



Rizzetta & Company

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

---

## **Board of Supervisors' Meeting August 16, 2023**

**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**

St. Johns County Airport Authority  
4730 Casa Cola Way, St. Augustine, Florida 32095  
[www.glenstjohnscdd.org](http://www.glenstjohnscdd.org)

<b>Board of Supervisors</b>	Darren Romero	Chairman
	Mabel Perez	Vice Chairman
	Skip Thompson	Assistant Secretary
	Jamie Williams	Assistant Secretary
	Bliss Carley	Assistant Secretary
<b>District Manager</b>	Lesley Gallagher	Rizzetta & Company, Inc.
<b>District Counsel</b>	Katie Buchanan	Kutak Rock, LLP
<b>District Engineer</b>	Vince Dunn	Dunn & Associates, Inc.

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

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

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

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

# GLEN ST JOHNS COMMUNITY DEVELOPMENT DISTRICT

District Office · St. Augustine, Florida · (904) 436-6270  
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614  
[www.glenstjohnscdd.org](http://www.glenstjohnscdd.org)

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

**August 9, 2023**

## AGENDA

Dear Board Members:

The **regular** meeting of the Board of Supervisors' of the Glen St. Johns Community Development District will be held on **August 16, 2023 at 10:00 a.m.** at the St. Johns County Airport Authority, 4730 Casa Cola Way, St. Augustine FL 32095. The meeting is not sponsored by the Authority, its Staff or the Airport. 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 Board of Supervisors' Meeting held on June 21, 2023 .....Tab 1
  - B. Ratification of the Operation and Maintenance Expenditures for June 2023.....Tab 2
  - C. Consideration of Resolution 2023-06; Redesignating Secretary .....Tab 3
- 4. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. Landscape Report.....Tab 4
  - D. Amenity Manager Report
    1. Discussion Regarding No Soliciting Signs
    2. Estate Pond Report .....Tab 5
  - E. District Manager
- 5. BUSINESS ITEMS**
  - A. Consideration of Turner Pest Control 2024 Rate Increase .....Tab 6
  - B. Consideration of Estate Proposal for Repairs from Annual Engineer's Report (under separate cover)
  - C. Consideration of Proposals for Holiday Lighting .....Tab 7
  - D. Update on Pool Remarcite and Color Selections
  - E. Public Hearing on FY 2023-24 Budget
    1. Consideration of Resolution 2023-07; Adopting Fiscal Year 2023-2024 Budget.....Tab 8
  - F. Public Hearing on Special Assessments
    1. Consideration of Resolution 2023-08; Imposing Special Assessments.....Tab 9

G. Acceptance of Fourth Addendum – Contract for Professional District Services.....Tab 10

H. Consideration of Pest Control Proposals (under separate cover)

**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

## **Tab 1**

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 **June 21, 2023, at 10:00 a.m.** at the St. Johns County Airport Authority, 4730 Casa Cola Way, St. Augustine, Florida 32095

Present and constituting a quorum:

Darren Romero	<b>Board Supervisor, Chairman</b>
Skip Thompson	<b>Board Supervisor, Assistant Secretary</b>
Jamie Williams	<b>Board Supervisor, Assistant Secretary</b>
Bliss Carley	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Lesley Gallagher	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Katie Buchanan	<b>District Counsel, Kutak Rock LLP (speakerphone)</b>
Dan Fagen	<b>Field Operations Manager, Vesta</b>
Scott Settlemyres	<b>Sr Account Manager, VerdeGo Landscaping</b>

No audience present

**FIRST ORDER OF BUSINESS**

**Call to Order**

Ms. Gallagher called the meeting to order at 10:01 a.m. and read roll call.

**SECOND ORDER OF BUSINESS**

**Audience Comments on Agenda  
Items**

No audience present.

**THIRD ORDER OF BUSINESS**

**Consideration of the Minutes of the  
Board of Supervisors' Meeting held  
May 17, 2023**

Mr. Romero requested that it be specified in the motion, on lines 153 and 154, that the not to exceed approval was for pool equipment.

On a motion by Mr. Romero, seconded by Ms. Carley, with all in favor, the Board approved the Minutes of the Board of Supervisors' Meeting held on May 17, 2023, as amended, for Glen St. Johns Community Development District.

**FOURTH ORDER OF BUSINESS**

**Ratification of the Operation and  
Maintenance Expenditures for  
April & May 2023**

On a motion by Mr. Romero, seconded by Ms. Carley, with all in favor, the Board ratified the Operations and Maintenance Expenditures for April 2023, in the amount of \$37,829.33 and May 2023, in the amount of \$48,944.12, for Glen St. Johns Community Development District.

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

A. District Counsel  
There was no report.

B. District Engineer  
Not requested to attend.

It was requested that the storm drains along St. Thomas be reviewed by Vesta and reported to St. Johns County should there be any that require debris to be removed.

C. Landscape Report  
Mr. Settlemires reviewed his report, (Exhibit A), and was available to answer questions.

He updated the Board that the irrigation pump is continually tripping and he has requested that a pump company come out and review to determine the cause. This is impacting the irrigation in the area from St. Croix to Leo Maguire.

D. Amenity Manager Report  
Mr. Fagen did not have a report but was available to answer questions.

1. Estate Pond Report  
It was noted that all ponds were treated.

E. District Manager  
1. Discussion Regarding No Soliciting Signs  
Ms. Gallagher reviewed a request from the HOA for the CDD to provide and install no soliciting signs in the community.

Discussion ensued regarding the roads being public, and the lack of

ability to enforce no soliciting and that signs would act only as a deterrent. The Board requested that Mr. Fagen obtain pricing to install 3 signs to hang from the monument signs in the community and bring this back to the next meeting for further review. Ms. Carley was appointed to work with Mr. Fagen on the design of the signs for further review by the Board.

**SIXTH ORDER OF BUSINESS****Consideration of Vesta Renewal Proposal for Fiscal Year 2023/2024**

Mr. Fagen updated the Board that the figures provided by Vesta for the proposed budget were short of what they would request their contract renewal be considered for, with the difference falling in the pool maintenance category. The Board reviewed the Vesta renewal proposal for Fiscal Year 2023/2024, (Exhibit B), which would go into effect October 1<sup>st</sup> if approved. Discussion ensued regarding where the additional funds could be offset from in the budget with the direction being given to reduce the miscellaneous contingency line for the final budget to offset the difference in the proposal from the amount approved with the proposed budget.

On a motion by Mr. Romero, seconded by Mr. Thompson, with all in favor, the Board approved the Vesta renewal proposal for FY 2023/2024, in the amount of \$43,739 annually excluding the seasonal facility attendants, for Glen St. Johns Community Development District.

**SEVENTH ORDER OF BUSINESS****Consideration Estate Proposal for Repairs from the Annual Engineer's Report**

This item was tabled.

**EIGHTH ORDER OF BUSINESS****Consideration of Estate Renewal Proposal for Fiscal Year 2023/2024**

The Board reviewed the Estate renewal proposal for Fiscal Year 2023/2024, (Exhibit C), which would be effective October 1<sup>st</sup> should the Board approve.

On a motion by Ms. Carley, seconded by Mr. Romero, with all in favor, the Board approved the Estate renewal proposal for Fiscal Year 2023/2024 in the annual amount of \$11,678.04, for Glen St. Johns Community Development District.

**NINTH ORDER OF BUSINESS****Consideration of Proposals for Pool Remarcite**

The Board reviewed three proposals for pool remarcite, replacement of grates, drain floor covers, 5 lights, waterline tile and depth markers from Innovative Fountain, Epic Pools and Pinch A Penny. Discussion ensued regarding familiarity with the pool, warranty and payment schedule. Mr. Fagen noted that Epic has a history of working on this pool and was also going to remove a section of pavers to examine the beam, any additional work



needed to the beam would be separate. It was also noted that Epic is not requiring a deposit or payment schedule. It was also noted that this work would take place in the fall.

On a motion by Ms. Carley, seconded by Mr. Romero, with all in favor, the Board approved the Epic Pools proposal, in the amount of \$170,250 to be paid from the reserve account, for Glen St. Johns Community Development District.

#### **TENTH ORDER OF BUSINESS**

#### **Consideration of Revised Proposals for Table, Trash Receptacle and Bench(s)**

It was reviewed that the Board had previously approved a not to exceed amount of \$6,000 and authorized Ms. Carley to sign off on the final proposals for removal and installation of the table and waste can and bench at the St. Croix Park, as well as a bench at the playground at the amenity center.

When the final proposals were received, they exceeded the amount approved, so this item is being brought back for further review by the Board. The proposals under tab 5 of the agenda were reviewed and discussion ensued regarding the cost of the trash cans and benches as well as the removal and installation charges for the trash cans.

On a motion by Ms. Carley, seconded by Mr. Thompson, with all in favor, the Board approved a not to exceed amount of \$7,000 with Ms. Carley continuing review of the final proposals to remove and replace the table and bench at St. Croix Park and two different types of trash cans with Vesta to handle the trash can removal and installation, for Glen St. Johns Community Development District.

#### **ELEVENTH ORDER OF BUSINESS**

#### **Consideration of Resolution 2023-05; Setting the Regular Meeting Dates for FY 2023/2024**

On a motion by Mr. Romero, seconded by Ms. Carley, with all in favor, the Board adopted Resolution 2023-05 as presented, setting the regular meeting dates for Fiscal Year 2023/2024, for Glen St. Johns Community Development District.

#### **TWELFTH ORDER OF BUSINESS**

#### **Supervisors Request and Audience Comments**

#### **Supervisor Requests:**

Mr. Romero had a question about the timing of the mailed notice on the budget and assessments.

Mr. Thompson had a request to extend the height of the second gate to the pool area in the future.

Mr. Williams noted the need for a camera in the fitness room. Mr. Fagen is to obtain a proposal.

There were concerns raised about several access cards no longer working. Ms. Gallagher explained that until her office is notified of an access card issue, they are unaware of them and that after the repairs were made to the system over the last several months there are some cards that they are learning were impacted. These cards are being reset upon notification of them not operating correctly. She also noted that they have been receiving access requests from several tenants in the community and they still require information from the property owner in order to process these requests.

#### **Audience Comments:**

No audience was present.

Mr. Fagen explained to the Board that he is having difficulty fulfilling the facility attendant hours.

The Board had requested Sundays and he requested that the days be adjusted to cover Tuesday through Saturday only. The Board felt that Sundays were a high-volume day at the facility and that there was a need for a facility attendant on the full weekend.

The Board requested that Vesta continue to try to fulfill the hours on Sundays even if the times need to be adjusted for this day.

#### **THIRTEENTH ORDER OF BUSINESS**

#### **Adjournment**

<p>On a motion by Mr. Thompson seconded by Ms. Carley, with all in favor, the Board adjourned the Board of Supervisors' Meeting at 11:31 a.m., for Glen St. Johns Community Development District.</p>
---

Secretary/Assistant Secretary

Chairman/Vice Chairman

## Exhibit A

### VerdeGo

PO Box 789, Bunnell, FL 32110  
386-437-3122 - Bunnell  
904-797-7474 – St. Augustine



# LANDSCAPE STATUS REPORT

## REPORT SUMMARY

REPORT DATE	PROPERTY NAME	PREPARED BY	MONTH OF SERVICE
6/12/2023	Glen St John	Scott Settlemares	May

## SERVICES SUMMARY

### COMPLETED IN {{MAIN.SERVICEMONTH}}

- Full-Service Maintenance (Mowing/Edging/String Trimming/ Blowing)
- Detail Work (Spraying/Weeding/Pruning)
- Irrigation Inspection Wet Check

### ANTICIPATED FOR NEXT MONTH

- Full-Service Maintenance (Mowing/Edging/String Trimming/ Blowing)
- Detail Work (Spraying/Weeding/Pruning)
- Irrigation Inspection Wet Check

## COMMENTS

### TURF

Turf is currently being cut at 4.50" for St. Augustine Turf, 2.25" for Bermuda and 3.50" for Bahia.  
Top Choice application was completed in May.

### TREES & SHRUBS

Trees and Shrubs are healthy with no pest or fungal issues

### PLANT BEDS

Crews continue to treat weeds with a combination of chemicals and hand removal of larger weeds.

### OTHER

Irrigation pump is currently having issues with tripping the breaker, we have a call/ request in to have it serviced.

# Exhibit B

## Glen St. Johns Community Development District

*Ms. Lesley Gallagher*

District Manager

2806 N. 5<sup>th</sup> Street, Unit 403

St. Augustine, Florida 32084

**FY'24**

## **Annual Operation and Maintenance of Amenity Facilities and Field Services**

### **Introduction:**

Vesta Property Services ("Vesta") is pleased to present Glen St. Johns CDD this proposal for pool, janitorial, facility maintenance, and field operations services.

We believe that due to our successful track record with area communities like Bartram Springs, Durbin Crossing, Heritage Landing, Shearwater, Rivertown, John's Creek, Julington Creek Plantation, and our long history with GSJ, we truly understand your requirements and are confident that our proposed services will effectively address your needs. Vesta employs many certified pool operators and several state-certified technicians. This Proposal is divided into three (3) sections: Scope of Services, Notes and Pricing.

- I. Scope of services:** The Contract Personnel will be on site a minimum of 18 hours weekly. Amenity Management oversight and Field Service / Maintenance oversight. Staff are responsible for the overall appearance of the District Amenity Center. Staff shall have a thorough knowledge of the community served, and shall at all times endeavor to provide a timely, personal response to problems or requests for all services.

**a) General Facility Maintenance - \$5,763.00**

Maintain and repair (as able) the district's amenity/recreation components.

- 1) *Building:* monitor and repair fitness equipment as able; monitor condition of all doors, adjoining fencing and gates and resolve any problems, either through repairs or adjustments or securing services of door/gate contractor; touch-up painting as needed; control cobwebs and prevent other debris from accumulating on exterior walls; and replace interior lights and AC filters as needed. Report any extraordinary repairs to District Manager as needed.
- 2) *Pool Deck:* Blow off entire deck area regularly; empty and replace waste receptacles around pool area; control algae growth around pool deck.
- 3) *Playground Park Area:* Check equipment, periodically clean equipment and remove debris on and around equipment as needed.
- 4) *Parking Lot:* Blow off debris; pick up trash and debris as needed.
- 5) *Dog Trash Stations:* Maintain weekly change out of all dog stations throughout community.
- 6) *Pressure Washing:* Amenity center, adjacent concrete and parking lot, along with both playgrounds twice annually.
- 7) Assess and advise the district of any necessary repairs, extraordinary cleaning, or

replacement items that may be required due to “normal wear and tear,” “acts of God,” or vandalism, and secure cost estimates for same. Such work shall be billed separately, upon approval of the district. These services may be provided by Vesta or outside service contractors.

- 8) Maintenance shall be performed a minimum of three (3) days per week.

**Note:** Vesta shall attempt to provide as many necessary repairs under this scope as possible without the district incurring the costs of utilizing outside contractors for repair services. Vesta shall not be held liable for the performance or lack thereof, of other vendors or contractors.

**b) Swimming Pool Maintenance: - \$10,245.00**

Vesta shall provide the following services in order to maintain the district’s swimming pool:

- 1) Check pool water quality and complete equivalent to *DH Form 921 3/98 Swimming Pool Report*, as required by Chapter 64E-9.004(13), FAC.
- 2) Conduct necessary tests for proper pool chemicals as required in order to maintain water quality levels within requirements of Chapter 64E-9.004(d).
- 3) Operate filtration and recirculation systems, backwashing as needed. Clean all strainers. Maintain pool at proper water level, and maintain filtration rates. Check valves for leaks, as well as other components, and maintain in proper condition.
- 4) Manually skim, brush and vacuum pools as necessary. Maintenance shall be performed a minimum of three (3) days per week. It is **recommended** that the pools be closed on Mondays for super chlorination and algae treatment as necessary.
- 5) Advise the C.D.D. of any necessary repairs, cleaning, or replacement items required due to “normal wear & tear,” “acts of God,” or vandalism. Such repairs shall be billed separately, upon approval of the C.D.D.
- 6) Pool maintenance shall be performed a minimum of three (3) days per week.
- 7) All pool chemicals necessary to perform the above maintenance are not included in this proposal. Additional service and/or chemicals required due to natural disasters, uncontrolled equipment failures or gale-force winds (or stronger) shall be billable.

**c) Facility Maintenance and Janitorial Services - \$8,781.00**

Vesta shall provide the following services in order to maintain a clean environment in all amenity center indoor spaces:

- 1) Dust and damp mop all tiled areas including baseboards.
- 2) Dust window ledges, blinds, air condition vents and returns.
- 3) Clean all windows.
- 4) Empty and remove all trash from receptacles.
- 5) Bathrooms: clean and disinfect floors, counters, mirrors, toilets, urinals and all surrounding areas. Paper and soap dispensers shall be cleaned and filled as needed.  
*Note: cost of paper supplies, trash bags, and soap are to be supplied by the district.*

- 6) Fitness room: Clean flooring, ceiling fans, baseboards, and provide light cleaning to all fitness equipment.
- 7) The contractor shall furnish ***ALL*** necessary cleaning equipment and supplies for the provision of the janitorial services described herein. Should extraordinary cleaning services be required (as agreed to by the District or District management), such special services and/or equipment and supplies shall be billable to the district.
- 8) Janitorial duties shall be performed a minimum of three (3) days per week.

**d) Amenity Management and Field Oversight – 18,950.00**

Vesta shall provide the following services including any necessary communication and oversight of other onsite contractors or maintenance staff engaged by the District.

- 1) Provide general oversight of all district common grounds and assets.
- 2) Weekly community drives fulfilling vendor accountability
- 3) Advise the District of any necessary repairs, extraordinary cleaning, or replacement of assets. .
- 4) Implement all policies and procedures established by the District as they relate to the day-to-day maintenance and upkeep of the District. The individual shall have a thorough knowledge of the community and provide a timely, personal response regarding problems or request for service and handle them as expeditiously as possible, given they are within the parameters requested in the RFP.
- 5) Remain aware of potential safety or security hazards within district property, communicate with the appropriate district personnel regarding possible corrective action to resolve a safety or security matter, and implement such action when necessary, for the safety and security of the district.
- 6) Maintain full knowledge/awareness of all aspects of residential community maintenance to include landscaping, lake and wetland maintenance, carpentry, electrical, plumbing, painting, and management and/or monitoring of recreational facilities.
- 7) Acting as liaison between residents and District Management / Board of Directors
- 8) Assess property damage, neglect and/or depreciation and estimate costs associated with repair and/or replacement.
- 9) Train/supervise site staff and maintenance team, if applicable; be responsible for all work performed by staff.
- 10) Advise the District of any necessary repairs, extraordinary cleaning, or replacement items that may be required due to “normal wear-and-tear,” “acts of God,” or vandalism, and secure cost estimates for the same. (Such work that is outside the normal, day-to-day maintenance scope of work shall be billed separately, upon arrival of the District, either by Vesta or other outside service contractors.)
- 11) Maintain inventory control of maintenance items, including preparation of preventative maintenance programs.
- 12) Field Operations duties shall be performed as needed throughout the month to both ensure regular site inspections and provide oversight tied to work performed by outside service contractors.

13) Electronically process registration paperwork and mail Amenity Center access cards to residents. Arrange processing of any fees with the district management company.

e) **Seasonal Facility Attendant Services**

- 1) Monitor pool and facility
- 2) Greet residents
- 3) Enforce District Policies

Fees are not to exceed **\$6,707.00** and 200 hours. Only staff hours provided are billed.

II. **Notes:**

- a) **Insurance:** Vesta shall carry general liability coverage of at least \$1,000,000, and name the district as an additional insured under this policy. Vesta's program instructors and subcontractors (if any) shall also conform to the district's insurance requirements. Finally, Vesta shall provide proof of required insurance requirements upon request by the district.
- b) **Liability:** Vesta shall not be held liable for the performance or lack thereof, of other recreation complex vendors or contractors who are outside Vesta's control.
- c) **Purchases:** The District shall authorize the use of a District issued debit card to staff for the purpose of alleviating 'Pass thru' when making purchases for the District. This is necessary for the purpose of avoiding unnecessary paid sales tax while also eliminating the added administrative burden for both Vesta and District Management.
- d) **Corporate staffing expenses:** Vesta shall be responsible for all necessary insurance payments (including workman's compensation, as required by Florida law), payroll taxes, and the provision of various benefits on behalf of its staff.
- e) **Uniforms:** All Staff shall wear company uniforms, provided by Vesta.
- f) **Capital Expenditures:** Vesta has a lot of strong business relationships and ultimately preferred pricing, but shall obtain a minimum of three (3) competitive bids (if possible) on any recommended capital improvements in the future.
- g) **Mileage:** Vesta shall be responsible for regular mileage within the community while on site. However, any mileage incurred offsite for the benefit of the community such as acquiring parts or supplies for repairs, etc. shall be billable to the community.

### III. Pricing:

**Total Annual Fees for all services: \$43,739.00 or \$3,644.92 per a month**  
**Seasonal Facility Attendant services will be billed separately**

#### Terms:

- Vesta shall invoice monthly for the above services.
- Invoices shall be paid net thirty (30) days upon receipt.

---

Authorized Vesta Representative Print

---

Authorized District Representative Print

---

Authorized Vesta Representative Sign and date

---

Authorized District Representative Sign and date



## Exhibit C



### **ESTATE MANAGEMENT SERVICES, Inc.**

305 Indigo Drive, Brunswick, GA 31525

888-307-6637 Toll Free

(912) 466-9800 Main Office

(912) 261-8882 Fax

June 15, 2023

To: Lesley Gallagher  
Senior District Manager  
Ph: 904-436-6270 ext. 4637  
Email: [lgallagher@rizzetta.com](mailto:lgallagher@rizzetta.com)

Re: Glen St. Johns CDD Proposed Budget for Fiscal Year 23/24

Per your request, we are providing you with the projected fees for FY' 24. The 23/24 annual rate of increase for the property will be 3.5%. Therefore, the new monthly rate will be \$973.17. The annual rate would be \$11,678.04. Please let us know if you have any questions or concerns.

Best regards,

John M. Crabb III| President  
Estate Management Services, Inc.

## **Tab 2**

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

---

District Office · St. Augustine, Florida 32084  
Mailing Address · 3434 Colwell Avenue · Suite 200, Tampa Florida 33614  
[www.glenstjohnscdd.org](http://www.glenstjohnscdd.org)

## **Operations and Maintenance Expenditures June 2023 For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from June 1, 2023 through June 30, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$34,193.92**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

# Glen St. Johns Community Development District

## Paid Operation & Maintenance Expenditures

June 1, 2023 Through June 30, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
All Weather Contractors, Inc.	100165	161104	Concrete Sidewalk Repairs 06/23	\$ 965.00
Bliss Carley	100166	BC062123	Board of Supervisors Meeting 06/21/23	\$ 200.00
Darren H. Romero	100167	DR062123	Board of Supervisors Meeting 06/21/23	\$ 200.00
Estate Management Services, Inc.	100159	55136	Monthly Pond Management Services 06/23	\$ 839.52
Estate Management Services, Inc.	100173	55744	Monthly Pond Management Services-Underpayment 10/22-06/23	\$ 906.75
Fire Sprinkler Services FL, LLC	100168	12466580	Annual Fire Alarm Inspection 05/23	\$ 935.00
First Place Fitness Equipment, Inc	100174	37090	Fitness Equipment 06/23	\$ 185.00
First Place Fitness Equipment, Inc	100174	37091	Fitness Equipment 06/23	\$ 720.00
Florida Department of Health in St. Johns County	100160	55-60-1514450 Permit Number	Pool Permit 06/23	\$ 350.00
Florida Power & Light Company	6212023	FPL Summary 05/23 AUTOPAY	FPL Summary 05/23	\$ 4,650.76
Gilbert F Thompson	100169	GT062123	Board of Supervisors Meeting 06/21/23	\$ 200.00
Glen St. Johns CDD	DC 060523	DC 060523	Debit Card Replenishment	\$ 144.42
Glen St. Johns CDD	DC 060723A	DC 060723A	Debit Card Replenishment	\$ 163.17

# Glen St. Johns Community Development District

## Paid Operation & Maintenance Expenditures

June 1, 2023 Through June 30, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Glen St. Johns CDD	DC 060723B	DC 060723B	Debit Card Replenishment	\$ 173.68
Hawkins, Inc	100161	6488426	Chemicals 06/23	\$ 224.15
Hawkins, Inc	100175	6504111	Chemicals 06/23	\$ 427.50
James D Williams	100170	JW062123	Board of Supervisors Meeting 06/21/23	\$ 200.00
JEA	20230602	1608024175 04/23 B	Sewer Irrigation & Water Summary 04/23	\$ 565.14
Kutak Rock, LLP	100162	Autopay 3225848	Legal Services 04/23	\$ 388.50
Kutak Rock, LLP	100176	3238736	Legal Services 05/23	\$ 1,710.39
Protection Group USA, Inc.	100171	9298-M	3rd Quarterly Monitoring Services 06/23	\$ 135.00
Rizzetta & Company, Inc.	100158	INV0000080732	District Management Services 06/23	\$ 3,418.92
VerdeGo, LLC	100163	11536	Landscape Enhancement 05/23	\$ 3,025.00
VerdeGo, LLC	100163	11552	Tree Removal 05/23	\$ 1,135.00
VerdeGo, LLC	100163	11633	Monthly Landscape Contract 06/23	\$ 9,248.09
Vesta Property Services, Inc.	100164	410600	Monthly Service Maintenance 06/23	\$ 2,908.00

# Glen St. Johns Community Development District

## Paid Operation & Maintenance Expenditures

June 1, 2023 Through June 30, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Vesta Property Services, Inc.	100172	410798	Billable Expenses 05/23	\$ 28.48
Waste Pro, Inc	60523	0000386446 06/23 Autopay	Waste Disposal 06/23	<u>\$ 146.45</u>
<b>Report Total</b>				<u><b>\$ 34,193.92</b></u>

## **Tab 3**

**RESOLUTION 2023- 06**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE GLEN ST JOHNS COMMUNITY DEVELOPMENT DISTRICT REDESIGNATING THE SECRETARY OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, the Glen St Johns Community Development District (the "District") is a local unit of special-purpose government organized and existing in accordance with Chapter 190, Florida Statutes, and situated entirely within St Johns County, Florida; and

WHEREAS, the Board of Supervisors (hereinafter the "Board") previously designated Bob Schleifer as Secretary pursuant to Resolution 2020-06; and

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

Section 1.      Scott Brizendine is appointed Secretary

Section 2.      This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 16<sup>th</sup> DAY OF AUGUST 2023.**

**GLEN ST JOHNS COMMUNITY  
DEVELOPMENT DISTRICT**

---

**CHAIRMAN/VICE CHAIRMAN**

**ATTEST:**

---

**ASSISTANT SECRETARY**



## **Tab 4**

## VerdeGo

PO Box 789, Bunnell, FL 32110  
386-437-3122 - Bunnell  
904-797-7474 - St. Augustine



# LANDSCAPE STATUS REPORT

## REPORT SUMMARY

REPORT DATE	PROPERTY NAME	PREPARED BY	MONTH OF SERVICE
8/7/2023	Glen St John	Scott Settlemyres	July 2023

## SERVICES SUMMARY

### COMPLETED IN {{MAIN.SERVICEMONTH}}

- Full-Service Maintenance (Mowing/Edging/String Trimming/ Blowing)
- Detail Work (Spraying/Weeding/Pruning)
- Irrigation Inspection Wet Check
- Annual Flower Rotation

### ANTICIPATED FOR NEXT MONTH

- Full-Service Maintenance (Mowing/Edging/String Trimming/ Blowing)
- Detail Work (Spraying/Weeding/Pruning)
- Irrigation Inspection Wet Check

## COMMENTS

### TURF

Turf is currently being cut at 4.50" for St. Augustine Turf, 2.25" for Bermuda and 3.50" for Bahia.

### TREES & SHRUBS

Trees and Shrubs are healthy with no pest or fungal issues

### PLANT BEDS

Crews continue to treat weeds with a combination of chemicals and hand removal of larger weeds.

### OTHER

New rain sensor was installed at Trellis Bay #3 controller.



## Spray Report

Customer: Verdego

Property: Glen St. Johns

Date: 6/21/23

Area treated +/- 10 acres.

Total Gallons used: 1300.

### Product:

21-0-0 AMS @ .25lbs N per 1000 Sqft

Ferrous Sulfate @ 10oz per acre

Bifen @ 13oz per acre

Post-emergent (as Needed)

Target for this application was to Improve the overall health, growth, and color of the turf. Post-emergent herbicides were applied to eliminate broadleaf weeds. Insecticide was applied to prevent and eliminate turf damaging insects.



Job Name: Glen St John

Job Number: \_\_\_\_\_

Controller Name: W Teague Bay

#1

Date: 7-13-23 Page: 1 of 1

Start Time/End Time	Seasonal Adjust	Run Days
A)	%	MTWTFSS
B)	%	MTWTFSS
C)	%	MTWTFSS
D)	%	MTWTFSS

zone map
YES NO
Zone list in controller
YES NO

Checked Weather Sensor
YES NO
Weather Sensor:
Working Not working

Controller Make & Model	
Controller Status	Working
POC Info	Potable Water Reclaim Well Water Lake Water
Pump Status & Type	Pressurized Pump Start Centrifugal Submersible

INFORMATION:

Zone Number	✓ 7	✓ 8	✓ 9	✓ 10															
Spray, Rotor, Drip, MPR, or Bubbler	R	S	R	R															
Run time (A/B)																			
Run Time (C/D)																			
Change Time (A/B)																			
Change Time (C/D)																			
Zone Faults or Alarms																			
Plant Type																			

Contract Maintenance: (No Charge)

Straighten Heads																			
Adjust Water Pattern																			
Clogged Nozzle Screens																			

Billable Repairs or Upgrades:

Head Broken- 6in spray																			
Head Broken- 12in spray																			
Head Broken- 6in rotor																			
Head Broken- 12in rotor																			
Broken Riser																			
Upgrade 4in to 6in Pop up																			
Upgrade 6in to 12in Pop up																			
Nozzle																			
MPR																			
Severe Line Clog																			
Lateral Line Break																			
Relocation																			
Head Raised or Lowered in Turf																			
Head Raised or Lowered in Shrub																			
Damaged Valve Box																			
Zone Not Operating																			
Main Line Break																			
Additional Labor/Troubleshooting																			
Other- See Comments																			

Additional Comments:

Filled in holes from previous repairs



Job Name: Glen St John

Job Number: \_\_\_\_\_

Controller Name: St Thomas #2

Date: 7-13-23 Page: 1 of 2

Start Time / End Time	Seasonal Adjust	Run Days
A) <u>9:30 pm</u>	<u>100</u> %	<u>MTWTFSS</u>
B) <u>5 am</u>	<u>100</u> %	<u>MTWTFSS</u>
C)	%	<u>MTWTFSS</u>
D)	%	<u>MTWTFSS</u>

Zone Map
YES NO
Zone list in controller
YES NO

Checked Weather Sensor
YES NO
Weather Sensor:
Working Not working

Controller Make & Model	<u>RainBird ESP-LXME</u>															
Controller Status	<u>Working</u>								<u>Not Working</u>							
POC Info	<u>Potable Water</u>				<u>Reclaim</u>				<u>Well Water</u>				<u>Lake Water</u>			
Pump Status & Type	<u>Pressurized</u>				<u>Pump Start</u>				<u>Centrifugal</u>				<u>Submersible</u>			

INFORMATION:

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Zone Number	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Spray, Rotor, Drip, MPR, or Bubbler	<u>S</u>	<u>M+D</u>	<u>R+D</u>	<u>S</u>	<u>S</u>	<u>B</u>	<u>S</u>	<u>S</u>	<u>R</u>	<u>R+M</u>	<u>R+M</u>	<u>R+M</u>	<u>R</u>	<u>R</u>	<u>R</u>	<u>R</u>
Run time (A/B)	<u>10/10</u>	<u>30/15</u>	<u>15/15</u>	<u>10/10</u>	<u>15/15</u>	<u>30/15</u>	<u>15/10</u>	<u>10/30</u>	<u>30/30</u>	<u>20/20</u>	<u>30/20</u>	<u>30/20</u>	<u>30/30</u>	<u>30/30</u>	<u>30/30</u>	<u>30/30</u>
Run Time (C/D)																
Change Time (A/B)																
Change Time (C/D)																
Zone Faults or Alarms																
Plant Type	<u>G+B</u>	<u>B</u>	<u>G+B</u>	<u>B+G</u>	<u>B+G</u>	<u>G</u>	<u>G+B</u>	<u>G</u>	<u>G+B</u>	<u>G+B</u>	<u>G+B</u>	<u>G+B</u>	<u>G+B</u>	<u>G</u>	<u>G</u>	<u>G+B</u>

Contract Maintenance: (No Charge)

Straighten Heads																
Adjust Water Pattern																
Clogged Nozzle Screens																

Billable Repairs or Upgrades:

Head Broken- 6in spray																
Head Broken- 12in spray																
Head Broken- 6in rotor																
Head Broken- 12in rotor																
Broken Riser																
Upgrade 4in to 6in Pop up																
Upgrade 6in to 12in Pop up																
Nozzle																
MPR																
Severe Line Clog																
Lateral Line Break																
Relocation																
Head Raised or Lowered in Turf																
Head Raised or Lowered in Shrub																
Damaged Valve Box																
Zone Not Operating																
Main Line Break																
Additional Labor/Troubleshooting																
Other- See Comments																

Additional Comments:

Zone 13 - flex line blow out

filled in holes from previous repairs

---

---

---

---

---

Job Name: Glen St John

Job Number: \_\_\_\_\_

Controller Name: Trellis Bay

#3

Date: 7-13-23Page: 1 of 1

Start Time /End Time	Seasonal Adjust	Run Days
A)	%	MTWTFSS
B)	%	MTWTFSS
C)	%	MTWTFSS
D)	%	MTWTFSS

Zone Map

YES NO

Zone list in controller

YES NO

Checked Weather Sensor

YES NO

Weather Sensor:

Working Not working

Controller Make & Model				
Controller Status	Working		Not Working	
POC Info	Potable Water	Reclaim	Well Water	Lake Water
Pump Status & Type	Pressurized	Pump Start	Centrifugal	Submersible

## INFORMATION:

Zone Number	1	2	3	4	5	6	7												
Spray, Rotor, Drip, MPR, or Bubbler	R+D	R+D	R+D	R+D	R+D	R+D	R+D												
Run time (A/B)																			
Run Time (C/D)																			
Change Time (A/B)																			
Change Time (C/D)																			
Zone Faults or Alarms																			
Plant Type																			

Contract Maintenance: (No Charge)

Straighten Heads																			
Adjust Water Pattern																			
Clogged Nozzle Screens																			

Billable Repairs or Upgrades:

Head Broken- 6in spray																			
Head Broken- 12in spray																			
Head Broken- 6in rotor																			
Head Broken- 12in rotor																			
Broken Riser																			
Upgrade 4in to 6in Pop up																			
Upgrade 6in to 12in Pop up																			
Nozzle																			
MPR																			
Severe Line Clog																			
Lateral Line Break																			
Relocation																			
Head Raised or Lowered in Turf																			
Head Raised or Lowered in Shrub																			
Damaged Valve Box																			
Zone Not Operating																			
Main Line Break																			
Additional Labor/Troubleshooting																			
Other- See Comments																			

Additional Comments:

Installed wireless rain sensor

## **Tab 5**



## 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.: Kmailhot@rizzetta.com

**Contact Person:**

**Customer Type:**

**Account Type:** Monthly

**Date:** 08/08/2023

**Fieldworker:** Jeremy Brakenwagen

**Job #:** 69387

**Type:** Monthly Maintenance

**Status:** Finished

Actual Job Date & Time	Site Address
08-Aug-2023 01:29 PM	1430 Saint Thomas Island Parkway, St Augustine, Florida, 32092

#### Pre-work Details

**Land Rig:** \_\_\_\_\_ **Weather Conditions:** Partly cloudy

**Boat:** Yes **Water Conditions:** Normal

**Backpack:** \_\_\_\_\_

#### Post-work Details

**Trash Removed:** \_\_\_\_\_ **Treatment:** \_\_\_\_\_

**Area Treated:** 2 ponds **Other Comments:**

**Weed and/or Algae Types:** Green algae

#### Description

Copper Sulfate Crystal Pound  
Kammo Ounce

**Description:**

**Completed Notes:**

**Notes:**

## **Tab 6**



RECEIVED  
JUL 17 2023

July 10, 2023

Glen St. Johns CDD  
3434 Colwell Ave, Suite 200  
Tampa, FL 33614-8390

RE: January 2024 Price Increase Notification

**Service Location(s): 202979: 1430 St Thomas Is Pkwy, St Augustine, FL 32092-3224**

Dear Valued Client,

While we strive to manage costs wherever possible and shield our clients from price adjustments as often as we can, we find it necessary to raise our prices in 2024 due to increasing labor costs, materials costs and other inflationary pressures. As a result, and in order to continue providing the highest-quality service in the market, we will be implementing a price increase for your commercial contract(s) as of January 1, 2024. This is an advanced notice for the upcoming budgeting season to allow you as much time to plan as possible. The below Location Account Number(s) and Service(s) will be increased to:

**202979: Termite Service: \$283.25**

You have my personal assurance that this will allow us to continue delivering unsurpassed service, top-of-the-line products and equipment, the latest technological advancements, and keeping the best trained technicians to industry standards.

If you have any questions or concerns, please do not hesitate to contact me at (904) 493-3925. I, and the entire Turner Pest Control team, look forward to many more years of working with you to support the success of your business.

Best regards,

Cheri Michaels  
President  
Turner Pest Control

RECEIVED  
7/18/2023

## **Tab 7**

## M&G Holiday Lighting

4845 Belle Terre Pkwy

Palm Coast, FL 32164 US

holiday@mgbusinessventures.com



## Estimate

### ADDRESS

Glen St. Johns

Glen St. Johns CDD

1430 St. Thomas Island Pkwy

St Augustine, FL 32092

### ESTIMATE

2050

### DATE

08/08/2023

DATE		DESCRIPTION	QTY	RATE	AMOUNT
	Holiday Lighting - Reinstall	Re-Install C7 WW to main building - (full wrap)	1	1,170.40	1,170.40
	Holiday Lighting - Reinstall	Re-Install 2, 36" pre-lit wreaths, building	1	150.00	150.00
	Holiday Lighting - Reinstall	Re- Install 2, 36" pre-lit wreaths, main monument columns (across the street from clubhouse)	1	150.00	150.00
	Holiday Lighting - Reinstall	Wrap 3 Palms up front of building with WW minis	1	450.00	450.00
	Holiday Lighting - Reinstall	Re-Install 4, 36" non-lit wreaths to street light neighborhood specified posts	1	450.00	450.00
	Holiday Lighting - Reinstall	Install 2 Pre-lit wraths to entrance monument sign	1	150.00	150.00
	Holiday Lighting - Reinstall	Re- Install, Pre-Lit garland atop white fence line	1	225.00	225.00
	Miscellaneous - Wire - Plugs, Supplies, etc	Miscellaneous - Wire - Plugs, Supplies, etc	1	75.00	75.00
	Removal	Removal of Lights and Decor at the end of the season	1	500.00	500.00
	Storage	Storage of Holiday lights and decor till the next season	1	110.50	110.50
	Holiday Lighting - New Install	New Red Bows for all of the wreaths	1	121.43	121.43

This Estimate is for the Re-Install of the same design as done in 2022 - We require a 50% payment to schedule and confirm the installation

TOTAL

**\$3,552.33**

Accepted By

Accepted Date

## **Tab 8**

## RESOLUTION 2023-07

THE ANNUAL APPROPRIATION RESOLUTION OF THE GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT ("DISTRICT") RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023 AND ENDING SEPTEMBER 30, 2024; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

**WHEREAS**, the District Manager has, prior to the fifteenth (15<sup>th</sup>) day in June, 2023, submitted to the Board of Supervisors ("**Board**") of the Glen St. Johns Community Development District ("**District**") proposed budget ("**Proposed Budget**") for the fiscal year beginning October 1, 2023 and ending September 30, 2024 ("**Fiscal Year 2023/2024**") along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

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

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

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

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

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

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

### **SECTION 1. BUDGET**

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



- b. The Proposed Budget, attached hereto as **Exhibit A**, as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* ("**Adopted Budget**"), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District's Local Records Office and identified as "The Budget for the Glen St. Johns Community Development District for the Fiscal Year Ending September 30, 2024."
- d. The Adopted Budget shall be posted by the District Manager on the District's official website within thirty (30) days after adoption and shall remain on the website for at least 2 years.

## **SECTION 2. APPROPRIATIONS**

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2023/2024, the sum of \$\_\_\_\_\_ to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$_____
RESERVE FUND(S)	\$_____
DEBT SERVICE FUND SERIES 2006A	\$_____
TOTAL ALL FUNDS	\$_____

## **SECTION 3. BUDGET AMENDMENTS**

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2023/2024, or within 60 days following the end of the Fiscal Year 2023/2024, may amend its Adopted Budget for that fiscal year as follows:

- a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may approve an expenditure that would increase or decrease a line-item appropriation for expenditures within a fund if

the total appropriations of the fund do not increase and if either (i) the aggregate change in the original appropriation item does not exceed the greater of \$15,000 or 15% of the original appropriation, or (ii) such expenditure is authorized by separate disbursement or spending resolution.

- c. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

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

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

**PASSED AND ADOPTED THIS 16TH DAY OF AUGUST 2023.**

ATTEST:

**GLEN ST. JOHNS COMMUNITY  
DEVELOPMENT DISTRICT**

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

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

**Exhibit A:** Fiscal Year 2023/2024 Budget

## **Exhibit A**

Fiscal Year 2023/2024 Budget



Rizzetta & Company

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

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

---

## **Approved Proposed Budget for Fiscal Year 2023/2024**

## Table of Contents

	<u>Page</u>
<b>General Fund Budget for Fiscal Year 2023/2024</b>	<b>1</b>
<b>Reserve Fund Budget for Fiscal Year 2023/2024</b>	<b>3</b>
<b>Debt Service Fund Budget for Fiscal Year 2023/2024</b>	<b>4</b>
<b>Assessments Charts for Fiscal Year 2023/2024</b>	<b>5</b>
<b>General Fund Budget Account Category Descriptions</b>	<b>7</b>
<b>Reserve Fund Budget Account Category Descriptions</b>	<b>13</b>
<b>Debt Service Fund Budget Account Category Descriptions</b>	<b>14</b>



Rizzetta & Company

**Proposed Budget**  
**Glen St. Johns Community Development District**  
**General Fund**  
**Fiscal Year 2023/2024**

	Chart of Accounts Classification	Actual YTD through 06/30/23	Projected Annual Totals 2022/2023	Annual Budget for 2022/2023	Projected Budget variance for 2022/2023	Budget for 2023/2024	Budget Increase (Decrease) vs 2022/2023	Comments
1								
2	<b>REVENUES</b>							
3								
4	Special Assessments							
5	Tax Roll	\$ 456,612	\$ 456,612	\$ 449,655	\$ 6,957	\$ 502,713	\$ 53,058	
6								
7	<b>TOTAL REVENUES</b>	<b>\$ 456,612</b>	<b>\$ 456,612</b>	<b>\$ 449,655</b>	<b>\$ 6,957</b>	<b>\$ 502,713</b>	<b>\$ 53,058</b>	
8								
9	Balance Forward from Prior Year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
10								
11	<b>TOTAL REVENUES AND BALANCE FORWARD</b>	<b>\$ 456,612</b>	<b>\$ 456,612</b>	<b>\$ 449,655</b>	<b>\$ 6,957</b>	<b>\$ 502,713</b>	<b>\$ 53,058</b>	
12								
13	<b>*Allocation of assessments between the Tax Roll and Off Roll are estimates only and subject to change prior to certification.</b>							
14								
15	<b>EXPENDITURES -</b>							
16								
17	Legislative							
18	Supervisor Fees	\$ 4,400	\$ 6,400	\$ 8,000	\$ 1,600	\$ 8,000	\$ -	Based on 8 meetings
19	Financial & Administrative							
20	Administrative Services	\$ 3,833	\$ 5,110	\$ 5,110	\$ -	\$ 5,366	\$ 256	
21	District Management	\$ 12,167	\$ 16,223	\$ 16,223	\$ -	\$ 17,034	\$ 811	
22	District Engineer	\$ 4,769	\$ 7,356	\$ 7,000	\$ (356)	\$ 7,000	\$ -	
23	Disclosure Report	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	
24	Trustees Fees	\$ 3,950	\$ 8,000	\$ 8,000	\$ -	\$ 8,000	\$ -	
25	Assessment Roll	\$ 5,678	\$ 5,678	\$ 5,678	\$ -	\$ 5,962	\$ 284	
26	Financial & Revenue Collections	\$ 3,164	\$ 4,218	\$ 4,218	\$ -	\$ 4,429	\$ 211	
27	Accounting Services	\$ 10,707	\$ 14,276	\$ 14,276	\$ -	\$ 14,990	\$ 714	
28	Auditing Services	\$ 3,500	\$ 3,500	\$ 3,500	\$ -	\$ 3,600	\$ 100	Based on Current Engagement
29	Arbitrage Rebate Calculation	\$ 500	\$ 500	\$ 500	\$ -	\$ 500	\$ -	
30								
31	Public Officials Liability Insurance	\$ 3,038	\$ 3,038	\$ 3,674	\$ 636	\$ 3,342	\$ (332)	Based on Updated Estimated Provided
32	Legal Advertising	\$ -	\$ 1,200	\$ 1,750	\$ 550	\$ 1,750	\$ -	
33	Dues, Licenses & Fees	\$ 175	\$ 175	\$ 175	\$ -	\$ 175	\$ -	
34	Miscellaneous Fees	\$ 327	\$ 985	\$ 1,000	\$ 15	\$ 1,000	\$ -	Included Meeting Room. Mailed Notice
35	Website Hosting, Maintenance, Backup	\$ 2,053	\$ 2,737	\$ 3,735	\$ 998	\$ 2,738	\$ (997)	
36	Legal Counsel	\$ 9,147	\$ 12,196	\$ 15,000	\$ 2,804	\$ 15,000	\$ -	
37	District Counsel							
38	<b>Administrative Subtotal</b>	<b>\$ 72,408</b>	<b>\$ 96,592</b>	<b>\$ 102,839</b>	<b>\$ 6,247</b>	<b>\$ 103,886</b>	<b>\$ 1,047</b>	
39								
40	<b>EXPENDITURES - FIELD</b>							
41								
42	Electric Utility Services							
43	Utility Services	\$ 7,950	\$ 10,600	\$ 10,500	\$ (100)	\$ 10,750	\$ 250	
44	Street Lights	\$ 31,671	\$ 42,228	\$ 39,552	\$ (2,676)	\$ 42,500	\$ 2,948	
45	Garbage/Solid Waste Control							
46	Garbage - Recreation Facility	\$ 1,377	\$ 1,836	\$ 1,600	\$ (236)	\$ 1,900	\$ 300	
47	Water-Sewer Combination							
48	Utility Services	\$ 4,971	\$ 6,628	\$ 6,700	\$ 72	\$ 7,500	\$ 800	
49	Stormwater Control							
50	Aquatic Maintenance	\$ 8,463	\$ 11,284	\$ 11,284	\$ -	\$ 11,680	\$ 396	Based on Approved Proposal
51	Other Physical Environment							
52	General Liability/Property Insurance	\$ 12,216	\$ 12,216	\$ 12,702	\$ 486	\$ 16,521	\$ 3,819	Based on Updated Estimate Provided
53	Landscape & Irrigation Maintenance Contract	\$ 79,761	\$ 110,978	\$ 111,600	\$ 622	\$ 114,306	\$ 2,706	
54	Irrigation Repairs	\$ 4,676	\$ 5,467	\$ 4,500	\$ (967)	\$ 4,500	\$ -	FY 22/23 Included Pump Repair
55	Landscape - Mulch/Pine Straw	\$ 12,960	\$ 12,960	\$ 20,160	\$ 7,200	\$ 13,000	\$ (7,160)	Proposed to Include 1 Installation and not 2
56	Landscape Miscellaneous Expense	\$ 5,307	\$ 7,697	\$ 4,400	\$ (3,297)	\$ 6,000	\$ 1,600	FY 22/23 Included Re-Sodding over Path at Amenity Center. Proposed and Projected to also Include Top Choice, Palm Trimming, Tree Dropping and/or Removal,
57	Landscape Replacement Plants, Shrubs, Trees	\$ 19,281	\$ 21,000	\$ 8,000	\$ (13,000)	\$ 8,000	\$ -	
58	Road & Street Facilities							
59	Entry Features, Roadway, Sidewalk Repair & Maintenance	\$ 2,350	\$ 8,000	\$ 15,000	\$ 7,000	\$ 20,000	\$ 5,000	Could Include Pressure Washing, Sidewalk Repairs
60	Parks & Recreation							
61	Amenity Maintenance/Field Operations Contract	\$ 10,799	\$ 16,435	\$ 16,452	\$ 17	\$ 18,950	\$ 2,498	Based on Approved Proposal & Includes Access Card Issuance
62	Amenity General Maintenance - Contract	\$ 2,740	\$ 5,239	\$ 5,239	\$ -	\$ 5,763	\$ 524	Based on Approved Proposal
63	Seasonal Facility Monitors	\$ 28	\$ 5,000	\$ 6,707	\$ 1,707	\$ 6,707	\$ -	
64	Phone & Internet	\$ 942	\$ 1,256	\$ 1,433	\$ 177	\$ 1,433	\$ -	
65	Amenity Facility Janitorial Services Contract	\$ 5,151	\$ 7,983	\$ 7,983	\$ -	\$ 8,781	\$ 798	Based on Approved Proposal
66	Fitness Equipment Preventative Maintenance & Repairs	\$ 760	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	\$ -	Includes Quarterly PM

Proposed Budget  
Glen St. Johns Community Development District  
General Fund  
Fiscal Year 2023/2024

	Chart of Accounts Classification	Actual YTD through 06/30/23	Projected Annual Totals 2022/2023	Annual Budget for 2022/2023	Projected Budget variance for 2022/2023	Budget for 2023/2024	Budget Increase (Decrease) vs 2022/2023	Comments
67	Pool Service (Chemicals & Permits)	\$ 7,323	\$ 9,764	\$ 9,700	\$ (64)	\$ 10,000	\$ 300	
68	Pool Service Contract (Maintenance)	\$ 3,992	\$ 5,239	\$ 5,239	\$ -	\$ 10,245	\$ 5,006	Based on Approved Proposal
69	Amenity Maintenance & Repairs	\$ 5,093	\$ 10,000	\$ 10,749	\$ 749	\$ 12,000	\$ 1,251	To Also Include Pest Control
70	Amenity Facility Janitorial Supplies	\$ 1,616	\$ 2,155	\$ 2,000	\$ (155)	\$ 3,200	\$ 1,200	
71	Park/Playground Repairs	\$ -	\$ 8,800	\$ 3,000	\$ (5,800)	\$ 3,000	\$ -	FY 22/23 Pads Under Swings, Table and Waste Container St. Croix. Mulch, Pressure Washing Equipment?
72	Access Control Maintenance & Repair	\$ 4,158	\$ 5,544	\$ 2,000	\$ (3,544)	\$ 2,000	\$ -	Sunbelt Repairs FY 22/23. Includes Annual Doorlocking Fee and Access Cards also.
73	Special Events							
74	Special Events	\$ 1,649	\$ 3,500	\$ 3,500	\$ -	\$ 3,500	\$ -	Holiday Decorations
75	Contingency							
76	Miscellaneous Contingency	\$ 16,935	\$ 33,607	\$ 24,316	\$ (9,291)	\$ 54,091	\$ 29,775	FY 22/23 Included Gate Relocation, Exterior Painting, Pool Repairs, Dog Waste Stations, Playground Signage, Fitness Equipment . FY 23/24 To Possibly Include Reserve Study Update from 2018 Report
77								
78	<b>Field Operations Subtotal</b>	<b>\$ 252,169</b>	<b>\$ 367,916</b>	<b>\$ 346,816</b>	<b>\$ (21,100)</b>	<b>\$ 398,827</b>	<b>\$ 52,011</b>	
79								
80								
81	<b>TOTAL EXPENDITURES</b>	<b>\$ 324,577</b>	<b>\$ 464,508</b>	<b>\$ 449,655</b>	<b>\$ (14,853)</b>	<b>\$ 502,713</b>	<b>\$ 53,058</b>	
82								
83	<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$ 132,035</b>	<b>\$ (7,896)</b>	<b>\$ -</b>	<b>\$ (7,896)</b>	<b>\$ -</b>	<b>\$ (0)</b>	

Proposed Budget  
Glen St. Johns Community Development District  
Reserve Fund  
Fiscal Year 2023/2024

	Chart of Accounts Classification	Actual YTD through 06/30/23	Projected Annual Totals 2022/2023	Annual Budget for 2022/2023	Projected Budget variance for 2022/2023	Budget for 2023/2024	Budget Increase (Decrease) vs 2022/2023	Comments
1								
2	<b>REVENUES</b>							
3								
4	Special Assessments							
5	Tax Roll	\$ 55,553	\$ 55,553	\$ 55,553	\$ -	\$ 76,219	\$ 20,666	
6								
7	<b>TOTAL REVENUES</b>	<b>\$ 55,553</b>	<b>\$ 55,553</b>	<b>\$ 55,553</b>	<b>\$ -</b>	<b>\$ 76,219</b>	<b>\$ 20,666</b>	
8								
9	Balance Forward from Prior Year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
10								
11	<b>TOTAL REVENUES AND BALANCE FORWARD</b>	<b>\$ 55,553</b>	<b>\$ 55,553</b>	<b>\$ 55,553</b>	<b>\$ -</b>	<b>\$ 76,219</b>	<b>\$ 20,666</b>	
12								
13								
14	<b>EXPENDITURES</b>							
15								
16	Contingency							
17	Capital Reserves			\$ 55,553	\$ 55,553	\$ 76,219	\$ 20,666	FY 2023/24 Pool ReMarcite. Epic Pools Proposal \$173,250 (no Beam Repairs)
18								
19	<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 55,553</b>	<b>\$ 55,553</b>	<b>\$ 76,219</b>	<b>\$ 20,666</b>	
20								
21	<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$ 55,553</b>	<b>\$ 55,553</b>	<b>\$ -</b>	<b>\$ 55,553</b>	<b>\$ -</b>	<b>\$ -</b>	
22								



## Debt Service

Fiscal Year 2023/2024

Chart of Accounts Classification	Series 2006A	Budget for 2023/2024
<b>REVENUES</b>		
Special Assessments		
Net Special Assessments <sup>(1)</sup>	\$105,869.55	\$105,869.55
<b>TOTAL REVENUES</b>	<b>\$105,869.55</b>	<b>\$105,869.55</b>
<b>EXPENDITURES</b>		
<b>Administrative</b>		
Financial & Administrative		
Debt Service Obligation	\$105,869.55	\$105,869.55
<b>Administrative Subtotal</b>	<b>\$105,869.55</b>	<b>\$105,869.55</b>
<b>TOTAL EXPENDITURES</b>	<b>\$105,869.55</b>	<b>\$105,869.55</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$0.00</b>	<b>\$0.00</b>

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

6.0%

**Gross assessments****\$112,627.18****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 any Prepaid Assessments Received

**GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT**

**FISCAL YEAR 2023/2024 O&M & DEBT SERVICE ASSESSMENT SCHEDULE**

<b>2023/2024 O&amp;M Budget</b>		<b>\$578,932.00</b>
<b>St. Johns County Collection Cost @</b>	<b>2%</b>	<b>\$12,317.70</b>
<b>Early Payment Discount @</b>	<b>4%</b>	<b>\$24,635.40</b>
<b>2023/2024 Total</b>		<b>\$615,885.11</b>

<b>2022/2023 O&amp;M Budget</b>	<b>\$505,208.00</b>
<b>2023/2024 O&amp;M Budget</b>	<b>\$578,932.00</b>

<b>Total Difference</b>	<b>\$73,724.00</b>
-------------------------	--------------------

	<b><u>PER UNIT ANNUAL ASSESSMENT</u></b>		<b><u>Proposed Increase / Decrease</u></b>	
	<b>2022/2023</b>	<b>2023/2024</b>	<b>\$</b>	<b>%</b>
<b>Debt Service - Single Family</b>	\$1,299.67	\$1,299.67	\$0.00	0.00%
<b>Operations/Maintenance - Single Family</b>	\$1,129.11	\$1,293.88	\$164.77	14.59%
<b>Total</b>	<b>\$2,428.78</b>	<b>\$2,593.55</b>	<b>\$164.77</b>	<b>6.78%</b>
<b>Debt Service - Single Family <sup>(1)</sup></b>	\$655.11	\$655.11	\$0.00	0.00%
<b>Operations/Maintenance - Single Family</b>	\$1,129.11	\$1,293.88	\$164.77	14.59%
<b>Total</b>	<b>\$1,784.22</b>	<b>\$1,948.99</b>	<b>\$164.77</b>	<b>9.23%</b>

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

**GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT**

**FISCAL YEAR 2023/2024 O&M & DEBT SERVICE ASSESSMENT SCHEDULE**

TOTAL O&M BUDGET			\$578,932.00
COLLECTION COSTS @	2%		\$12,317.70
EARLY PAYMENT DISCOUNT @	4%		\$24,635.40
TOTAL O&M ASSESSMENT			<u>\$615,885.11</u>

<u>LOT SIZE</u>	<u>UNITS ASSESSED</u>		<u>ALLOCATION OF O&amp;M ASSESSMENT</u>				<u>PER LOT ANNUAL ASSESSMENT</u>		
	<u>O&amp;M</u>	<u>2006A DEBT SERVICE <sup>(1) (2)</sup></u>	<u>EAU FACTOR</u>	<u>TOTAL EAU's</u>	<u>% TOTAL EAU's</u>	<u>TOTAL O&amp;M BUDGET</u>	<u>O&amp;M</u>	<u>2006A DEBT SERVICE <sup>(3)</sup></u>	<u>TOTAL <sup>(4)</sup></u>
SINGLE FAMILY	437	67	1.00	437.00	91.81%	\$565,423.93	\$1,293.88	\$1,299.67	\$2,593.55
SINGLE FAMILY <sup>(5)</sup>	39	39	1.00	39.00	8.19%	\$50,461.17	\$1,293.88	\$655.11	\$1,948.99
<b>Total Community</b>	<b><u>476</u></b>	<b><u>106</u></b>		<b><u>476.00</u></b>	<b><u>100.00%</u></b>	<b><u>\$615,885.11</u></b>			
LESS: St. Johns County Collection Costs (2%) and Early Payment Discounts (4%):						(\$36,953.11)			
<b>Net Revenue to be Collected</b>						<b><u>\$578,932.00</u></b>			

(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 2023 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.



Rizzetta & Company

## **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 service 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 prepare, maintain and certify the assessment roll(s) and annually levy a non-ad valorem assessment for operating and debt service expenses.

**Financial & Revenue Collections:** Services of the Collection Agent 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. The Collection Agent also maintains and updates the District's lien book(s) annually and 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.



Rizzetta & Company

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

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

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

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

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

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

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

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

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

## **EXPENDITURES - FIELD OPERATIONS:**

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

**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.

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



Rizzetta & Company

**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.



Rizzetta & Company

**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.



Rizzetta & Company



**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.



Rizzetta & Company

## RESERVE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

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

### REVENUES:

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

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

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

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

### EXPENDITURES:

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

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



Rizzetta & Company

## DEBT SERVICE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

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

### REVENUES:

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

---

### EXPENDITURES – ADMINISTRATIVE:

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

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



Rizzetta & Company

## Tab 9

## RESOLUTION 2023-08

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT MAKING A DETERMINATION OF BENEFIT AND IMPOSING SPECIAL ASSESSMENTS FOR FISCAL YEAR 2023/2024; PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

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

**WHEREAS**, the District is located in St. Johns County, Florida ("**County**"); and

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

**WHEREAS**, the Board of Supervisors ("**Board**") of the District hereby determines to undertake various operations and maintenance and other activities described in the District's budget ("**Adopted Budget**") for the fiscal year beginning October 1, 2023 and ending September 30, 2024 ("**Fiscal Year 2023/2024**"), attached hereto as **Exhibit "A"** and incorporated by reference herein; and

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

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

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

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

**WHEREAS**, the District has previously levied an assessment for debt service, which the District desires to collect for Fiscal Year 2023/2024; and

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

**WHEREAS**, it is in the best interests of the District to adopt the Assessment Roll of the Glen St. Johns Community Development District ("**Assessment Roll**") attached to this Resolution as **Exhibit "B"** and incorporated as a material part of this Resolution by this reference, and to certify the Assessment Roll to the County Tax Collector pursuant to the Uniform Method; and

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

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

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

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

**SECTION 3. COLLECTION.** The collection of the operation and maintenance special assessments and previously levied debt service assessments shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method, as indicated on **Exhibits "A" and "B."** The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

**SECTION 4. ASSESSMENT ROLL.** The Assessment Roll, attached to this Resolution as **Exhibit "B,"** is hereby certified to the County Tax Collector and shall be collected by the County

Tax Collector in the same manner and time as County taxes. The proceeds therefrom shall be paid to the District.

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

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

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

**PASSED AND ADOPTED** this 16th day of August 2023.

ATTEST:

**GLEN ST. JOHNS COMMUNITY  
DEVELOPMENT DISTRICT**

---

Secretary / Assistant Secretary

---

Chair/Vice Chair, Board of Supervisors

**Exhibit A:** Budget  
**Exhibit B:** Assessment Roll

## Exhibit A

The Fiscal Year 2023/2024 Adopted Budget will be  
attached as Exhibit A



**Exhibit B**  
Assessment Roll

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

## **Tab 10**

### THIRD ADDENDUM TO THE CONTRACT FOR PROFESSIONAL DISTRICT SERVICES

---

This Third Addendum to the Contract for Professional District Services (this “**Addendum**”), is made and entered into as of the 1<sup>st</sup> day of October, 2023 (the “**Effective Date**”), by and between the **Glen St. Johns Community Development District**, a local unit of special purpose government established pursuant to Chapter 190, Florida Statutes, located in St. Johns County, Florida (the “**District**”), and **Rizzetta & Company, Inc.**, a Florida corporation (the “**Consultant**”).

#### RECITALS

**WHEREAS**, the District and the Consultant entered into the Contract for Professional District Services dated May 8, 2019 (the “**Contract**”), incorporated by reference herein; and

**WHEREAS**, the District and the Consultant desire to amend **Exhibit B** - Schedule of Fees of the Fees and Expenses, section of the Contract as further described in this Addendum; and

**WHEREAS**, the District and the Consultant each has the authority to execute this Addendum and to perform its obligations and duties hereunder, and each party has satisfied all conditions precedent to the execution of this Addendum so that this Addendum constitutes a legal and binding obligation of each party hereto.

**NOW, THEREFORE**, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which is hereby acknowledged, the District and the Consultant agree to the changes to amend **Exhibit B** - Schedule of Fees attached.

The amended **Exhibit B** - Schedule of Fees are hereby ratified and confirmed. All other terms and conditions of the Contract remain in full force and effect.

**IN WITNESS WHEREOF** the undersigned have executed this Addendum as of the Effective Date.

*(Remainder of this page is left blank intentionally)*

Therefore, the Consultant and the District each intend to enter this Addendum, understand the terms set forth herein, and hereby agree to those terms.

**ACCEPTED BY:**

**RIZZETTA & COMPANY, INC.**

BY: \_\_\_\_\_

PRINTED NAME: William J. Rizzetta

TITLE: President

DATE: \_\_\_\_\_

**GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT**

BY: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: Chairman/Vice Chairman

DATE: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
Vice Chairman/Assistant Secretary  
Board of Supervisors

\_\_\_\_\_  
Print Name

**Exhibit B – Schedule of Fees**

**EXHIBIT B**  
Schedule of Fees

**STANDARD ON-GOING SERVICES:**

Standard On-Going Services will be billed in advance monthly pursuant to the following schedule:

	<b>MONTHLY</b>	<b>ANNUALLY</b>
Management:	\$1,419.50	\$17,034
Administrative:	\$447.17	\$5,366
Accounting:	\$1,249.17	\$14,990
Financial & Revenue Collections:	\$369.08	\$4,429
Assessment Roll <sup>(1)</sup>		\$5,962
<b>Total Standard On-Going Services:</b>	<b>\$3,484.92</b>	<b>\$47,781</b>

(1) Assessment Roll is paid in one lump-sum at the time the roll is completed.

<b>ADDITIONAL SERVICES:</b>	<b>FREQUENCY</b>	<b>RATE</b>
Extended and Continued Meetings	Hourly	\$ 175
Additional Meetings (includes meeting prep, attendance and drafting of minutes)	Hourly	\$ 175
Estoppel Requests (billed to requestor):		
One Lot (on tax roll)	Per Occurrence	\$ 100
Two+ Lots (on tax roll)	Per Occurrence	\$ 125
One Lot (direct billed by the District)	Per Occurrence	\$ 100
Two–Five Lots (direct billed by the District)	Per Occurrence	\$ 150
Six-Nine Lots (direct billed by the District)	Per Occurrence	\$ 200
Ten+ Lots (direct billed by the District)	Per Occurrence	\$ 250
Long Term Bond Debt Payoff Requests	Per Occurrence	\$ 100/Lot
Two+ Lots	Per Occurrence	Upon Request
Short Term Bond Debt Payoff Requests &		
Long Term Bond Debt Partial Payoff Requests		
One Lot	Per Occurrence	\$ 125
Two – Five Lots	Per Occurrence	\$ 200
Six – Ten Lots	Per Occurrence	\$ 300
Eleven – Fifteen Lots	Per Occurrence	\$ 400
Sixteen+ Lots	Per Occurrence	\$ 500
Special Assessment Allocation Report	Per Occurrence	Upon Request
True-Up Analysis/Report	Per Occurrence	Upon Request
Re-Financing Analysis	Per Occurrence	Upon Request
Bond Validation Testimony	Per Occurrence	Upon Request
Bond Issue Certifications/Closing Documents	Per Occurrence	Upon Request
Electronic communications/E-blasts	Per Occurrence	Upon Request
Special Information Requests	Hourly	Upon Request
Amendment to District Boundary	Hourly	Upon Request
Grant Applications	Hourly	Upon Request
Escrow Agent	Hourly	Upon Request
Continuing Disclosure/Representative/Agent	Annually	Upon Request
Community Mailings	Per Occurrence	Upon Request
Response to Extensive Public Records Requests	Hourly	Upon Request
Litigation Support Services	Hourly	Upon Request

### **PUBLIC RECORDS REQUESTS FEES:**

Public Records Requests will be billed hourly to the District pursuant to the current hourly rates shown below:

<b>JOB TITLE:</b>	<b>HOURLY RATE:</b>
Senior Manager	\$ 52.00
District Manager	\$ 40.00
Accounting & Finance Staff	\$ 28.00
Administrative Support Staff	\$ 21.00