of assessments.

## GENERAL BUDGETING HIGHLIGHTS

An operating budget was adopted and maintained by the governing board for the District pursuant to the requirements of Florida Statutes. The budget is adopted using the same basis of accounting that is used in preparation of the fund financial statements. The legal level of budgetary control, the level at which expenditures may not exceed budget, is in the aggregate. Any budget amendments that increase the aggregate budgeted appropriations must be approved by the Board of Supervisors. Actual general fund expenditures did not exceed appropriations for the fiscal year ended September 30, 2020.

## CAPITAL ASSET AND DEBT ADMINISTRATION

### Capital Assets

At September 30, 2020, the District had \$9,036,125 invested in capital assets for its governmental activities. In the government-wide financial statements, depreciation of \$4,812,196 has been taken, which resulted in a net book value of \$4,223,929. More detailed information about the District's capital assets is presented in the notes to the financial statements.

### Capital Debt

At September 30, 2020, the District had \$875,000 in Bonds outstanding for its governmental activities. More detailed information about the District's capital debt is presented in the accompanying notes to the financial statements.

## ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND OTHER EVENTS

The District does not anticipate any major projects or significant changes to its infrastructure maintenance program for the subsequent fiscal year. In addition, it is anticipated that the general operations of the District will remain fairly constant.

## CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, customers, investors and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the financial resources it manages and the stewardship of the facilities it maintains. If you have questions about this report or need additional financial information, contact the Glen St. Johns Community Development District's Finance Department at 12750 Citrus Park Lane, Suite 115, Tampa Florida, 33625.

## **FINANCIAL STATEMENTS**

**GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT  
ST. JOHNS COUNTY, FLORIDA  
STATEMENT OF NET POSITION  
SEPTEMBER 30, 2020**

	Governmental Activities
<b>ASSETS</b>	
Cash	\$ 464,502
Assessments receivable	1,105
Prepaid items and deposits	13,112
Restricted assets:	
Investments	263,950
Capital assets:	
Depreciable assets, net	4,223,929
Total assets	4,966,598
 <b>LIABILITIES</b>	
Accounts payable and accrued expenses	6,723
Accrued interest payable	19,141
Non-current liabilities:	
Due within one year	35,000
Due in more than one year	840,000
Total liabilities	900,864
 <b>NET POSITION</b>	
Net investment in capital assets	3,348,929
Restricted for:	
Debt service	244,809
Unrestricted	471,996
Total net position	\$ 4,065,734

See notes to the financial statements

**GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT  
ST. JOHNS COUNTY, FLORIDA  
STATEMENT OF ACTIVITIES  
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2020**

<u>Functions/Programs</u>	Program Revenues			Net (Expense) Revenue and Changes in Net Position
Expenses	Charges for Services	Operating Grants and Contributions	Governmental Activities	
Primary government:				
Governmental activities:				
General government	\$ 87,267	\$ 87,267	\$ -	\$ -
Maintenance and operations	489,745	206,882	-	(282,863)
Culture and recreation	208,442	206,881	-	(1,561)
Interest on long-term debt	47,491	123,395	1,863	77,767
Total governmental activities	832,945	624,425	1,863	(206,657)
General revenues:				
Unrestricted investment earnings				1,837
Miscellaneous				165
Total general revenues				2,002
Change in net position				(204,655)
Net position - beginning				4,270,389
Net position - ending				\$ 4,065,734

See notes to the financial statements

**GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT  
ST. JOHNS COUNTY, FLORIDA  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
SEPTEMBER 30, 2020**

	Major Funds		Total Governmental Funds
	General	Debt Service	
<b>ASSETS</b>			
Cash	\$ 464,502	\$ -	\$ 464,502
Investments	-	263,950	263,950
Assessments receivable	1,105	-	1,105
Prepaid items and deposits	13,112	-	13,112
Total assets	<u>\$ 478,719</u>	<u>\$ 263,950</u>	<u>\$ 742,669</u>
<b>LIABILITIES AND FUND BALANCES</b>			
Liabilities:			
Accounts payable and accrued expenses	\$ 6,723	\$ -	\$ 6,723
Total liabilities	<u>6,723</u>	<u>-</u>	<u>6,723</u>
Fund balances:			
Nonspendable:			
Prepaid items and deposits	13,112	-	13,112
Restricted for:			
Debt service	-	263,950	263,950
Assigned for:			
Capital reserves	203,360	-	203,360
Unassigned	255,524	-	255,524
Total fund balances	<u>471,996</u>	<u>263,950</u>	<u>735,946</u>
Total liabilities and fund balances	<u>\$ 478,719</u>	<u>\$ 263,950</u>	<u>\$ 742,669</u>

See notes to the financial statements

**GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT  
ST. JOHNS COUNTY, FLORIDA  
RECONCILIATION OF THE BALANCE SHEET-  
GOVERNMENTAL FUNDS TO THE STATEMENT OF NET POSITION  
SEPTEMBER 30, 2020**

Fund balance - governmental funds		\$	735,946
<p>Amounts reported for governmental activities in the statement of net position are different because:</p>			
<p>Capital assets used in governmental activities are not financial resources and, therefore, are not reported as assets in the governmental funds. The statement of net position includes those capital assets in the net position of the government as a whole.</p>			
Cost of capital assets	9,036,125		
Accumulated depreciation	<u>(4,812,196)</u>		4,223,929
<p>Liabilities not due and payable from current available resources are not reported as liabilities in the governmental fund statements. All liabilities, both current and long-term, are reported in the government-wide financial statements.</p>			
Accrued interest payable	(19,141)		
Bonds payable	<u>(875,000)</u>		<u>(894,141)</u>
Net position of governmental activities		\$	<u><u>4,065,734</u></u>

See notes to the financial statements

**GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT  
ST. JOHNS COUNTY, FLORIDA  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
GOVERNMENTAL FUNDS  
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2020**

	Major Funds		Total Governmental Funds
	General	Debt Service	
<b>REVENUES</b>			
Assessments	\$ 501,030	\$ 109,608	\$ 610,638
Prepayment revenue	-	13,787	13,787
Interest	1,837	1,863	3,700
Miscellaneous	165	-	165
Total revenues	<u>503,032</u>	<u>125,258</u>	<u>628,290</u>
<b>EXPENDITURES</b>			
Current:			
General government	87,267	-	87,267
Maintenance and operations	199,966	-	199,966
Culture and recreation	97,433	-	97,433
Debt service:			
Principal	-	55,000	55,000
Interest	-	48,694	48,694
Total expenditures	<u>384,666</u>	<u>103,694</u>	<u>488,360</u>
Excess (deficiency) of revenues over (under) expenditures	118,366	21,564	139,930
Fund balances - beginning	<u>353,630</u>	<u>242,386</u>	<u>596,016</u>
Fund balances - ending	<u>\$ 471,996</u>	<u>\$ 263,950</u>	<u>\$ 735,946</u>

See notes to the financial statements

**GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT  
ST. JOHNS COUNTY, FLORIDA  
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES  
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2020**

Net change in fund balances - total governmental funds	\$	139,930
Amounts reported for governmental activities in the statement of activities are different because:		
Depreciation of capital assets is not recognized in the governmental fund financial statements, but is reported as an expense in the statement of activities.		(400,788)
Repayment of long-term liabilities are reported as expenditures in the governmental fund financial statement but such repayments reduce liabilities in the statement of net position and are eliminated in the statement of activities.		55,000
The change in accrued interest on long-term liabilities between the current and prior fiscal year is recorded in the statement of activities but not in the governmental fund financial statements.		<u>1,203</u>
Change in net position of governmental activities	\$	<u><u>(204,655)</u></u>

See notes to the financial statements

**GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT  
ST. JOHNS COUNTY, FLORIDA  
NOTES TO THE FINANCIAL STATEMENTS**

**NOTE 1 – NATURE OF ORGANIZATION AND REPORTING ENTITY**

Glen St. Johns Community Development District ("District") was established on July 11, 2006 by Ordinance No. 2006-81 of St. Johns County, Florida, pursuant to the Uniform Community Development District Act of 1980, otherwise known as Chapter 190, Florida Statutes. The Act provides, among other things, the power to manage basic services for community development, power to borrow money and issue bonds, and to levy and assess non-ad valorem assessments for the financing and delivery of capital infrastructure.

The District was established for the purposes of financing and managing the acquisition, construction, maintenance and operation of a portion of the infrastructure necessary for community development within the District.

The District is governed by the Board of Supervisors ("the Board"), which is composed of five members. The Supervisors are elected on an at large basis by the landowners of the District. The Board of Supervisors of the District exercises all powers granted to the District pursuant to Chapter 190, Florida Statutes. At September 30, 2020, one of the Board members is affiliated with KB Homes Jacksonville LLC (the "Developer").

The Board has the responsibility for:

1. Allocating and levying assessments.
2. Approving budgets.
3. Exercising control over facilities and properties.
4. Controlling the use of funds generated by the District.
5. Approving the hiring and firing of key personnel.
6. Financing improvements.

The financial statements were prepared in accordance with Governmental Accounting Standards Board ("GASB") Statements. Under the provisions of those standards, the financial reporting entity consists of the primary government, organizations for which the District is considered to be financially accountable, and other organizations for which the nature and significance of their relationship with the District are such that, if excluded, the financial statements of the District would be considered incomplete or misleading. There are no entities considered to be component units of the District; therefore, the financial statements include only the operations of the District.

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Government-Wide and Fund Financial Statements**

The basic financial statements include both government-wide and fund financial statements.

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers who purchase, use or directly benefit from goods, services or privileges provided by a given function or segment; operating-type special assessments for maintenance and debt service are treated as charges for services and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Other items not included among program revenues are reported instead as *general revenues*.

## NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

### **Measurement Focus, Basis of Accounting and Financial Statement Presentation**

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Assessments are recognized as revenues in the year for which they are levied. Grants and similar items are to be recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due.

### **Assessments**

Assessments are non-ad valorem assessments imposed on assessable lands located within the District. Assessments may be levied on property to pay for the operations and maintenance of the District. The fiscal year for which annual assessments may be levied begins on October 1 with discounts available for payments through February 28 and become delinquent on April 1. For debt service assessments, amounts collected as advance payments are used to prepay a portion of the Bonds outstanding. Otherwise, assessments are collected annually to provide funds for the debt service on the portion of the Bonds which are not paid with prepaid assessments.

Assessments and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period.

The government reports the following major governmental funds:

### **General Fund**

The general fund is the general operating fund of the District. It is used to account for all financial resources except those required to be accounted for in another fund.

### **Debt Service Fund**

The debt service fund is used to account for the accumulation of resources for the annual payment of principal and interest on long-term debt.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first for qualifying expenditures, then unrestricted resources as they are needed.

### **Assets, Liabilities and Net Position or Equity**

#### **Restricted Assets**

These assets represent cash and investments set aside pursuant to Bond covenants or other contractual restrictions.

#### **Deposits and Investments**

The District's cash and cash equivalents are considered to be cash on hand and demand deposits (interest and non-interest bearing).

## NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

### Assets, Liabilities and Net Position or Equity (Continued)

#### Deposits and Investments (Continued)

The District has elected to proceed under the Alternative Investment Guidelines as set forth in Section 218.415 (17) Florida Statutes. The District may invest any surplus public funds in the following:

- a) The Local Government Surplus Trust Funds, or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act;
- b) Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency;
- c) Interest bearing time deposits or savings accounts in qualified public depositories;
- d) Direct obligations of the U.S. Treasury.

Securities listed in paragraph c and d shall be invested to provide sufficient liquidity to pay obligations as they come due. In addition, surplus funds may be deposited into certificates of deposit which are insured and any unspent Bond proceeds are required to be held in investments as specified in the Bond Indenture.

The District records all interest revenue related to investment activities in the respective funds. Investments are measured at amortized cost or reported at fair value as required by generally accepted accounting principles.

#### Inventories and Prepaid Items

Inventories of governmental funds are recorded as expenditures when consumed rather than when purchased.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

#### Capital Assets

Capital assets which include property, plant and equipment, and infrastructure assets (e.g., roads, sidewalks and similar items) are reported in the governmental activities columns in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$5,000 (amount not rounded) and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

Property, plant and equipment of the District are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Stormwater management system	25
Landscape and entrance features	15
Recreational facilities	20
Amenity center	30
Roadways	30
Furniture and equipment	5
Signage	15

## NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

### Assets, Liabilities and Net Position or Equity (Continued)

#### Capital Assets (Continued)

In the governmental fund financial statements, amounts incurred for the acquisition of capital assets are reported as fund expenditures. Depreciation expense is not reported in the governmental fund financial statements.

#### Unearned Revenue

Governmental funds report unearned revenue in connection with resources that have been received, but not yet earned.

#### Long-Term Obligations

In the government-wide financial statements long-term debt and other long-term obligations are reported as liabilities in the statement of net position. Bond premiums and discounts are deferred and amortized ratably over the life of the Bonds. Bonds payable are reported net of applicable premiums or discounts. Bond issuance costs are expensed when incurred.

In the fund financial statements, governmental fund types recognize premiums and discounts, as well as issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

#### Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

#### Fund Equity/Net Position

In the fund financial statements, governmental funds report non spendable and restricted fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Assignments of fund balance represent tentative management plans that are subject to change.

The District can establish limitations on the use of fund balance as follows:

Committed fund balance – Amounts that can be used only for the specific purposes determined by a formal action (resolution) of the Board of Supervisors. Commitments may be changed or lifted only by the Board of Supervisors taking the same formal action (resolution) that imposed the constraint originally. Resources accumulated pursuant to stabilization arrangements sometimes are reported in this category.

Assigned fund balance – Includes spendable fund balance amounts established by the Board of Supervisors that are intended to be used for specific purposes that are neither considered restricted nor committed. The Board may also assign fund balance as it does when appropriating fund balance to cover differences in estimated revenue and appropriations in the subsequent year's appropriated budget. Assignments are generally temporary and normally the same formal action need not be taken to remove the assignment.

The District first uses committed fund balance, followed by assigned fund balance and then unassigned fund balance when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

## NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

### Assets, Liabilities and Net Position or Equity (Continued)

#### Fund Equity/Net Position (Continued)

Net position is the difference between assets and deferred outflows of resources less liabilities and deferred inflows of resources. Net position in the government-wide financial statements are categorized as net investment in capital assets, restricted or unrestricted. Net investment in capital assets represents net position related to infrastructure and property, plant and equipment. Restricted net position represents the assets restricted by the District's Bond covenants or other contractual restrictions. Unrestricted net position consists of the net position not meeting the definition of either of the other two components.

### Other Disclosures

#### Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

## NOTE 3 – BUDGETARY INFORMATION

The District is required to establish a budgetary system and an approved Annual Budget. Annual Budgets are adopted on a basis consistent with generally accepted accounting principles for the general fund. All annual appropriations lapse at fiscal year-end.

The District follows these procedures in establishing the budgetary data reflected in the financial statements.

- a) Each year, the District Manager submits to the District Board a proposed operating budget for the fiscal year commencing the following October 1.
- b) A public hearing is conducted to obtain comments.
- c) Prior to October 1, the budget is legally adopted by the District Board.
- d) All budget changes must be approved by the District Board.
- e) The budgets are adopted on a basis consistent with generally accepted accounting principles.
- f) Unused appropriations for annually budgeted funds lapse at the end of the year.

## NOTE 4 – DEPOSITS AND INVESTMENTS

### Deposits

The District's cash balances were entirely covered by federal depository insurance or by a collateral pool pledged to the State Treasurer. Florida Statutes Chapter 280, "Florida Security for Public Deposits Act," requires all qualified depositories to deposit with the Treasurer or another banking institution eligible collateral equal to various percentages of the average daily balance for each month of all public deposits in excess of any applicable deposit insurance held. The percentage of eligible collateral (generally, U.S. Governmental and agency securities, state or local government debt, or corporate bonds) to public deposits is dependent upon the depository's financial history and its compliance with Chapter 280. In the event of a failure of a qualified public depository, the remaining public depositories would be responsible for covering any resulting losses.

### Investments

The District's investments were held as follows at September 30, 2020:

	Amortized cost	Credit Risk	Weighted Average Maturities
Federated Treasury Obligation Fund	\$ 263,950	S&P AAAM	47 days
Total Investments	<u>\$ 263,950</u>		

## **NOTE 4 – DEPOSITS AND INVESTMENTS (Continued)**

### **Investments (Continued)**

*Credit risk* – For investments, credit risk is generally the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Investment ratings by investment type are included in the preceding summary of investments.

*Concentration risk* – The District places no limit on the amount the District may invest in any one issuer.

*Interest rate risk* – The District does not have a formal policy that limits investment maturities as a means of managing exposure to fair value losses arising from increasing interest rates.

However, the Bond indenture limits the type of investments held using unspent Bond proceeds.

*Fair Value Measurement* – When applicable, the District measures and records its investments using fair value measurement guidelines established in accordance with GASB Statements. The framework for measuring fair value provides a fair value hierarchy that prioritizes the inputs to valuation techniques.

These guidelines recognize a three-tiered fair value hierarchy, in order of highest priority, as follows:

- *Level 1:* Investments whose values are based on unadjusted quoted prices for identical investments in active markets that the District has the ability to access;
- *Level 2:* Investments whose inputs - other than quoted market prices - are observable either directly or indirectly; and,
- *Level 3:* Investments whose inputs are unobservable.

The fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the entire fair value measurement. Valuation techniques used should maximize the use of observable inputs and minimize the use of unobservable inputs.

Money market investments that have a maturity at the time of purchase of one year or less and are held by governments other than external investment pools should be measured at amortized cost. Accordingly, the District's investments have been reported at amortized cost above.

## NOTE 5 – CAPITAL ASSETS

Capital asset activity for the fiscal year ended September 30, 2020 was as follows:

	Beginning Balance	Additions	Disposals	Ending Balance
<u>Governmental activities</u>				
Capital assets, being depreciated				
Stormwater Management System	\$ 3,236,841	\$ -	\$ -	\$ 3,236,841
Landscape and entrance features	1,465,927	-	-	1,465,927
Recreational facilities	1,543,593	-	-	1,543,593
Amenity Center	800,479	-	-	800,479
Roadways	1,877,310	-	-	1,877,310
Furniture & Equipment	104,475	-	-	104,475
Signage	7,500	-	-	7,500
Total capital assets, being depreciated	9,036,125	-	-	9,036,125
Less accumulated depreciation for:				
Stormwater Management System	1,553,688	129,474	-	1,683,162
Landscape and entrance features	1,249,916	97,728	-	1,347,644
Recreational facilities	879,176	77,180	-	956,356
Amenity Center	157,994	29,199	-	187,193
Roadways	467,372	62,577	-	529,949
Furniture & Equipment	100,345	4,130	-	104,475
Signage	2,917	500	-	3,417
Total accumulated depreciation	4,411,408	400,788	-	4,812,196
Total capital assets, being depreciated, net	4,624,717	(400,788)	-	4,223,929
Governmental activities capital assets, net	\$ 4,624,717	\$ (400,788)	\$ -	\$ 4,223,929

Depreciation expense was charged to the following functions:

Maintenance and operations	\$ 289,779
Culture and recreation	111,009
	<u>\$ 400,788</u>

During the fiscal year ended September 30, 2013, the unplatted property in Phase 2 of the project was sold to the Developer, KB Home Jacksonville LLC. The Developer has resumed development of Phase 2.

## NOTE 6 – LONG-TERM LIABILITIES

On December 1, 2006, the District issued \$9,080,000 of Special Assessment Bonds Series 2006 due May 1, 2038, with a fixed interest rate of 5.25%. The Bonds were issued to retire all of the District's outstanding Special Assessment Bond Anticipation Notes, Series 2006; finance a portion of the costs of the Series 2006 Project and pay the costs of issuance of the Series 2006 Bonds. Interest is to be paid semiannually on each May 1 and November 1. Principal on the Bonds is to be paid serially commencing May 1, 2009 through May 1 2038.

The Series 2006 Bonds are subject to redemption at the option of the District prior to maturity. The Series 2006 Bonds are also subject to extraordinary mandatory redemption prior to maturity in the manner determined by the Bond Registrar if certain events occur as outlined in the Bond Indenture. This occurred during the current fiscal year as the District collected assessments at lot closings and prepaid \$20,000 of the Series 2006 Bonds.

**NOTE 6 – LONG-TERM LIABILITIES (Continued)**

The Bond Indenture established a debt service reserve requirement as well as other restrictions and requirements relating principally to the use of proceeds to pay for the infrastructure improvements and the procedures to be followed by the District on assessments to property owners. The District agrees to 1) levy special assessments in annual amounts adequate to provide payment of debt service and 2) to meet the reserve requirements. The District was in compliance with the requirements at September 30, 2020.

**Long-term debt activity**

Changes in long-term liability activity for the fiscal year ended September 30, 2020 were as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
<u>Governmental activities</u>					
Bonds payable:					
Series 2006	\$ 930,000	\$ -	\$ 55,000	\$ 875,000	\$ 35,000
Total	\$ 930,000	\$ -	\$ 55,000	\$ 875,000	\$ 35,000

At September 30, 2020, the scheduled debt service requirements on the long-term debt were as follows:

Year ending September 30:	Governmental Activities		
	Principal	Interest	Total
2021	\$ 35,000	\$ 45,938	\$ 80,938
2022	35,000	44,100	79,100
2023	40,000	42,263	82,263
2024	40,000	40,163	80,163
2025	40,000	38,063	78,063
2026-2030	245,000	155,400	400,400
2031-2035	325,000	82,950	407,950
2036-2038	115,000	8,138	123,138
Total	\$ 875,000	\$ 457,015	\$ 1,332,015

**NOTE 7 – MANAGEMENT COMPANY**

The District has contracted with a management company to perform management services, which include financial and accounting services. Certain employees of the management company also serve as officers of the District. Under the agreement, the District compensates the management company for management, accounting, financial reporting, computer and other administrative costs.

**NOTE 8 – RISK MANAGEMENT**

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. The District has obtained commercial insurance from independent third parties to mitigate the costs of these risks; coverage may not extend to all situations. The District has not filed any claims under this commercial coverage during the last three years.

**GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT  
ST. JOHNS COUNTY, FLORIDA  
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL – GENERAL FUND  
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2020**

	Budgeted Amounts	Actual Amounts	Variance with Final Budget - Positive (Negative)
	Original & Final		
<b>REVENUES</b>			
Assessments	\$ 495,208	\$ 501,030	\$ 5,822
Interest	-	1,837	1,837
Miscellaneous	-	165	165
Total revenues	495,208	503,032	7,824
<b>EXPENDITURES</b>			
Current:			
General government	99,375	87,267	12,108
Maintenance and operations	217,391	199,966	17,425
Culture and recreation	178,442	97,433	81,009
Total expenditures	495,208	384,666	110,542
Excess (deficiency) of revenues over (under) expenditures	\$ -	118,366	\$ 118,366
Fund balance - beginning		353,630	
Fund balance - ending		\$ 471,996	

See notes to required supplementary information

**GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT  
ST. JOHNS COUNTY, FLORIDA  
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION**

The District is required to establish a budgetary system and an approved Annual Budget for the General Fund. The District's budgeting process is based on estimates of cash receipts and cash expenditures which are approved by the Board. The budget approximates a basis consistent with accounting principles generally accepted in the United States of America (generally accepted accounting principles).

The legal level of budgetary control, the level at which expenditures may not exceed budget, is in the aggregate. Any budget amendments that increase the aggregate budgeted appropriations must be approved by the Board of Supervisors. Actual general fund expenditures did not exceed appropriations for the fiscal year ended September 30, 2020.



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Supervisors  
Glen St. Johns Community Development District  
St. Johns County, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of Glen St. Johns Community Development District, St. Johns County, Florida (the "District") as of and for the fiscal year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our opinion thereon dated March 10, 2021.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

March 10, 2021



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**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH THE  
REQUIREMENTS OF SECTION 218.415, FLORIDA STATUTES, REQUIRED BY  
RULE 10.556(10) OF THE AUDITOR GENERAL OF THE STATE OF FLORIDA**

To the Board of Supervisors  
Glen St. Johns Community Development District  
St. Johns County, Florida

We have examined Glen St. Johns Community Development District, St. Johns County, Florida's ("District") compliance with the requirements of Section 218.415, Florida Statutes, in accordance with Rule 10.556(10) of the Auditor General of the State of Florida during the fiscal year ended September 30, 2020. Management is responsible for the District's compliance with those requirements. Our responsibility is to express an opinion on the District's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the District complied, in all material respects, with the specified requirements referenced in Section 218.415, Florida Statutes. An examination involves performing procedures to obtain evidence about whether the District complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion. Our examination does not provide a legal determination on the District's compliance with specified requirements.

In our opinion, the District complied, in all material respects, with the aforementioned requirements for the fiscal year ended September 30, 2020.

This report is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, management, and the Board of Supervisors of Glen St. Johns Community Development District, St. Johns County, Florida and is not intended to be and should not be used by anyone other than these specified parties.

March 10, 2021



**MANAGEMENT LETTER PURSUANT TO THE RULES OF  
THE AUDITOR GENERAL OF THE STATE OF FLORIDA**

To the Board of Supervisors  
Glen St. Johns Community Development District  
St. Johns County, Florida

**Report on the Financial Statements**

We have audited the accompanying basic financial statements of Glen St. Johns Community Development District, St. Johns County, Florida ("District") as of and for the fiscal year ended September 30, 2020, and have issued our report thereon dated March 10, 2021.

**Auditor's Responsibility**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.550, Rules of the Florida Auditor General.

**Other Reporting Requirements**

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*; and Independent Auditor's Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated March 10, 2021, should be considered in conjunction with this management letter.

**Purpose of this Letter**

The purpose of this letter is to comment on those matters required by Chapter 10.550 of the Rules of the Auditor General of the State of Florida. Accordingly, in connection with our audit of the financial statements of the District, as described in the first paragraph, we report the following:

- I. Current year findings and recommendations.**
- II. Status of prior year findings and recommendations.**
- III. Compliance with the Provisions of the Auditor General of the State of Florida.**

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, as applicable, management, and the Board of Supervisors of Glen St. Johns Community Development District, St. Johns County, Florida and is not intended to be and should not be used by anyone other than these specified parties.

We wish to thank Glen St. Johns Community Development District, St. Johns County, Florida and the personnel associated with it, for the opportunity to be of service to them in this endeavor as well as future engagements, and the courtesies extended to us.

March 10, 2021

## REPORT TO MANAGEMENT

### I. CURRENT YEAR FINDINGS AND RECOMMENDATIONS

None

### II. PRIOR YEAR FINDINGS AND RECOMMENDATIONS

None

### III. COMPLIANCE WITH THE PROVISIONS OF THE AUDITOR GENERAL OF THE STATE OF FLORIDA

Unless otherwise required to be reported in the auditor's report on compliance and internal controls, the management letter shall include, but not be limited to the following:

1. A statement as to whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report.

There were no significant findings and recommendations made in the preceding annual financial audit report for the fiscal year ended September 30, 2019.

2. Any recommendations to improve the local governmental entity's financial management.

There were no such matters discovered by, or that came to the attention of, the auditor, to be reported for the fiscal year ended September 30, 2020.

3. Noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance.

There were no such matters discovered by, or that came to the attention of, the auditor, to be reported, for the fiscal year ended September 30, 2020.

4. The name or official title and legal authority of the District are disclosed in the notes to the financial statements.
5. The District has not met one or more of the financial emergency conditions described in Section 218.503(1), Florida Statutes.
6. We applied financial condition assessment procedures and no deteriorating financial conditions were noted as of September 30, 2020. It is management's responsibility to monitor financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

## **Tab 12**

**RESOLUTION 2021-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGET(S) FOR FISCAL YEAR 2021/2022 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

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

WHEREAS, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

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

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

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: \_\_\_\_\_, 2021

HOUR: \_\_\_\_\_

LOCATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to St. Johns County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District’s Secretary is further directed to post the approved Proposed Budget on the District’s website at least two days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

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

7. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2021.**

ATTEST:

**GLEN ST. JOHNS COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
Its: \_\_\_\_\_

# **Exhibit A**



Rizzetta & Company

# Glen St. Johns Community Development District

[glenstjohnscdd.org](http://glenstjohnscdd.org)

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**Proposed Budget for Fiscal Year 2021-2022**

**Presented by: Rizzetta & Company, Inc.**

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

[rizzetta.com](http://rizzetta.com)

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**Proposed Budget**  
**Glen St. Johns Community Development District**  
**General Fund**  
**Fiscal Year 2021/2022**

	Chart of Accounts Classification	Actual YTD through 02/28/21	Projected Annual Totals 2020/2021	Annual Budget for 2020/2021	Projected Budget variance for 2020/2021	Budget for 2021/2022	Budget Increase (Decrease) vs 2020/2021	Comments
1								
2	<b>REVENUES</b>							
3								
4	Special Assessments							
5	Tax Roll	\$ 432,352	\$ 435,991	\$ 431,230	\$ 4,761	\$ 431,230	\$ -	
6								
7	<b>TOTAL REVENUES</b>	<b>\$ 432,352</b>	<b>\$ 435,991</b>	<b>\$ 431,230</b>	<b>\$ 4,761</b>	<b>\$ 430,490</b>	<b>\$ -</b>	
8								
9	Balance Forward from Prior Year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
10								
11	<b>TOTAL REVENUES AND</b>	<b>\$ 432,352</b>	<b>\$ 435,991</b>	<b>\$ 431,230</b>	<b>\$ 4,761</b>	<b>\$ 430,490</b>	<b>\$ -</b>	
12								
13								
14	<b>ADMINISTRATIVE</b>							
15								
16	Legislative							
17	Supervisor Fees	\$ 2,600	\$ 6,600	\$ 8,000	\$ 1,400	\$ 8,000	\$ -	Based on 8 meetings
18	Financial & Administrative							
19	Administrative Services	\$ 2,028	\$ 4,867	\$ 4,867	\$ -	\$ 4,867	\$ -	
20	District Management	\$ 6,438	\$ 15,450	\$ 15,450	\$ -	\$ 15,450	\$ -	
21	District Engineer	\$ 1,736	\$ 6,666	\$ 7,000	\$ 334	\$ 7,000	\$ -	
22	Disclosure Report	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	
23	Trustees Fees	\$ 1,975	\$ 8,000	\$ 8,000	\$ -	\$ 8,000	\$ -	
24	Assessment Roll	\$ 5,408	\$ 5,408	\$ 5,408	\$ -	\$ 5,408	\$ -	
25	Financial & Revenue Collections	\$ 1,674	\$ 4,017	\$ 4,017	\$ -	\$ 4,017	\$ -	
26	Accounting Services	\$ 5,665	\$ 13,596	\$ 13,596	\$ -	\$ 13,596	\$ -	
27	Auditing Services	\$ 1,500	\$ 3,600	\$ 3,600	\$ -	\$ 3,400	\$ (200)	Based on Current Engagement
28	Arbitrage Rebate Calculation	\$ 500	\$ 500	\$ 500	\$ -	\$ 500	\$ -	
29	Public Officials Liability Insurance	\$ 2,691	\$ 2,691	\$ 2,819	\$ 128	\$ 2,960	\$ 141	Based on Estimate Provided
30	Legal Advertising	\$ 1,010	\$ 1,810	\$ 1,200	\$ (610)	\$ 1,500	\$ 300	
31	Dues, Licenses & Fees	\$ 175	\$ 175	\$ 175	\$ -	\$ 175	\$ -	
32	Miscellaneous Fees	\$ 268	\$ 1,168	\$ 300	\$ (868)	\$ 300	\$ -	Includes Meeting Room & Amortization Schedule.
33	Website Hosting, Maintenance, Backup	\$ 1,269	\$ 3,735	\$ 3,735	\$ -	\$ 3,735	\$ -	
34	Legal Counsel							
35	District Counsel	\$ 3,806	\$ 9,134	\$ 15,000	\$ 5,866	\$ 15,000	\$ -	
36								
37	<b>Administrative Subtotal</b>	<b>\$ 43,743</b>	<b>\$ 92,417</b>	<b>\$ 98,667</b>	<b>\$ 6,250</b>	<b>\$ 98,908</b>	<b>\$ 241</b>	
38								
39	<b>OPERATIONS</b>							
40								
41	Electric Utility Services							
42	Utility Services	\$ 2,494	\$ 8,265	\$ 9,000	\$ 735	\$ 9,000	\$ -	
43	Street Lights	\$ 12,592	\$ 32,559	\$ 35,500	\$ 2,941	\$ 35,500	\$ -	
44	Garbage/Solid Waste Control							
45	Garbage - Recreation Facility	\$ 555	\$ 1,332	\$ 1,500	\$ 168	\$ 1,500	\$ -	
46	Water-Sewer Combination Services							

**Proposed Budget**  
**Glen St. Johns Community Development District**  
**General Fund**  
**Fiscal Year 2021/2022**

	Chart of Accounts Classification	Actual YTD through 02/28/21	Projected Annual Totals 2020/2021	Annual Budget for 2020/2021	Projected Budget variance for 2020/2021	Budget for 2021/2022	Budget Increase (Decrease) vs 2020/2021	Comments
47	Utility Services	\$ 1,674	\$ 5,189	\$ 5,500	\$ 311	\$ 6,700	\$ 1,200	Added New Park To Irrigation FY 20/21
48	Stormwater Control							
49	Aquatic Maintenance	\$ 3,960	\$ 9,504	\$ 10,000	\$ 496	\$ 10,000	\$ -	
50	Other Physical Environment							
51	General Liability/Property Insurance	\$ 9,236	\$ 9,236	\$ 9,333	\$ 97	\$ 10,160	\$ 827	Based on Estimate Provided
52	Landscape & Irrigation Maintenance	\$ 42,388	\$ 105,287	\$ 111,600	\$ 6,313	\$ 111,600	\$ -	Does Not Include Pine Bark or Mulch. Amount Includes Proposed 3% Increase.
53	Irrigation Repairs		\$ 3,451	\$ 4,500	\$ 1,049	\$ 4,500	\$ -	
54	Landscape - Mulch/Pine Straw	\$ -	\$ 10,080	\$ 11,400	\$ 1,320	\$ 20,160	\$ 8,760	Based on One Application FY 20/21, Projected for Two Applications FY 21/22
55	Landscape Miscellaneous Expense	\$ 355	\$ 4,400	\$ 4,400	\$ -	\$ 4,400	\$ -	FY 20/21 Included Tree Removals . To Also Include Erosion Repairs From District Engineer's Report FY 20/21.
56	Landscape Replacement Plants, Shrubs, Trees		\$ 8,000	\$ 8,000	\$ -	\$ 8,000	\$ -	FY 20/21 Included Pool Area Enhancements, Round About Enhancement and Signage Areas.
57	Road & Street Facilities							
58	Entry Features, Roadway, Sidewalk Repair & Maintenance	\$ 10,947	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	\$ -	Includes Pressure Washing.To Also Include Sidewalk Repairs From Annual Engineer's Report FY 20/21.
59	Parks & Recreation							
60	Amenity Maintenance/Field Operations Contract	\$ 8,479	\$ 24,000	\$ 26,000	\$ 2,000	\$ 15,500	\$ (10,500)	FY 20/21 Included Pool Motor Repairs and Electrical Repairs. Fire Inspection Proposals Upon Reciept. Amount Includes Proposed 3% Increase. Maintenance & Repairs Separated for FY 21/22 on New Line - #61







**Budget Template  
Glen St. Johns Community Development District  
Debt Service  
Fiscal Year 2021/2022**

Chart of Accounts Classification	Series 2006A	Budget for 2021/2022
<b>REVENUES</b>		
Special Assessments		
Net Special Assessments <sup>(1)</sup>	\$ 105,890.33	\$ 105,890.33
<b>TOTAL REVENUES</b>	<b>\$ 105,890.33</b>	<b>\$ 105,890.33</b>
<b>EXPENDITURES</b>		
<b>Administrative</b>		
Financial & Administrative		
Debt Service Obligation	\$ 105,890.33	\$ 105,890.33
<b>Administrative Subtotal</b>	<b>\$ 105,890.33</b>	<b>\$ 105,890.33</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 105,890.33</b>	<b>\$ 105,890.33</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>0</b>	<b>0</b>

St. Johns County Collection Costs (2%) and Early payment Discounts (4%) 6.0%

**Gross assessments** **\$ 112,649.29**

**Notes:**

Tax Roll Collection Costs and early Payment Discount is 6.0% of Tax Roll. Budgeted net of tax roll assessments. See Assessment Table.

<sup>(1)</sup> Maximum Annual Debt Service less Prepaid Assessments received

Glen St. Johns Community Development District

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

2021/2022 O&M Budget		\$505,208.00
Collection Cost @	2%	\$10,749.11
Early Payment Discount @	4%	\$21,498.21
2021/2022 Total:		<u>\$537,455.32</u>

2020/2021 O&M Budget	\$505,208.00
2021/2022 O&M Budget	\$505,208.00

Total Difference:	<u><u>\$0.00</u></u>
-------------------	----------------------

	PER UNIT ANNUAL ASSESSMENT		Proposed Increase / Decrease	
	2020/2021	2021/2022	\$	%
Debt Service - Single Family	\$1,300.00	\$1,300.00	\$0.00	0.00%
Operations/Maintenance - Single Family	\$1,129.11	\$1,129.11	\$0.00	0.00%
<b>Total</b>	<b>\$2,429.11</b>	<b>\$2,429.11</b>	<b>\$0.00</b>	<b>0.00%</b>
Debt Service - Single Family <sup>(1)</sup>	\$655.11	\$655.11	\$0.00	0.00%
Operations/Maintenance - Single Family	\$1,129.11	\$1,129.11	\$0.00	0.00%
<b>Total</b>	<b>\$1,784.22</b>	<b>\$1,784.22</b>	<b>\$0.00</b>	<b>0.00%</b>

<sup>(1)</sup> Reflects partial payoff.

GLEN ST. JOHNSFISCAL YEAR 2021/2022 O&M & DEBT SERVICE ASSESSMENT SCHEDULE

TOTAL O&M BUDGET		\$505,208.00
COLLECTION COSTS @	2%	\$10,749.11
EARLY PAYMENT DISCOUNT @	4%	\$21,498.21
TOTAL O&M ASSESSMENT		<u>\$537,455.32</u>

LOT SIZE	UNITS ASSESSED		ALLOCATION OF O&M ASSESSMENT			TOTAL SERIES 2006A DEBT SERVICE ASSESSMENT	
	O&M	2006A DEBT SERVICE <sup>(1) (2)</sup>	EAU FACTOR	TOTAL EAU's	% TOTAL EAU's		TOTAL O&M BUDGET
<b>Platted Parcels</b>							
SINGLE FAMILY	437	67	1.00	437.00	91.81%	\$493,420.11	\$87,100.00
SINGLE FAMILY <sup>(5)</sup>	39	39	1.00	39.00	8.19%	\$44,035.20	\$25,549.29
<b>Total Community</b>	<u>476</u>	<u>106</u>		<u>476.00</u>	<u>100.00%</u>	<u>\$537,455.32</u>	<u>\$112,649.29</u>

PER LOT ANNUAL ASSESSMENT		
O&M	2006A DEBT	
	SERVICE <sup>(3)</sup>	TOTAL <sup>(4)</sup>
\$1,129.11	\$1,300.00	\$2,429.11
\$1,129.11	\$655.11	\$1,784.22

LESS: St. Johns County Collection Costs (2%) and Early Payment Discounts (4%): (\$32,247.32) (\$6,758.96)

**Net Revenue to be Collected** \$505,208.00 \$105,890.33

- (1) Reflects 370 prepayments.
- (2) Reflects the number of total lots with Series 2006A debt outstanding.
- (3) Annual debt service assessment per lot adopted in connection with the Series 2006A bond issue. Annual assessment includes principal, interest, St. Johns County collection costs (if applicable) and early payment discount costs.
- (4) Annual assessment for platted lots will appear on November 2021 St. Johns County property tax bill. Amount shown includes all applicable collection costs. Property owner is eligible for a discount of up to 4% if paid early.
- (5) 39 Single Family lots reflect partial payoff of 2006A Debt Service.

**GENERAL FUND BUDGET**  
**ACCOUNT CATEGORY DESCRIPTION**

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

**REVENUES:**

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

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

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

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

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

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

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

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**EXPENDITURES – ADMINISTRATIVE:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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## **EXPENDITURES - FIELD OPERATIONS:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## RESERVE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

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

### REVENUES:

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

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

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

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

---

### EXPENDITURES:

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

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

## DEBT SERVICE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

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

### REVENUES:

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

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### EXPENDITURES – ADMINISTRATIVE:

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

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



**AUDIENCE  
COMMENTS AND  
SUPERVISOR  
REQUESTS**

# ADJOURNMENT