



Rizzetta & Company

Glen St. Johns Community Development District

**Board of Supervisors' Meeting
March 20, 2024**

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

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

Board of Supervisors	Darren Romero Mabel Perez Skip Thompson Jamie Williams Bliss Carley	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Lesley Gallagher Ben Pfuhl	Rizzetta & Company, Inc. Rizzetta & Company, Inc.
District Counsel	Katie Buchanan	Kutak Rock, LLP
District Engineer	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

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

March 13, 2024

AGENDA

Dear Board Members:

The **regular** meeting of the Board of Supervisors' of the Glen St. Johns Community Development District will be held on **March 20, 2024 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. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors' Meeting held on February 21, 2024 Tab 1
 - B. Ratification of the Operation and Maintenance Expenditures for January 2024 Tab 2
- 4. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. Landscape Report Tab 3
 - D. Amenity Manager Report Tab 4
 1. Estate Pond Report
 - E. District Manager
- 5. BUSINESS ITEMS**
 - A. Consideration of Pool Pipe Repair Proposal..... Tab 5
 - B. Consideration of Resolution 2024-02; Appointing Assistant Secretary Tab 6
 - C. Discussion Regarding Proposed Budget for Fiscal Year 2024/25
 - D. Consideration of Cost Share Agreement with Sampson Creek CDD (under separate cover)
- 6. AUDIENCE COMMENTS AND 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 **February 21, 2024, 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	Board Supervisor, Chairman
Mabel Perez	Board Supervisor, Vice Chairman
Skip Thompson	Board Supervisor, Assistant Secretary
Jamie Williams	Board Supervisor, Assistant Secretary
Bliss Carley	Board Supervisor, Assistant Secretary

Also present were:

Lesley Gallagher	District Manager, Rizzetta & Company, Inc.
Ben Pfuhl	District Manager, Rizzetta & Company, Inc.
Katie Buchanan	District Counsel, Kutak Rock
Winslow Wheeler	Contract Manager, Vesta Property Services
Dan Fagen	Field Operations Manager, Vesta Property Services
Scott Settlemyres	Sr Account Manager, VerdeGo Landscaping

No 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.

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 on
December 6, 2023**

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 December 6, 2023, for Glen St. Johns Community Development District.
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FOURTH ORDER OF BUSINESS**Ratification of the Operation and
Maintenance Expenditures for September
and November & December 2023**

On a motion by Mr. Romero, seconded by Mr. Thompson, with all in favor, the Board ratified the Operations and Maintenance Expenditures for November 2023 in the amount of \$13,154.30, and December 2023 in the amount of \$41,094.34, for Glen St. Johns Community Development District.

FIFTH ORDER OF BUSINESS**Staff Reports****A. District Counsel**

Ms. Buchanan reviewed the new requirement for the 4-hour ethics training as well as the Form 1 that will now be filled out digitally by the Board members.

Mr. Thompson asked about a 2-hour course that he found and took online, Ms. Buchanan requested he bring the information about that course to the next meeting and she will confirm that it does in fact satisfy the states requirement.

1. Consideration of Revisions to Vesta Agreement

Ms. Buchanan spoke to the changes in the agreement, stating that vesta agreed to take responsibility for negligence and that, that specific wording would be added to the agreement.

Ms. Buchanan also informed the Board of the current proposal making its way through the State Legislature that could affect the districts "Sovereign Immunity Cap" when it comes to insurance liability. Ms. Gallagher informed the Board that if this change does happen there could possibly be a change to insurance costs, and the Board should consider this when finalizing the budget for next year.

B. District Engineer

Not requested to attend.

C. Landscape Report

Mr. Settlemires provided the report found under Tab 3 of the agenda and was available to answer questions.

Mr. Romero asked for confirmation of removal of the previously discussed dead and leaning trees. Mr. Settlemires confirmed that they had been taken care of.

D. Amenity Manager Report

Mr. Fagen introduced to the Board Winslow Wheeler, an employee of Vesta who will begin working with the District.

Mr. Fagen reviewed the report found under Tab 4 of the agenda and

highlighted that there are 5 streetlights that are out and they have been reported to St. Johns County and should be addressed in the next 25 days from the time of this meeting.

Mr. Romero questioned if the streetlights would be replaced with LEDs. Mr. Wheeler was unsure but will confirm with St. Johns County, since it was said previously that all streetlights that need to be replaced will be replaced with LED lights.

On a motion by Ms. Carley, seconded by Mr. Williams, with all in favor, the Board approved Sundancer's proposal to replace the Playground sign found under Tab 4 of the agenda, with the new sign having a square top instead of rounded like the previous, at a not to exceed amount of \$775.00, for Glen St. Johns Community Development District.

Mr. Fagen continued to review the report, sharing that the men's bathroom door was able to be repaired and did not need to be replaced. He also confirmed that the damaged light pole in the parking lot was fixed and recommended to the Board that they install a parking stop to prevent similar damage from happening in the future.

Mr. Fagen stated that pest control treatment would take place in the beginning of March.

Discussion ensued about the location of the school bus stop and the damage occurring on the landscape there as result of cars and golfcarts driving on it. The Board discussed options for both blocking parking/stopping in that area as well as changing that area's landscape to allow for vehicles to drive and stop there without causing damage to the landscape. The Board tabled any action on this area until the next meeting pending efforts to have the school district change the location of the bus stop.

1. Estate Pond Report

No concerns or questions in regard to the pond report.

The Board addressed the recommendation for park stops in the parking lot.

On a motion by Ms. Carley, seconded by Mr. Thompson, with all in favor, the Board approved the addition of 2 rubber park stops, one in-front of the previously damaged light pole and one in the handicapped parking space with a not to exceed amount of \$300.00, for Glen St. Johns Community Development District.

The Board moved to agenda item 5G (Consideration of Bike Rack Proposal)

SIXTH ORDER OF BUSINESS**Consideration of Bike Rack Proposal**

Mr. Fagen reviewed the proposal found under Tab 11 of the agenda and estimated the current bike racks are replaced approximately every 3-5 years. He also noted that those proposals do not include installation or freight costs. Discussion ensued about the type of bike rack the Board wanted to install.

Ms. Perez left the meeting in-progress

On a motion by Mr. Williams, seconded by Mr. Thompson, with all in favor, the Board approved a not to exceed amount of \$1,000.00 for the purchase, freight, and installation of one 10-slip double bike rack outside of the Amenity Center, with the removal of the 2 bike racks currently there (with one being disposed of and the other being repurposed elsewhere in the District), for Glen St. Johns Community Development District.

The Board moved to agenda item 5F (Consideration of Seasonal Facility Attendants Proposal)

SEVENTH ORDER OF BUSINESS**Consideration of Seasonal Facility Attendants Proposal**

Mr. Fagen reviewed the proposal found under Tab 10 of the agenda and confirmed that it would be the same hourly rate as last year.

Mr. Fagen stated that they would invoice the District based on pay periods as opposed to a set monthly period. The District would still receive an invoice every 4 weeks but it would not necessarily exactly line up with the first and last of the month because it would be based on a biweekly pay schedule.

Mr. Romero requested that the Board receive an activity log of the attendants time

Ms. Carley recommended that in preparation for next year and next year's budget the Board consider extending the time of the attendants on weekends and holidays.

On a motion by Ms. Carley, seconded by Mr. Thompson, with all in favor, the Board approved the proposal to have an Amenity Facility attendant work Wednesdays through Sundays, 11am to 3pm during the school summer break at a not to exceed amount of \$5,700.00, and not to exceed 200 billable hours, for Glen St. Johns Community Development District.

The Board moved to agenda item 5D (Consideration of Mulch Proposals)

EIGHTH ORDER OF BUSINESS**Consideration of Mulch Proposals**

Mr. Wheeler reviewed three proposals, the proposal summary, and his recommendation found under Tab 8 of the agenda.

Mr. Romero questioned if everything needed to be mulched, which Mr. Wheeler confirmed it did.

On a motion by Mr. Romero, seconded by Ms. Carley, with all in favor, the Board approved the First Coast Mulch proposal in the amount of \$14,39.75, for Glen St. Johns Community Development District.

The Board moved to agenda item 5K (Consideration of Pool Pump Replacement Proposals)

NINTH ORDER OF BUSINESS

Consideration of Pool Pump Replacement Proposals

Mr. Fagen and Mr. Wheeler reviewed the proposal found under Tab 13 of the agenda with the Board.

The Board requested more information on what work has already been done to the pool, because they believed that they just replaced a pump in the previous year.

While Mr. Fagen and Mr. Wheeler researched the requested information, the Board moved on to a different agenda item.

The Board moved to agenda item 5A (Consideration of Amenity Center Enhancement Proposal)

TENTH ORDER OF BUSINESS

Consideration of Amenity Center Enhancement Proposal

Mr. Settlemires reviewed proposal found under Tab 5 of the agenda with the Board.

Ms. Perez returned to the meeting in-progress

Ms. Gallagher reviewed with the Board that there is currently \$8,000.00 budgeted for plant replacement.

Discussion ensued about amending the current proposal to make it more cost effective for the District.

On a motion by Ms. Carley, seconded by Ms. Perez, with all in favor, the Board approved an amended version of the proposal, only installing 100 7 gallon Podcarpus in a single row; and not installing the Ligustrum Jack Frost or the brown mulch, for Glen St. Johns Community Development District.

Mr. Settlemires will provide updated proposals to reflect the changes.

The Board moved back to agenda item 5K (Consideration of Pool Pump replacement Proposals)

Returning to this agenda item Mr. Fagen was able to confirm that in March of last year the District paid for the replacement of a vacuum pump, and that the current proposal was for the replacement of the circulation pump which is currently inoperable.

The Board was reminded that this repair was not budgeted for and would have to come out of the Contingency Miscellaneous budget line.

On a motion by Ms. Carley, seconded by Mr. Thompson, with all in favor, the Board approved the Epic Pools proposal in the amount of \$7,100.00, for Glen St. Johns Community Development District.

The Board moved to agenda item 5B (Consideration of Top choice Proposal)

ELEVENTH ORDER OF BUSINESS

Consideration of Top Choice Proposal

Ms. Gallagher reviewed the proposal found under Tab 6 of the agenda with the Board and informed the Board that this would come out of the Landscaping Miscellaneous budget line.

Ms. Carley recommended adding a specific budget line of this in next year's budget since it is done annually.

On a motion by Mr. Thompson, seconded by Ms. Carley, with all in favor, the Board approved the VerdeGo proposal for Top Choice in the amount of \$3,350.00, for Glen St. Johns Community Development District.

With no further questions or concerns from the Board Mr. Settlemires left the meeting.

The Board moved to agenda item 4E (District Manager)

TWELFTH ORDER OF BUSINESS

District Manager

Ms. Gallagher reviewed the upcoming Board meetings, with the next being March 20th 2024. She introduced Mr. Pfuhl as a new District Manager and informed the Board that he conducted a site visit the previous week.

The Board requested that the staff re-engage with St. Johns County to have them take over responsibility and utility of the streetlights on Leo McGuire Road.

1. Update on Sampson Creek CDD Request

Ms. Gallagher reviewed the request from the Sampson Creek CDD for the District to contribute to the purchase and on-going service of a Flock LPR Camera. She confirmed that Law Enforcement would be the only ones with access to the footage and that

Sampson Creek wasn't asking for a specific amount or percentage, just for the Board to consider a contribution.

On a motion by Mr. Thompson, seconded by Mr. Williams, with all in favor, the Board approved to make a one-time \$1,500.00 contribution to the Sampson Creek CDD for the purchase and service of an LPR camera, pending the formal agreement provided by the Sampson Creek CDD and agreed with by counsel, for Glen St. Johns Community Development District.

Furthermore, the Board agreed to review the request again in two years if the Sampson Creek CDD makes a similar or ongoing request.

Ms. Gallagher informed the Board of FPL's recommendation to conduct an LED conversion for all streetlights in the District. The Board directed Ms. Gallagher to provide additional information on this program at the next Board meeting.

The Board moved to agenda item 5C (Consideration Resolution 2024-01; Conducting the General Election)

THIRTEENTH ORDER OF BUSINESS

Consideration of Resolution 2024-01; Conducting the General Election

Ms. Gallagher reviewed the resolution founder under Tab 7 of the agenda with the Board.

Ms. Buchanan highlighted the qualification period of noon on June 10th, 2024 to noon on June 14th, 2024.

On a motion by Mr. Romero, seconded by Mr. Thompson, with all in favor, the Board adopted Resolution 2024-01; Conducting the General Election, for Glen St. Johns Community Development District.

The Board moved to agenda item 5E (Consideration of Street Sign Proposals)

FOURTEENTH ORDER OF BUSINESS

Consideration of Street Sign Proposals

Mr. Wheeler reviewed the proposal found under Tab 9 of the Agenda and recommended to the Board the replacement of 6 pairs of signs for a total of 12 blades being replaced.

The Board was informed that throughout the District there are numerous different streets signs that have different fonts.

On a motion by Mr. Williams, seconded by Ms. Carley, with all in favor, the Board approved the replacement of 5 blades at a price of \$70.00 per blade and to use the same font for all of them, but to additionally ensure that the Districts street sign font is different than that of the County's street sign font to allow for easier distinction and uniformity in the future, for Glen St. Johns Community Development District.

The Board moved to agenda item 5H (Consideration of A/C Preventative Maintenance Renewal)

FIFTEENTH ORDER OF BUSINESS**Consideration of A/C
Preventative Maintenance Renewal
(under separate cover)**

On a motion by Ms. Carley, seconded by Mr. Williams, with all in favor, the Board approved the Weather Engineers A/C Preventive Maintenance renewal under the condition the proposal is the same price as the previous year, for Glen St. Johns Community Development District.

SIXTEENTH ORDER OF BUSINESS**Matters Related to Lawsuit
(Devereux)**

Ms. Buchanan reviewed the General Release from the insurance company found under Tab 12 of the agenda and explained to the Board that the settlement payment is paid out through insurance and not from the budget.

On a motion by Mr. Romero, seconded by Ms. Carley, with all in favor, the Board approved the General Release and settlement, for Glen St. Johns Community Development District.

SEVENTEENTH ORDER OF BUSINESS**Acceptance of Arbitrage Report –
Series 2006**

Ms. Gallagher reviewed the arbitrage report with the Board, noting that as of the date of the report there was no rebate requirement.

On a motion by Mr. Romero, seconded by Ms. Carley, with all in favor, the Board accepted the Arbitrage Report, for Glen St. Johns Community Development District.

EIGHTEENTH ORDER OF BUSINESS**Supervisors Request and Audience
Comments****Supervisor Requests:**

Mr. Thompson requested further investigation and information regarding the installation of a basketball court in the District, and to consider while creating the budget for next year.

Ms. Carley requested further investigation and information on shade sails to determine approximate pricing

Ms. Perez requested that moving forward if the District is going through major projects or upgrades that the Board receive more information and broader scope of all the work that needs to be done in an area, citing the recent on-going expenses related to the District pool.

Audience Comments:

No audience was present.

NINETEENTH ORDER OF BUSINESS**Adjournment**

On a motion by Mr. Romero seconded by Ms. Carley, with all in favor, the Board adjourned the Board of Supervisors' Meeting at 12:34 p.m., for Glen St. Johns Community Development District.

Secretary/Assistant Secretary

Chairman/Vice Chairman

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

Operations and Maintenance Expenditures

January 2024

For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from January 1, 2024 through January 31, 2024. This does not include expenditures previously approved by the Board.

The total items being presented: **\$79,659.57**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Glen St. Johns Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2024 Through January 31, 2024

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
All Weather Contractors, Inc.	100282	172526	Sidewalk Repairs 01/24	\$ 2,540.00
AT&T	20231231-1	132474430 12/23 AUTO PAY	Phone & Internet 12/23	\$ 105.57
AT&T	20240130-1	132474430 01/24 AUTO PAY	Phone & Internet 01/24	\$ 105.59
Dunn & Associates, Inc.	100261	23-624	Engineering Services 09/23	\$ 882.50
Dunn & Associates, Inc.	100275	24-101	Engineering Services 01/24	\$ 313.75
Epic Pools & Hardscape Construction, Inc.	100262	43378	Final Prep - Pool Project (Renovation) 12/23	\$ 20,000.00
Estate Management Services, Inc.	100263	60168	Monthly Pond Management Services 12/23	\$ 973.17
Estate Management Services, Inc.	100276	60770	Monthly Pond Management Services 01/24	\$ 973.17
Florida Power & Light Company	20240117-1	FPL Summary 12/23 AUTO PAY	FPL Summary 12/23	\$ 4,471.95
Gannett Florida LocaliQ	100264	5985550	Acct #764116 Legal Advertising 10/23	\$ 92.48
Gannett Florida LocaliQ	100264	6063218	Acct #764116 Legal Advertising 11/23	\$ 84.32
Glen St Johns CDD	DC 012624	DC 012624	Debit Card Replenishment	\$ 232.46

Glen St. Johns Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2024 Through January 31, 2024

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Hawkins, Inc	100277	6649123	Chemicals 12/23	\$ 184.20
Hawkins, Inc	100283	6667255	Chemicals 01/24	\$ 299.00
Hawkins, Inc	100285	6638173	Chemicals 12/23	\$ 370.75
Innersync Studio, Ltd	100270	21944	Quarterly ADA Website Compliance 01/24	\$ 384.38
James M Teter	100278	292	Pressure wash Sidewalks 12/23	\$ 4,752.00
JEA	20240103-01	1608024175 11/23 Autopay	Sewer Irrigation & Water Summary 11/23	\$ 710.97
Kutak Rock, LLP	100271	3329087	Legal Services 11/23	\$ 307.50
LLS Tax Solutions, Inc.	100269	003243	Arbitrage Services 11/23	\$ 500.00
M&G Holiday Lighting	100279	1762 B	Remianing Balance - Holiday Lighting 12/23	\$ 1,586.33
Protection Group USA, Inc.	100272	9532-M	Jan - Mar 2024 Qtrly Monitoring Services	\$ 135.00
Rizzetta & Company, Inc.	100259	INV0000086407	Annual Dissemination Services 01/24	\$ 5,000.00
Rizzetta & Company, Inc.	100260	INV0000086505	District Management Fees 01/24	\$ 3,584.92

Glen St. Johns Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2024 Through January 31, 2024

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
St Johns County Tax Collector	100286	111423 St Johns County Tax	Postage for 11/23 property tax bills	\$ 59.80
VerdeGo, LLC	100266	13717	Monthly Landscape Contract 12/23	\$ 9,248.09
VerdeGo, LLC	100280	14151	Monthly Landscape Contract 01/24	\$ 9,248.09
VerdeGo, LLC	100284	14234	Tree Trimming 01/24	\$ 500.00
Vesta Property Services, Inc.	100273	416483	Billable Expenses 11/23	\$ 755.38
Vesta Property Services, Inc.	100281	414413	Monthly Service Maintenance 11/23	\$ 3,644.92
Vesta Property Services, Inc.	100281	415285	Monthly Service Maintenance 12/23	\$ 3,644.92
Vesta Property Services, Inc.	100281	415976	Monthly Service Maintenance 01/24	\$ 3,644.92
Waste Pro, Inc	100274	401460	Waste Disposal 01/24	\$ 161.13
Waste Pro, Inc	100274	403740	Waste Disposal 02/24	<u>\$ 162.31</u>
Total Report				<u>\$ 79,659.57</u>

Tab 3



LANDSCAPE STATUS REPORT

REPORT SUMMARY

REPORT DATE	PROPERTY NAME	PREPARED BY	MONTH OF SERVICE
03/07/2024	Glen St Johns	Scott Settlemyres	February 2024

SERVICE SUMMARY

COMPLETED IN FEBRUARY

- Full-Service maintenance (Mowing/Edging/String Trimming/Blowing)
- Detail Work (Weeding/Spraying/Pruning)
- Irrigation Inspection
- Chem/Fert Application Pre/Post Emergent for turf weeds
- Chem/Fert Application Top Choice on all fields and playgrounds

ANTICIPATED FOR NEXT MONTH

- Full-Service maintenance (Mowing/Edging/String Trimming/Blowing)
- Detail Work (Weeding/Spraying/Pruning)
- Irrigation Inspection
- Amenity Enhancement around exterior pool fence to be completed by 3/20

Comments

Weeds: Winter weed growth has been lower than expected.

TURF Mostly in a dormant state with little to no color except for areas of St Augustine turf with some color.

PLANT BEDS Plant beds are debris free and currently in a good state, with little to no weed pressure.



Spray Report

Customer: Verdego

Property: Glen St. Johns

Date: 02/23/24

Area treated +/- 9 acres.

Total Gallons used: 1200.

Product:

Prodiamine @ 16oz per acre

2,4-D @ 8oz per acre

MSM @ .3oz per acre

Chlorothalonil @ 80oz per acre (IPM)

Target for this application was to apply pre/post herbicides for broadleaf weeds located in turf. Should be able to see results within 14-21 days.



Client Name Glen St John
 Address 1430 St Thomas
 Address PKwy

Preapproval Authorization Amount Per Month: _____
 Date of Inspection 02/08/24
 Technician Anthony

Irrigation Controller	
Location	<u>30.031175 -81.494646</u>
Make / Model	<u>RB ESP-ME</u>
Rain Sensor	<u>Y</u> <u>N</u>
In "On" position	<u>Y</u> <u>N</u>
Start Time A	<u>9:45</u> AM. PM.
Run Days	<u>M T W T F S A S U</u>
Start Time B	AM. PM.
Run Days	<u>M T W T F S A S U</u>
Zone Map	<u>Y</u> <u>N</u>
Map Present	<u>Y</u> <u>N</u>
Connection Point	
Location	<u>By Clock</u>
Source	<u>Well Potable Reclaimed</u>
Back Flow	<u>Y</u> <u>N</u>
Well Type	<u>Submersible Centrifugal</u> <u>Pressurized PSR</u>
Breaker Location for Well	
Controller Breaker Location	<u>By Clock</u>
Did you contact the Account Manager?	
Voicemail Text Email	

Controller	Zone	1	2	3	4	5	6	7	8
Head Type		<u>R/B</u>	<u>R/B</u>	<u>R/B</u>	<u>R/B</u>	<u>R/B</u>	<u>R/B</u>		
Run Time A		<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>		
Run Time B									
Mode/Doubler									
Fault / Alarm									
Plant Type									
Turf		<u>✓</u>	<u>✓</u>	<u>✓</u>	<u>✓</u>	<u>✓</u>	<u>✓</u>		
Shrub									
Annual									
Contract / Maintenance (No Charge)									
Maintenance Repairs									
Clogged Nozzles									
Head Straightened / Repaired									
Billable Repairs or Upgrades	Broken 6" Spray								
	Broken 12" Spray								
	Broken 6" Rotor								
	Broken 12" Rotor								
	Broken Riser								
	Upgrade 4"-6" Pop-Up								
	Upgrade 6"-12" Pop-Up								
	Nozzle MPR								
	Nozzle MP Rotator								
	Severe Line Clog								
	Lateral / Main line Break								
	Relocation								
	Head Raised / Lowered Turf								
	Head Raised / Lowered Shrub								
	Damaged Valve Box								
Failed Valve									
Zone Not responding									
Other- See Comments									
Location of Zones and Valve GPS									



Client Name _____
 Address _____
 Address _____

Preapproval Authorization Amount Per Month: _____
 Date of Inspection 02/08/24
 Technician Anthony

Irrigation Controller	
Location	<u>30.032549 -81.520928</u>
Make / Model	<u>RB ESP-ME</u>
Rain Sensor	<u>Y</u> <u>N</u>
In "On" position	<u>Y</u> <u>N</u>
Start Time A	AM. PM.
Run Days	<u>M T W T F S A S U</u>
Start Time B	<u>11</u> AM. PM.
Run Days	<u>M T W T F S A S U</u>
Zone Map	<u>Y</u> <u>N</u>
Map Present	<u>Y</u> <u>N</u>
Connection Point	
Location	<u>By Clock</u>
Source	<u>Well Potable Reclaimed</u>
Back Flow	<u>Y</u> <u>N</u>
Well Type	<u>Submersible Centrifugal</u> <u>Pressurized PSR</u>
Breaker Location for Well	<u>By Clock</u>
Controller Breaker Location	<u>By Clock</u>
Did you contact the Account Manager?	
Voicemail Text Email	

Controller	Zone	1	2	3	4		
Head Type		<u>R</u>	<u>S</u>	<u>R</u>	<u>R</u>		
Run Time A							
Run Time B		<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>		
Mode/Doubler							
Fault / Alarm							
Plant Type							
Turf		<u>✓</u>	<u>✓</u>	<u>✓</u>	<u>✓</u>		
Shrub							
Annual							
Contract / Maintenance (No Charge)							
Maintenance Repairs							
Clogged Nozzles							
Head Straightened / Repaired							
Billable Repairs or Upgrades	Broken 6" Spray						
	Broken 12" Spray						
	Broken 6" Rotor						
	Broken 12" Rotor						
	Broken Riser						
	Upgrade 4"-6" Pop-Up						
	Upgrade 6"-12" Pop-Up						
	Nozzle MPR						
	Nozzle MP Rotator						
	Severe Line Clog						
	Lateral / Main line Break						
	Relocation						
	Head Raised / Lowered Turf						
	Head Raised / Lowered Shrub						
	Damaged Valve Box						
Failed Valve							
Zone Not responding							
Other- See Comments							
Location of Zones and Valve GPS							



Glen St John
1430 St Thomas Pkwy

Preapproval Authorization Amount
Per Month

Date of Inspection 02/08/24

Technician Anthony

Irrigation Controller	
Location	30.030890 -81.501225
Make / Model	RB ESP-LXME
Rain Sensor	(Y) N
In "On" position	(Y) N
Start Time A	9:30 AM (PM)
Run Days	(M) T (W) TH (F) SA SU
Start Time B	AM. PM.
Run Days	M T W TH F SA SU
Zone Map	Y N
Map Present	Y N
Connection Point	
Location	By Clock
Source	Well Potable Reclaimed
Back Flow	(Y) N
Well Type	Submersible Centrifugal
	Pressurized PSR
Breaker Location for Well	By Clock
Controller Breaker Location	By Clock
Did you contact the Account Manager?	

Controller	Zone	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	Head Type	S	S	R	S/D	R	S	S	R	R	R	R	R	R	R	R	R	R	R		
	Run Time A	10	30	15	10	15	30	15	10	30	30	30	30	30	30	30	30	20	30		
	Run Time B																				
	Node/Doubler																				
Plant Type	Fault / Alarm																				
	Turf	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
	Shrub		✓		✓																
Contract / Maintenance (No Charge)	Annual										✓	✓									
	Maintenance Repairs																				
Billable Repairs or Upgrades	Clogged Nozzles																				
	Head Straightened / Repaired																				
	Broken 6" Spray																				
	Broken 12" Spray																				
	Broken 6" Rotor																				
	Broken 12" Rotor																				
	Broken Riser																				
	Upgrade 4"-6" Pop-Up																				
	Upgrade 6"-12" Pop-Up																				
	Nozzle MPR																				
	Nozzle MP Rotator																				
	Severe Line Clog																				
	Lateral / Main line Break																				
	Relocation																				
	Head Raised / Lowered Turf																				
	Head Raised / Lowered Shrub																				
	Damaged Valve Box																				
	Failed Valve																				
	Zone Not responding																				
	Other- See Comments																				
Location of Zones and Valve GPS																					

Tab 4

Glen St. Johns

Field Operations Report

Meeting Date: March 20th, 2024

Submitted by: Dan Fagen/Winslow Wheeler

Common Grounds

- St. Thomas Island Parkway light replacement underway. Will provide update at meeting.
- Street sign replacement underway. Will provide update at meeting.
- Schedule of mulch installation was coordinated with Verdego and based on the installation of new plant material in beds. Expected install 3/28/2024.
- Comcast has been called to try to designate who is responsible for the connector box that was destroyed on the sidewalk at the round-a bout.

Amenity Center

- Parking stops have been installed.
- The bike rack has been installed. Existing has been repaired and positioned at bus stop at St. Croix.
- Pool motor was installed 3/8/2024.
- Solar charging panels for cameras have been installed.
- Playground rules sign scheduled for install week on 3/11/2024.
- Backflow prevention inspection has been scheduled.

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: 02/14/2024

Fieldworker: Justin Robinson

Job #: 74894

Type: Monthly Maintenance

Status: Finished

Actual Job Date & Time	Site Address
14-Feb-2024 09:46 AM	1430 Saint Thomas Island Parkway, St Augustine, Florida, 32092

Pre-work Details

Land Rig: Yes **Weather Conditions:** Clear
Boat: **Water Conditions:** Normal
Backpack:

Post-work Details

Trash Removed: Yes **Treatment:** Treated for algae, weather conditions too cold to spray herbicide.
Area Treated: All rig and boat ponds **Other Comments:**
Weed and/or Algae Types: Algae/spikerush

Description

Copper Sulfate Crystal Pound
Tribune Ounce

Description:

Completed Notes:

Notes:





Tab 5

BID-PROPOSAL



Epic Pools, Inc.
1820 SR 13 N, Suite 3
St Johns, FL 32259
PHONE (904) 417-5100
CPC# 1457438

DATE: 2/22/24

PROPOSAL NO:

	NAME: GLEN ST JOHNS CDD			
<i>and</i> BUYER/ OWNER				
	PROJECT ADDRESS:	CITY	STATE/ZIP	PHONE
	EMAIL ADDRESSES:	CITY	STATE/ZIP	PHONE

We hereby propose to furnish the following work: Epic Pools propose to furnish all materials, labor, and tools to remove the rusted out cast iron reducing fitting and replace with new epoxy coated fitting with new gaskets for the main circulation pump at Glen St. John.

Total. \$2,750.00

NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

X _____ Date _____
Customer

X _____ Date _____
Customer

X _____ Date _____
Contractor

Tab 6

RESOLUTION 2024-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE GLEN ST JOHNS COMMUNITY DEVELOPMENT DISTRICT DESIGNATING AN ASSISTANT 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") desires to appoint an Assistant Secretary,

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

Section 1. Ben Pfuhl is appointed Assistant Secretary

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

PASSED AND ADOPTED THIS 20th DAY OF MARCH 2024.

ATTEST:

**GLEN ST JOHNS COMMUNITY
DEVELOPMENT DISTRICT**

SECRETARY/ASSISTANT SECRETARY

CHAIRMAN/VICE CHAIRMAN