



Rizzetta & Company

Glen St. Johns Community Development District

Board of Supervisors' Special Meeting September 17, 2025

**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	Chairman
	Mabel Perez	Vice Chairman
	Skip Thompson	Assistant Secretary
	Jamie Williams	Assistant Secretary
	Bliss Carley	Assistant Secretary
District Manager	Ben Pfuhl	Rizzetta & Company, Inc.
District Counsel	Katie Buchanan	Kutak Rock, LLP
District Engineer		Alliant

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

September 9, 2025

FINAL AGENDA

Dear Board Members:

The **regular** meeting of the Board of Supervisors' of the Glen St. Johns Community Development District will be held on **September 17, 2025 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.

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 August 20, 2025..... Tab 1
 - B. Ratification of the Operation and Maintenance Expenditure for July and August 2025..... Tab 2
4. **STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. Landscape Report Tab 3
 - D. Amenity Manager Report – *Under Separate Cover*
 - E. District Manager
5. **BUSINESS ITEMS**
 - A. Consideration of Amenity Service Renewal Agreement Tab 4
 - B. Consideration of Aquatic Maintenance Renewal Agreement..... Tab 5
 - C. Acceptance of District Management Services Addendum Tab 6
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.

Sincerely,

Ben Pfuhl

Ben Pfuhl

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 **special** meeting of the Board of Supervisors of Glen St. Johns Community Development District was held on **August 20, 2025, 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 Chair
Jamie Williams	Board Supervisor, Assistant Secretary
Skip Thompson	Board Supervisor, Assistant Secretary

Also present were:

Ben Pfuhl	District Manager, Rizzetta & Company, Inc.
Katie Buchanan	District Counsel, Kutak Rock (via speakerphone)
David Landing	District Engineer, Alliant
Winslow Wheeler	Field Operations Manager, Vesta Property Services
Scott Settlemires	Landscape Manager, Verdego

No audience present.

FIRST ORDER OF BUSINESS

Call to Order

Mr. Pfuhl called the meeting to order at 10:00 a.m. and read roll call.

SECOND ORDER OF BUSINESS

**Consideration of the Minutes of the
Board of Supervisors' Meeting held on
June 11, 2025**

On a motion by Mr. Romero, seconded by Mr. Thompson, with all in favor, the Board approved the Minutes of the Board of Supervisors' Meeting held on June 21, 2025, for Glen St. Johns Community Development District.

THIRD ORDER OF BUSINESS**Ratification of the Operation and
Maintenance Expenditures for May
and June 2025**

Mr. Pfuhl reviewed the expenditures with the Board.

On a motion by Mr. Romero, seconded by Mr. Williams, with all in favor, the Board ratified the operation and maintenance expenditures for May 2025, in the amount of \$37,555.40, and June 2025, in the amount of \$29,675.45, for Glen St. Johns Community Development District.

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

Ms. Buchanan was available for questions from the Board.

Mr. Romero questioned if the ADA lift was required for the pool.

B. District Engineer

Mr. Landing introduced himself to the Board as the District's new Engineer.

Mr. Landing informed the Board that he and his team have been working to complete the annual assessment and facilities report.

**Ms. Perez joined the meeting in progress*

C. Landscape Report

Mr. Settlemires was available for question from the Board.

Mr. Romero questioned if they were still working on pushing back the tree lines throughout the community. Mr. Settlemires stated that they were.

D. Amenity Manager Report

Mr. Wheeler reviewed his report with the Board.

Mr. Wheeler discussed the painting of the FPL utility box in the community and will continue to work with Mr. Pfuhl to have the payment issues resolved.

Mr. Wheeler presented the sign designs to the Board.

Ms. Perez requested the pool attendant test the operation of the ADA pool lift on a regular basis to help lower the number of repairs required.

E. District Manager

Mr. Pfuhl reviewed his report with the Board.

FIFTH ORDER OF BUSINESS**Consideration of ADA Lift Repair
Proposal**

On a motion by Mr. Romero, seconded by Ms. Perez, with all in favor, the Board approved the CES proposal to repair the ADA Lift in the amount of \$1,347.30, for Glen St. Johns Community Development District.

SIXTH ORDER OF BUSINESS**Public Hearing on Adopting Fiscal
Year 2025-2026 Budget**

On a motion by Mr. Thompson, seconded by Mr. Williams, with all in favor, the Board opened the Public Hearing on Adopting the Fiscal Year 2025-2026 Budget, for Glen St. Johns Community Development District.

No members of the public were present.

On a motion by Mr. Thompson, seconded by Mr. Romero, with all in favor, the Board closed the Public Hearing on Adopting the Fiscal Year 2025-2026 Budget, for Glen St. Johns Community Development District.

SEVENTH ORDER OF BUSINESS**Consideration of Resolution 2025-04;
Adopting Fiscal Year 2025-2026
Proposed Budget**

On a motion by Mr. Romero, seconded by Mr. Williams, with all in favor, the Board adopted Resolution 2025-04; adopting the Budget for Fiscal Year 2025-2026, for Glen St. Johns Community Development District.

EIGHTH ORDER OF BUSINESS**Consideration of Resolution 2025-05;
Imposing Special Assessments**

On a motion by Mr. Williams, seconded by Mr. Thompson, with all in favor, the Board adopted Resolution 2025-05; Imposing Special Assessments, for Glen St. Johns Community Development District.

NINETH ORDER OF BUSINESS**Consideration of Resolution 2025-06;
Setting Date, Time, and Location of
Fiscal Year 2025-2026 Regular
Meetings**

On a motion by Mr. Williams, seconded by Mr. Thompson, with all in favor, the Board adopted Resolution 2025-06; Setting the Date, Time, and Location of Fiscal Year 2025-2026 Regular Meetings, for Glen St. Johns Community Development District.

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

Mr. Thompson questioned the status of the hole in the road.

Mr. Wheeler stated that it has been filled twice and we will work with the District Engineer to determine what the issue is.

The Board requested that updated basketball court installation quotes be brought to the next meeting and to review with the District Engineer what additional requirements might be.

Audience Comments:

No audience members present.

ELEVENTH ORDER OF BUSINESS**Adjournment**

On a motion by Mr. Williams, seconded by Mr. Thompson, with all in favor, the Board adjourned the meeting at 11:14 a.m., for Glen St. Johns Community Development District.

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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 July 2025 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from July 1, 2025 through July 31, 2025. This does not include expenditures previously approved by the Board.

The total items being presented: **\$35,452.01**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Glen St. Johns Community Development District

Paid Operation & Maintenance Expenditures

July 1, 2025 Through July 31, 2025

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
AT&T	20250701-1	132474430 06/25 ACH	Phone & Internet 06/25	\$106.03
AT&T	20250730-1	132474430 07/25 ACH	Phone & Internet 07/25	\$105.91
Estate Management Services, Inc.	300109	337-249	Monthly Pond Management Services 07/25	\$978.93
Florida Patio Furniture, Inc.	300106	79611	Chaise Lounges 06/25	\$4,240.00
Florida Power & Light Company	20250729-1	FPL Summary 06/25 ACH 680	Monthly Summary 06/25	\$4,860.24
Hawkins, Inc	300102	7109097	Chemicals 06/25	\$338.70
Hawkins, Inc	300113	7124492	Chemicals 07/25	\$753.95
JEA	20250710-1	1608024175 06/25 ACH	Sewer Irrigation & Water 06/25	\$667.85
Kutak Rock, LLP	300107	3595046	Legal Services 04/25-05/25	\$1,322.00
Rizzetta & Company, Inc.	300101	INV0000400531	District Management Fees 07/25	\$4,111.17
St. Johns County Airport Authority	300116	072925 SJCAA	CDD Meeting Room Fee BOS Meeting 07/25	\$100.00
Sunbelt Gated Access Systems of Florida, LLC	300103	00004617	Service Call - Repair Labor 07/25	\$160.00
Valley National Bank	20250728-1	Valley CC 06/25 ACH	Credit Card Expenses 06/25	\$879.34

Glen St. Johns Community Development District

Paid Operation & Maintenance Expenditures

July 1, 2025 Through July 31, 2025

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
VerdeGo, LLC	300104	23087	Monthly Landscape Contract 07/25	\$10,001.79
Vesta Property Services, Inc.	300110	427269	Monthly Service Maintenance 07/25	\$4,027.34
Vesta Property Services, Inc.	300110	427544	Pool monitor 06/25	\$2,568.71
Vesta Property Services, Inc.	300110	427564	Billable Expenses 06/25	\$47.74
Waste Pro - Flagler	300117	441515 7/25	1430 Saint Thomas Island Parkway 07/25	<u>\$182.31</u>
Total Report				<u>\$35,452.01</u>

Glen St. Johns Community Development District

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Operations and Maintenance Expenditures August 2025 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from August 1, 2025 through August 31, 2025. This does not include expenditures previously approved by the Board.

The total items being presented: **\$30,111.89**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Glen St. Johns Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2025 Through August 31, 2025

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Alliant Engineering, Inc.	300132	82207	Engineering Services 08/25	\$572.50
Commercial Energy Specialists, Inc.	300119	278780	General Service Call for Irrigation Repair 07/25	\$260.00
Darren H. Romero	300128	DR082025	Board of Supervisors Meeting 08/20/25	\$200.00
Estate Management Services, Inc.	300122	812-259	Monthly Pond Management Services 08/25	\$978.93
Florida Power & Light Company	20250827-1	FPL Summary 07/25 ACH 680	Monthly Summary 07/25	\$4,782.49
Gannett Florida LocaliQ	300125	0007249115	Legal Advertising 07/25	\$196.04
Gilbert F Thompson	300129	ST082025	Board of Supervisors Meeting 08/20/25	\$200.00
Hawkins, Inc	300121	7140373	Chemicals 07/25	\$279.30
Hawkins, Inc	300121	7140375	Chemicals 07/25	\$108.00
Hawkins, Inc	300133	7156513	Chemicals 08/25	\$330.75
James D Williams	300130	JW082025	Board of Supervisors Meeting 08/20/25	\$200.00
JEA	20250812-1	1608024175 07/25 ACH	Sewer Irrigation & Water 07/25	\$631.14
Mabel Perez	300131	MP082025	Board of Supervisors Meeting 08/20/25	\$200.00

Glen St. Johns Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2025 Through August 31, 2025

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Rizzetta & Company, Inc.	300118	INV0000101259	District Management Fees 08/25	\$4,111.17
School Now	300120	INV-SN-869	School Now CDD ADA-PDF 04/25 Quarterly 07/25	\$384.38
Valley National Bank	20250826-1	Valley CC 07/25 ACH 680	Credit Card Expenses 07/25	\$198.97
VerdeGo, LLC	300123	23531	Monthly Landscape Contract 08/25	\$10,001.80
VerdeGo, LLC	300126	23679	Landscape Enhancement 08/25	\$2,420.00
Vesta Property Services, Inc.	300124	427667	Monthly Service Maintenance 08/25	\$4,027.34
Vesta Property Services, Inc.	300127	428008	Billable Expenses 07/25	<u>\$29.08</u>
Total Report				<u>\$30,111.89</u>

Tab 3



6200 SR-13, St. Augustine, FL 32092
904-797-7474

Landscape Status Report - Glen St Johns 9/9/2025

August Services

Maintenance teams are currently providing weekly service including

- Full-Service Maintenance (Mowing/Edging/String Trimming/ Blowing)
- Detail Work (Spraying/Weeding/Pruning)
- Trash Removal in common areas

Monthly services include a full irrigation inspection, and a property site audit by the production team to address any service deficiencies from the weekly team.

Anticipated September Services

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

The maintenance team is continually working on pushing back the encroaching wood line of the preserves along St. Thomas Island on every service visit one section at a time.



Spray Report

Customer: Verdego

Property: Glen St. Johns

Date: 9/2/25

Area treated +/- 10 acres

Total Gallons used: 1200

Product:

6-0-0 @ 3lbs per acre

Barricor @ 12oz per acre

Simazine @ 64oz per acre

2,4-D @ 8oz per acre

MSM @ .4oz per acre

Cyrder @ 1oz per acre

The target for this application was to improve overall health, color and growth of the turf. Pre/Post emergent herbicides were applied to prevent and eliminate broadleaf weeds. Curative insecticide was also applied. Application must be watered within 24hrs.

Tab 4

Glen St. Johns Community Development District

Mr. Ben Pfuhl

District Manager

2806 N. 5th Street, Unit 403

St. Augustine, Florida 32084

FY'26

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 Durbin Crossing, Heritage Landing, 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 - \$6,293.00

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: - \$11,133.00

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 - \$10,136.00

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 \$22,457.00

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 **\$6,942.00** 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: \$56,961.00

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

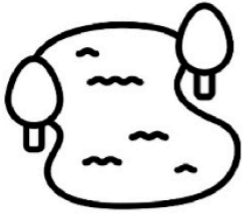
Authorized District Representative Sign and date

Tab 5



ESTATE MANAGEMENT SERVICES

Our Capabilities



Lake and Pond Management

EMS manages over 1mm acres of aquatic habitats across 11 states. Our 30 years' experience, highly trained staff, deep technical expertise, and wide array of capabilities, along with our long-standing relationships, set us apart in the aquatics industry.



Natural Areas Management

With our certified Natural Areas applicators and fleet of airboats equipped Raven Precision Guides application equipment, EMS oversees large lake and natural resource management programs for countless government agencies and utility clientele. Services include: algae and aquatic weed control; water testing and restoration, lake mapping, shoreline erosion management, and fish stocking and management.



Dredging & Bathymetric Mapping

Our experienced consulting team performs bathymetric surveys and analysis internally, providing multiple layers of data to ensure your ecosystems are healthy and in compliance. EMS boasts 6 hydraulic dredges with trained crews, along with certified equipment operators and long reach excavation equipment to perform mechanical dredging when needed.



Environmental Consulting

Our in-house consulting team performs a range of services, including wetlands consulting, permitting, environmental assessments, wildlife studies and water quality testing and analysis. In addition, all services provided by EMS are environmentally conscious. As stewards of the planet, our commitment is to protect every aquatic ecosystem we care for.



August 28, 2025

Dear Benjamin Pfuhl,

Thank you for the opportunity to submit the attached proposal for the management of Glen St Johns CDD's aquatic environments. Please review the below proposal and feel free to contact us should you have any questions at all.

Service Address:

Glen St Johns
1430 St Thomas Is Pkwy
Saint Augustine, FL 32092

Quantity of Lakes/Ponds: (10) Ten

Total Lake/Pond Acreage: See Site Map

Billing Contact Name: Benjamin_Pfuhl__

Billing Address:

1430 St Thomas Is Pkwy
Saint Augustine, FL 32092

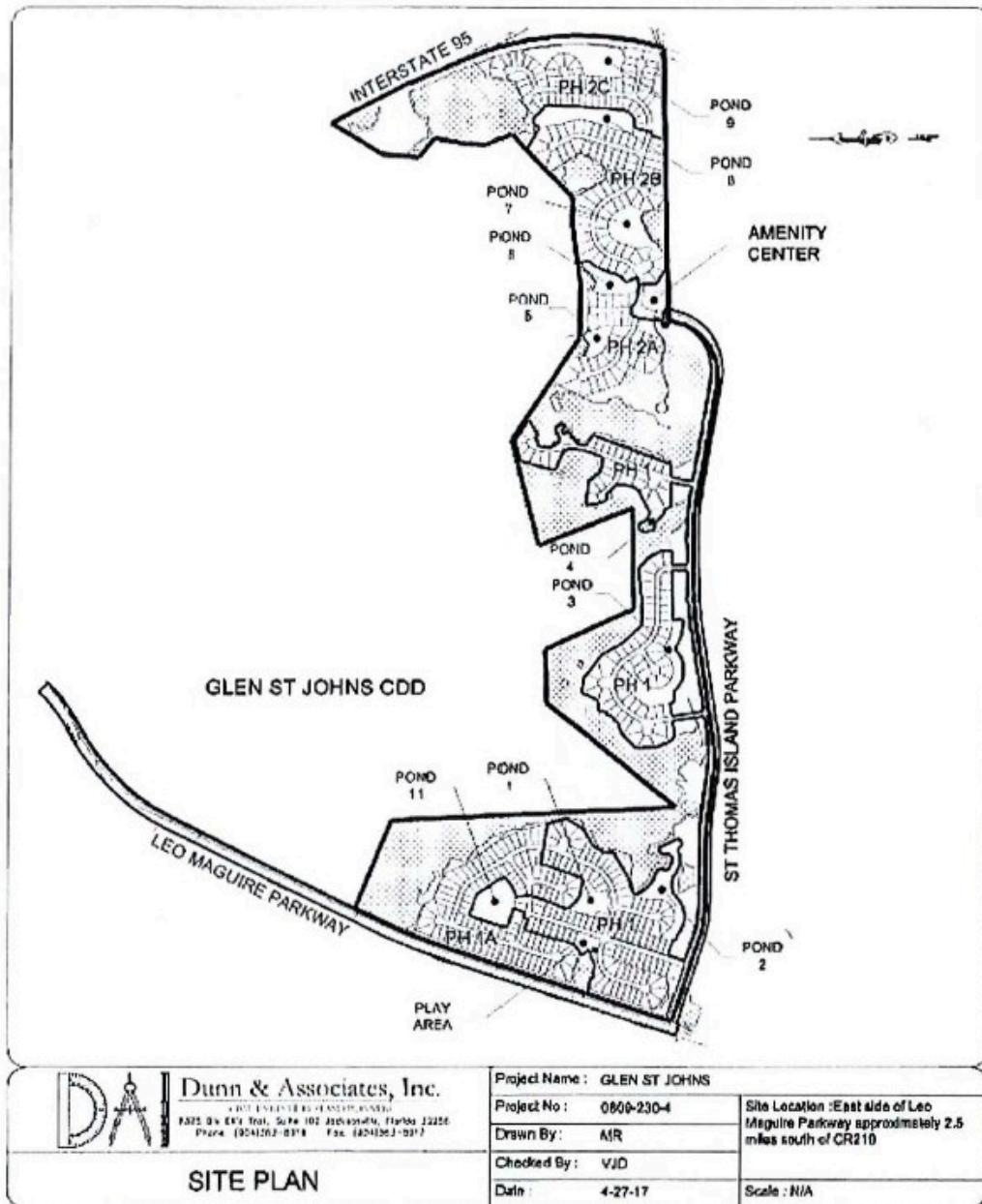
Billing Email: bpfuhl@rizzetta.com

Billing Phone: 904-318-0797

Description	Monthly Rate	Qty	Annual Total
Monthly Pond/Lake Management <ul style="list-style-type: none">- Include monthly inspections, treatment of nuisance vegetation and algae at a time of year as deemed necessary and appropriate by contractor.- Removal of inorganic debris weighing less than 25lbs, up to an amount not exceeding the capacity of a 5 gallon bucket per pond. Excessive trash cleanup will incur an additional charge at a rate of \$75/hour.- Monthly report outlining observations regarding water quality, turbidity, wildlife activity, erosion indicators and general aesthetic and health of the system.	\$1,008.57	12	\$12,102.84
<input type="checkbox"/> Fountain Maintenance <ul style="list-style-type: none">- Monthly inspection of existing fountains.- Clean submersible intake screens, exterior light covers, components of head, jets and rings and surfaces on the float.- Replace bulbs and bill for parts and labor (\$75/hr), if needed.	\$0	12	\$0
<input type="checkbox"/> Aeration Maintenance <ul style="list-style-type: none">- Monthly inspection of existing aerators.- Test compressor and all components for proper functionality.- Replace cups, rings, vanes and seals, if needed, and bill for parts and labor (\$75/hr).	\$0	12	\$0
TOTAL			\$12,102.84

Glen St Johns CDD
1430 St Thomas Is Pkwy
Saint Augustine, FL 32092

Exhibit A
Maintenance Map



This is an agreement between ESTATE MANAGEMENT SERVICES, and Glen St Johns CDD ("Customer").

4. ESTATE MANAGEMENT SERVICES, shall provide the following services on the Property:
 - A. Weed and algae defoliation with 20% decrease in herbicides.
 - B. One visit per month.
5. Special: Light Trash and debris removal on scheduled visits and keeping the culvert systems free of obstructions.
6. Total Contract Amount: \$12,102.84 per year
7. Payment Agreement: Customer agrees to purchase the service specified and to pay ESTATE MANAGEMENT SERVICES, as follows:
 - E. Start Payment (due upon acceptance):
 - F. Monthly Payments to be calculated as the Total Contract Amount divided by twelve (12).
 - G. Customer agrees to make payment to Estate Management Services on the 1st day of each calendar month via ACH. Customer authorizes Estate Management Services to charge/debit the bank account provided for the above Monthly Payment Amount, each month on the 1st day of the month (or the next business day if the 1st falls on a weekend or bank holiday) for a period of 12 months. The ACH monthly payments shall continue each month unless and until Customer cancels the payment in accordance with the terms of this agreement.
 - H. Contract prices are subject to change with annual rate increase
 - I. Start Date: Within 15 days of acceptance, unless otherwise specified: _____
8. Customer agrees to notify ESTATE MANAGEMENT SERVICES, of any chemical spills located on the Glen St Johns CDD .
9. Payment of services is due on the 25th of each month. Customer agrees to pay interest on all late payments. This interest amount is set at 18% APR or 1.5% per month.
 - A. ESTATE MANAGEMENT SERVICES, shall be entitled to suspend services for any account (90) days past due until payment is received in full.
 - B. Any account sent to collections will be responsible for any fees and/or expenses during the collection process.
 - C. A \$35.00 fee will be charged for any NSF or returned check.
10. In the event payment for the services is not received from Customer, ESTATE MANAGEMENT SERVICES, shall have the right to file a lien on the Property where the services were performed in accordance with the laws of the state where the Property is located.
11. Customer acknowledges and understands that ESTATE MANAGEMENT SERVICES, may use heavy machinery, and that such machinery may cause underlying damage to paved and other prepared surfaces. ESTATE MANAGEMENT SERVICES, shall not be liable for any weight-related damage caused to any driveways, landscaping, and other ground structures.
12. ESTATE MANAGEMENT SERVICES, agrees to provide the following insurance certificate upon request: General Liability, Workers Compensation and Auto Liability. If Glen St Johns CDD uses a third-party insurance compliance program, any expense associated with that program is the sole responsibility of Glen St Johns CDD . Estate Management Services, agrees to enroll in the compliance program and will issue an invoice to Glen St Johns CDD for the fees associated with the enrollment.
13. Customer has designated the below-named individual to serve as its primary contact with respect to this contract and to act as its authorized representative with respect to matters pertaining to this contract with full authority to bind Customer with respect to all matters requiring Customer's approval or authorization. In the event that the designated authority changes, the Customer agrees that the new authority delegated assumes all responsibilities and legalities pertaining to this contract.
14. All notices, requests, consents, claims, demands, waivers, and other communications shall be in writing and deemed to have been given (a) when delivered by hand (with written confirmation of receipt); (b) when received by the addressee if sent by nationally recognized overnight courier (receipt requested); (c) on the date sent by email if sent during normal business hours of the recipient, and on the next business day if sent after normal business hours of the recipient or (d) on the third day after the date mailed, by certified or registered mail, return receipt requested, postage prepaid. Such communications must be sent to Customer at the address indicated in the signature block below and to ESTATE MANAGEMENT SERVICES, at its principal office address.
15. The relationship between the parties is that of independent contractors.
16. Customer agrees to indemnify, hold harmless and defend ESTATE MANAGEMENT SERVICES, and its shareholders, directors, managers, officers, employees, subcontractors, and agents from and against any action, claim, demand, loss, damage, liability or expenses, including attorneys' fees and costs, arising from or relating to: (i) Customer's breach of this agreement; (ii) the negligence, gross negligence, recklessness, willful misconduct or intentional act or omission of Customer or any of its representatives; (iii) the course of the services; and/or (iv) any contracts with third party vendors or service providers entered into by Customer. Customer agrees that ESTATE MANAGEMENT SERVICES, shall have the right to participate in and control the defense of any such claim through counsel of its own choosing.
17. Termination of Contract:
 - A. A 60-day written notice is required before the end of said contract or the contract will automatically renew for the time of the original contract.

- A. A 60-day written notice is required before the end of said contract or the contract will automatically renew for the time of the original contract.
- B. **Dissatisfaction:** Customer agrees to notify ESTATE MANAGEMENT SERVICES, in writing, of dissatisfaction. ESTATE MANAGEMENT SERVICES, has 45 days to rectify the problem. If the problem is not solved within 45 days, Customer may then terminate the contract.
18. No modification of this contract can be made unless agreed upon by both parties and then put in writing.
19. This contract will be governed by and construed, interpreted and enforced in accordance with the laws of the State of South Carolina.
20. Any dispute arising from or related to this contract shall be filed in a court having jurisdiction over persons and subject matter and sitting in Charleston County, South Carolina, without limiting ESTATE MANAGEMENT SERVICES's right to file a lien or lawsuit in the county where the property is located in its sole discretion. The parties hereby consent to personal jurisdiction and venue in Charleston County, South Carolina for any dispute arising out of or related to this contract. In the event of any legal action brought by either party to enforce any of the obligations hereunder or arising out of any dispute concerning the terms and conditions hereby created, the parties agree that the prevailing party shall recover such reasonable amount for fees, costs, and expenses, including attorneys' fees as may be set by a court.
21. ESTATE MANAGEMENT SERVICES, shall not be deemed in default with respect to the performance of any of the terms, covenants, and conditions of this contract to be performed by it if any failure of its performance shall be due to any Act of God, fire, natural disaster, accident, act of government, terrorism, war, strikes or other labor disturbances, shortages of material, supplies or utilities, or any other cause whatsoever (including failure of Customer to supply necessary data or instructions) beyond the reasonable control of ESTATE MANAGEMENT SERVICES, and the time for performance by ESTATE MANAGEMENT SERVICES, shall be extended by the period of delay resulting from or due to any of said causes.
22. This contract may be executed in two or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same document. For purposes of this contract, use of a facsimile, e-mail, or other electronic medium shall have the same force and effect as an original signature.

Benjamin Pfuhl ,

Name and Title



SIGNATURE

Benjamin Pfuhl

Signature

August 28, 2025

Date

Tab 6

FIRST ADDENDUM TO THE CONTRACT FOR DISTRICT MANAGEMENT SERVICES

This First Addendum to the Contract for District Management Services (this “**Addendum**”), is made and entered into as of the 1st day of October, 2025 (the “**Effective Date**”), by and between **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 District Management Services dated October 1, 2024 (the “**Contract**”), incorporated by reference herein; and

WHEREAS, the District and the Consultant desire to amend **Exhibit B - Schedule of Fees** 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 the Schedule of Fees attached.

The amended 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: William J. Rizzetta
 PRINTED NAME: William J. Rizzetta
 TITLE: President
 DATE: Aug 11, 2025

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:

	MONTHLY	ANNUALLY
Management:	\$1,520.58	\$18,247
Administrative:	\$479.00	\$5,748
Accounting:	\$1,338.17	\$16,058
Financial & Revenue Collections:	\$395.33	\$4,744
Assessment Roll ⁽¹⁾		\$6,387
Total Standard On-Going Services:	\$3,733.08	\$51,184

(1) Assessment Roll is to paid in one lump-sum upon completion.

ADDITIONAL SERVICES:	FREQUENCY	RATE
Extended and Continued Meetings	Hourly	\$ 400
Additional Meetings (includes meeting prep, attendance and drafting of minutes)	Hourly	\$ 400
Estoppel Requests (billed to requestor):		
One Lot (on tax roll)	Per Occurrence	\$ 125
Two+ Lots (on tax roll)	Per Occurrence	\$ 150
One Lot (direct billed by the District)	Per Occurrence	\$ 150
Two–Five Lots (direct billed by the District)	Per Occurrence	\$ 200
Six-Ten Lots (direct billed by the District)	Per Occurrence	\$ 250
Elevent+ Lots (direct billed by the District)	Per Occurrence	\$ 300
Long Term Bond Debt Payoff Requests	Per Occurrence	\$ 150/Lot
Two+ Lots	Per Occurrence	Upon Request
Short Term Bond Debt Payoff Requests &		
Long Term Bond Debt Partial Payoff Requests		
One Lot	Per Occurrence	\$ 150
Two – Five Lots	Per Occurrence	\$ 200
Six – Ten Lots	Per Occurrence	\$ 300
Eleven – Fifteen Lots	Per Occurrence	\$ 400
Sixteen+ Lots	Per Occurrence	\$ 500
Bond Amortization Schedules	Per Occurrence	\$ 600
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:

JOB TITLE:	HOURLY RATE:
Regional Manager	\$ 52.00
District Manager	\$ 40.00
Accounting & Finance Staff	\$ 28.00
Administrative Support Staff	\$ 21.00

LITIGATION SUPPORT SERVICES:

Litigation Support Services shall be billed hourly to the District pursuant to the current hourly rates shown below:

JOB TITLE:	HOURLY RATE:
President	\$ 500.00
Chief Financial Officer	\$ 450.00
Vice President	\$ 400.00
Controller	\$ 350.00
Regional District Manager	\$ 300.00
Accounting Director	\$ 300.00
Finance Manager	\$ 300.00
Senior District Manager	\$ 275.00
District Manager	\$ 250.00
Amenity Services Manager	\$ 250.00
Business Development Manager	\$ 250.00
Landscape Inspection Services Manager	\$ 250.00
Financial Analyst	\$ 250.00
Senior Accountant	\$ 225.00
Landscape Specialist	\$ 200.00
Administrative Support Manager	\$ 200.00
Senior Financial Associate	\$ 200.00
Senior Administrative Assistant	\$ 200.00
Staff Accountant II	\$ 200.00
District Coordinator	\$ 175.00
Administrative Assistant II	\$ 150.00
District Compliance Associate	\$ 150.00
Staff Accountant	\$ 150.00
Financial Associate	\$ 150.00
Administrative Assistant	\$ 100.00
Accounting Clerk	\$ 100.00
Client Relations Specialist	\$ 100.00