



Rizzetta & Company

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

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**Board of Supervisors'  
Meeting  
December 10, 2025**

**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 Mabel Perez Skip Thompson Jamie Williams Bliss Carley	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Ben Pfuhl	Rizzetta & Company, Inc.
<b>District Counsel</b>	Katie Buchanan	Kutak Rock, LLP
<b>District Engineer</b>		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](http://www.glenstjohnscdd.org)

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

**December 3, 2025  
Rev. 12.05.2025**

## **REVISED 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 **December 10, 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 September 17, 2025 ..... Tab 1
  - B. Ratification of the Operation and Maintenance Expenditure for September and October 2025 ..... Tab 2
- 4. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. Landscape Report ..... Tab 3
  - D. Amenity Manager Report ..... Tab 4
    1. Estate Management Service Reports
  - E. District Manager ..... Tab 5
    1. Update on District FY 25 Goals & Objectives
- 5. BUSINESS ITEMS**
  - A. Consideration of Tree Removal Proposal ..... Tab 6
  - B. Consideration of Tree Trimming Proposal ..... Tab 7
  - C. Acceptance of Annual Engineer's Report ..... Tab 8
  - D. Acceptance of Public Facilities Report ..... Tab 9
- 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

**GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT**  
**September 17, 2025, Minutes of Meeting**  
**Page 1**

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

**GLEN ST. JOHNS  
COMMUNITY DEVELOPMENT DISTRICT**

9    The **regular** meeting of the Board of Supervisors of Glen St. Johns Community  
10   Development District was held on **September 17, 2025, at 10:00 a.m.** at the St. Johns  
11   County Airport Authority, 4730 Casa Cola Way, St. Augustine, Florida 32095

14   Present and constituting a quorum:

16   Darren Romero	<b>Board Supervisor, Chairman</b>
17   Mabel Perez	<b>Board Supervisor, Vice Chair</b>
18   Jamie Williams	<b>Board Supervisor, Assistant Secretary</b>
19   Skip Thompson	<b>Board Supervisor, Assistant Secretary</b>
20   Bliss Carley	<b>Board Supervisor, Assistant Secretary</b>

23   Also present were:

25   Ben Pfuhl	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
26   Katie Buchanan	<b>District Counsel, Kutak Rock (via speakerphone)</b>
27   David Landing	<b>District Engineer, Alliant</b>
28   Winslow Wheeler	<b>Field Operations Manager, Vesta Property Services</b>

31   No audience present.

**FIRST ORDER OF BUSINESS**

**Call to Order**

36   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  
August 20, 2025**

42   On a motion by Mr. Romero, seconded by Mr. Thompson, with all in favor, the Board  
43   approved the Minutes of the Board of Supervisors' Meeting held on August 20, 2025,  
44   for Glen St. Johns Community Development District.

48 **THIRD ORDER OF BUSINESS**

49 **Ratification of the Operation and**  
50 **Maintenance Expenditures for July**  
51 **and August 2025**

52 Mr. Pfuhl reviewed the expenditures with the Board.

53

54 On a motion by Mr. Romero, seconded by Ms. Perez, with all in favor, the Board ratified  
55 the operation and maintenance expenditures for July 2025, in the amount of  
56 \$35,452.01, and August 2025, in the amount of \$30,111.89, for Glen St. Johns  
57 Community Development District.

58 **FOURTH ORDER OF BUSINESS**

59 **Staff Reports**

60 **A. District Counsel**

61 Ms. Buchanan was available for questions from the Board.

62 **B. District Engineer**

63 Mr. Pfuhl reviewed that the Engineer was finalizing the public facilities and  
64 annual engineers report.

65 **C. Landscape Report**

66 Mr. Settlemires was not present but Mr. Pfuhl asked the Board for any  
67 comments or concerns to relay to him.

68 Ms. Perez raised a concern about the residents parking on the grass and  
69 damaging sprinkler heads.

70 **D. Amenity Manager Report**

71 Mr. Wheeler reviewed his report with the Board.

72 Mr. Wheeler presented the board with a proposal from Sunbelt Access  
73 Systems for an exit button (Exhibit A).

74

75 On a motion by Mr. Thompson, seconded by Mr. Williams, with all in favor, the Board  
76 approved the Sunbelt proposal for a new exit button in the amount of \$791, for Glen  
77 St. Johns Community Development District.

78 Mr. Wheeler reviewed the pond report with the Board and informed the  
79 Board that the new patio furniture is expected to be delivered on October 3<sup>rd</sup>.

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91 **FIFTH ORDER OF BUSINESS** **Consideration of Amenity Service**  
92 **Renewal Agreement**

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95 On a motion by Mr. Williams, seconded by Mr. Thompson, with all in favor, the Board  
96 approved the renewal agreement for amenity services with Vesta, for Glen St. Johns  
97 Community Development District.

98 **SIXTH ORDER OF BUSINESS** **Consideration of Aquatic Maintenance**  
99 **Renewal Agreement**

100 On a motion by Mr. Williams, seconded by Mr. Romero, with all in favor, the Board  
101 approved the renewal agreement for aquatic maintenance services with Estate  
102 Management, for Glen St. Johns Community Development District.

103 **SEVENTH ORDER OF BUSINESS** **Acceptance of District Management**  
104 **Services Addendum**

105 On a motion by Ms. Perez, seconded by Mr. Williams, with all in favor, the Board  
106 accepted the District Management Services Addendum with Rizzetta & Company, for  
107 Glen St. Johns Community Development District.

108 **EIGHTH ORDER OF BUSINESS** **Supervisors Request and Audience**  
109 **Comments**

110 **Supervisor Requests:**

111 Mr. Romero requested copies of the adopted budget be brought to the next  
112 meeting to be included in the Supervisor Booklets.

113 Mr. Thompson requested the lines be painted in the Amenity Center Parking Lot.

114 Mr. Thompson raised a request from the HOA to allow Comcast to set up an  
115 information booth at the Amenity Center. The Board denied the request as  
116 commercial activities are not authorized on CDD property.

117 **Audience Comments:**

118 No audience members present.

119 **NINETH ORDER OF BUSINESS** **Adjournment**

120 On a motion by Mr. Williams, seconded by Mr. Thompson, with all in favor, the Board  
121 adjourned the meeting at 11:00 a.m., for Glen St. Johns Community Development District.

**GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT**  
**September 17, 2025, Minutes of Meeting**  
**Page 4**

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Secretary/Assistant Secretary

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Chairman/Vice Chairman

DRAFT

# **Exhibit A**



**Sunbelt Gated Access Systems of Florida**

North Florida/Billing Location

9774 Florida Mining Blvd W, Suite 701  
Jacksonville, FL 32257

Date: Sep 15, 2025

**Attn:**

Company: Glen St. Johns

Property: Glen St. Johns

Property Address: 1430 St Thomas Is Pkwy, St. Augustine, FL 32092

**Quote #10070537**

**Replace Push to Exit Button, Install Wiring Between Push to Exit & Maglock and Connect Wiring to Break Maglock Power Locally**

<b>Parts</b>	<b>Description</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Subtotal</b>
ADI-0E-463U	SDC 463U 460 Series Single Gang Capacitive Touch Sensor, Push to Exit, Electronic Timer, Adjustable or Alternate (On/Off), Dull Stainless	1	\$201.00	\$201.00
MISC-SPLY	Miscellaneous Install Supplies	1	\$100.00	\$100.00
OSC-FIRSTCOAST	Base Charge for Onsite Service Call - Baker, Clay, Nassau or St Johns County; Covers Travel, Truck and First 1/2 Hour Labor on Site	1	\$200.00	\$200.00
<b>Labor</b>		<b>Hrs.</b>	<b>Unit Price</b>	<b>Subtotal</b>
Repair Labor	1 Service Technician	2	\$145.00	\$290.00
<b>Total</b>				<b>\$791.00</b>

**Notes:**

- Job to be completed during regular hours 08:00-16:30 Monday to Friday
- Pricing is subject to parts availability and all items being done concurrently

Thank you,

**Michael Maykish**

Service Estimator

[mmaykish@sunbeltsys.com](mailto:mmaykish@sunbeltsys.com)

P: 904-354-7060 ext. 382

C: 904-480-5532

*Please note that by accepting this estimate you are agreeing to the terms listed below and that you have read and understand all of the provided information.*

## **DISCLAIMERS**

- Quotation/Proposal does not cover any unforeseen problems existing in completion of job that are not noted by customer or salesman prior to the order being placed.
- Quoted prices are based on the plans and specifications received as of the quotation/proposal date.
- Any changes or revisions to the plans or specifications that alter our scope of work may result in additional charges.
- This quotation requires all telephone lines/internet connections if required, any necessary permits and/or government fees, all 120VAC electrical circuits and low voltage electrical conduit requirements including all phone/data lines provided and installed by customer or customer's electrician.
- **WARRANTY:** Manufacturer Warranty on New Equipment/Parts and 90 days on workmanship from date of acceptance of installation by owner or beginning of constructive use of equipment, whichever shall come first.
- Sunbelt Gated Access Systems is a licensed contractor in the State of Florida (License #ES12000933) and this license covers the proposed work herein. Using an unlicensed contractor for this project is a crime subject to fines up to \$10,000 and could result in condemnation of the completed work. We encourage you to visit [www.myfloridalicense.com](http://www.myfloridalicense.com) to verify the license status of your chosen contractor before issuing any purchase orders or contracts for this work.

### **Warning - To reduce the risk of injury or death:**

- Do not operate the gate unless area around gate is in full view.
- Do not allow children to play in the gate area.
- Periodically test the obstruction sensitivity to assure safe and proper operation.
- Always keep people and objects away from the gate.
- No person should cross the path of a moving gate. The entrance is for vehicles only. Pedestrians must use a separate entrance.
- Sunbelt Gated Access Systems of FL, LLC shall accept NO responsibility for gate closure on pedestrians and/or vehicles, nor be held responsible in the event that any Emergency vehicle is delayed or denied access due to a closed gate.

## **TERMS & CONDITIONS**

### **By ordering any of our services, you agree to be bound by these terms & conditions:**

- All work to be completed in a workmanlike manner according to standard practices;
- Estimates and/or proposals for work are valid for thirty (30) days from date of estimate;
- Contract acceptance requires a signed estimate or written approval and may require a deposit, otherwise payment terms are COD or due upon completion;
- Any alteration or deviation from the said specifications involving extra costs will be done only upon a written change order and the costs will become an extra charge over and above the original estimate;
- The estimate does not include additional labor which may be required should unforeseen problems arise after the work has started and Sunbelt Gated Access Systems reserves the right to amend any information without prior notice.

**Sunbelt Gated Access Systems is a licensed contractor in the State of Florida  
(License #ES12000933) and this license covers the proposed work herein**

## Tab 2

# Glen St. Johns Community Development District

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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 September 2025 For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from September 1, 2025 through September 30, 2025. This does not include expenditures previously approved by the Board.

The total items being presented: **\$50,553.12**

Approval of Expenditures:

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Chairperson

Vice Chairperson

Assistant Secretary

# Glen St. Johns Community Development District

## Paid Operation & Maintenance Expenditures

September 1, 2025 Through September 30, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>		<u>Invoice Amount</u>
AT&T	20250902-1	132474430 08/25 ACH	Phone & Internet 08/25	\$	105.91
AT&T	20250930-1	132474430 09/25 ACH	Phone & Internet 09/25	\$	105.91
Bliss Carley	300145	BC091725	Board of Supervisors Meeting 09/17/25	\$	200.00
Darren H. Romero	300146	DR091725	Board of Supervisors Meeting 09/17/25	\$	200.00
Egis Insurance Advisors, LLC	300147	29481	Policy #100125660 10/01/2025-10/01/2026 09/25	\$	21,192.00
Estate Management Services, Inc.	300140	1083-241	Monthly Pond Management Services 09/25	\$	978.93
First Place Fitness Equipment, Inc	300138	WO-46779	Service Call for Cable on the Life fitness functional trainer 07/25	\$	299.95
Florida Power & Light Company	20250926-2	FPL Summary 08/25 ACH 680	Monthly Summary 08/25	\$	4,765.43
Gannett Florida LocaliQ	300141	0007301691	Legal Advertising 08/25	\$	83.60
Gilbert F Thompson	300148	ST091725	Board of Supervisors Meeting 09/17/25	\$	200.00
Hawkins, Inc	300137	7171576	Chemicals 08/25	\$	407.25
Hawkins, Inc	300137	7182218	Chemicals 08/25	\$	249.60
Hawkins, Inc	300149	7193885	Chemicals 09/25	\$	502.05

# Glen St. Johns Community Development District

## Paid Operation & Maintenance Expenditures

September 1, 2025 Through September 30, 2025

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
James D Williams	300150	JW091725	Board of Supervisors Meeting 09/17/25	\$ 200.00
JEA	20250909-1	1608024175 08/25 ACH	Sewer Irrigation & Water 08/25	\$ 615.84
Kutak Rock, LLP	300153	3627299	Legal Services 06/25 and 07/16/25	\$ 744.00
Mabel Perez	300151	MR091725	Board of Supervisors Meeting 09/17/25	\$ 200.00
Protection Group USA, Inc.	300135	10162-M	Quarterly Monitoring Service 09/25	\$ 135.00
Rizzetta & Company, Inc.	300136	INV0000102304	District Management Fees 09/25	\$ 4,111.17
St. Johns County Airport Authority	300142	090525 SJCAA	CDD Meeting Room Fee BOS Meeting 09/25	\$ 100.00
Valley National Bank	20250926-1	Valley CC 08/25 ACH 680	Credit Card Expenses 08/25	\$ 262.35
VerdeGo, LLC	300139	24032	Monthly Landscape Contract 09/25	\$ 10,001.79
VerdeGo, LLC	300143	24124	Landscape enhancement - Remove Pine Tree 08/25	\$ 750.00
Vesta Property Services, Inc.	300152	428159	Monthly Service Maintenance 09/25	\$ 4,027.34
Weather Engineers, Inc.	300144	C51206	HVAC Equipment Inspection 08/25	\$ 115.00
Total Report				<u>\$50,553.12</u>

# Glen St. Johns Community Development District

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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 October 2025 For Board Approval**

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

The total items being presented: **\$40,101.65**

Approval of Expenditures:

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Chairperson

Vice Chairperson

Assistant Secretary

# Glen St. Johns Community Development District

## Paid Operation & Maintenance Expenditures

October 1, 2025 Through October 31, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Alliant Engineering, Inc.	300156	82580	2025 Public Facilities & Annual Reports 09/25	\$ 2,755.20
AT&T	20251030-1	132474430 10/25 ACH	Phone & Internet 10/25	\$ 106.35
Epic Pools & Hardscape Construction, Inc.	300165	47973	Pool Repair -- Replace internal Components to Valve 09/25	\$ 255.00
Estate Management Services, Inc.	300160	19592	Monthly Pond Management Services 10/25	\$ 978.93
Florida Department of Commerce	20251023-1	93031 ACH	Special District Fee for FY 25-26	\$ 175.00
Florida Power & Light Company	10251028-1	FPL Summary 09/25 ACH 680	Monthly Summary 09/25	\$ 4,758.21
Hawkins, Inc	300161	7212710	Chemicals 09/25	\$ 234.75
JEA	20251010-1	1608024175 09/25 ACH	Sewer Irrigation & Water 09/25	\$ 590.13
Rizzetta & Company, Inc.	300154	INV0000103624	District Management Fees 10/25	\$ 4,254.75
Rizzetta & Company, Inc.	300155	INV0000103733	Assessment Roll (Annual) 10/25	\$ 6,387.00
Sunbelt Gated Access Systems of Florida, LLC	300158	251057	Service Call - For Gate 09/25	\$ 791.00
Valley National Bank	20251028-1	Valley CC 09/25 ACH 680	Credit Card Expenses 09/25	\$ 466.10
VerdeGo, LLC	300162	24618	Monthly Landscape Contract 10/25	\$ 10,001.80

# Glen St. Johns Community Development District

## Paid Operation & Maintenance Expenditures

October 1, 2025 Through October 31, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
VerdeGo, LLC	300164	24836	Irrigation Repairs 10/25	\$ 96.00
Vesta Property Services, Inc.	300157	427982	Pool monitor 07/25	\$ 2,476.62
Vesta Property Services, Inc.	300157	428466	Pool monitor 08/25	\$ 1,061.15
Vesta Property Services, Inc.	300163	428615	Monthly Service Maintenance 10/25	\$ 4,168.29
Waste Pro - Flagler	300159	0000446421	1430 Saint Thomas Island Parkway - 11/01/25 - 11/30/25	\$ 181.58
Waste Pro - Flagler	20251009-1	0000443079	1430 Saint Thomas Island Parkway 09/01/25- 09/30/25	\$ 182.53
Waste Pro - Flagler	20251009-1	0000444638	1430 Saint Thomas Island Parkwa 10/01/25- 10/31/25	\$ 181.26
Total Report				<u>\$ 40,101.65</u>

## Tab 3

## VerdeGo

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



# Landscape Status Report

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November maintenance is now every other week service visits.

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

### Anticipated December Services

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

### Anticipated January Services

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

During each maintenance visit at this time of the year, the crew will assess the property and focus their attention on seasonal work along with mowing, edging, weed eating as necessary. Seasonal work includes leaf removal/mulching, wood line cutbacks, and tree canopy lifting. Pond mowing is scheduled for every other service, when the turf moves into dormancy, the frequency will drop to 1 time per month.

## Tab 4

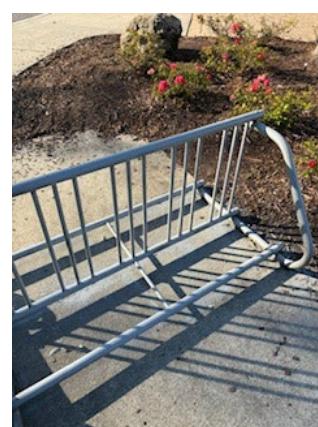
## Glen St. Johns Field Operations Report

Meeting Date: December 11, 2025

Submitted by: Winslow Wheeler

### Completed/Ongoing Projects:

- I have continued to work with FPL on refurbishing the transformer box and the invoice was received so we expect the work to be completed ASAP. The issue at this point is the payment of \$400.00. FPL payment system does not accept electronic payment therefore a paper check must be sent to FPL. This writer has been trying to work out coordination and will continue to do so.
- Points of contacts and updated pool policies have been posted to the bulletin board at entrance of amenity center.
- All Dog Stations and the bike rack located at the amenity center have been refinished. Two bikes in the neighborhood are beyond repair and require replacement. Cost to replace will be provided at the meeting.



- Fence repairs to the pool motor area have been completed.



## Completed/Ongoing Projects- Continued

- The mat at bottom of slide at amenity center playground has been secured.
- Minor repairs to gym equipment has been completed including the cable equipment, Smith machine and free weight bench. The fitness vendor has been contacted for quarterly preventative maintenance.
- Air condition quarterly service has been completed.
- During our monthly lighting checks, it was found that the stand-alone light pole in the amenity center parking lot was out of service. We attempted to repair it prior to calling a vendor but ultimately a vendor was called, and the light was repaired.

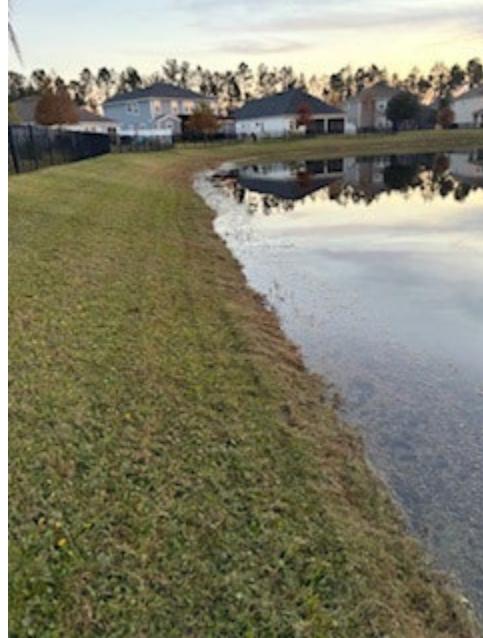
## Amenity Center

- The new furniture for pool deck has been delivered and in place. The old chairs that are.
- The garbage vendor has replaced the old dumpster with a recycled dumpster. After speaking with them they informed it is a normal process to receive a used unit.



## Common Grounds

- Please see landscape report for further details on regular maintenance and repairs.
- Please see Estate Management report for an update on the ponds.
- Homeowners recently reported trash-covered pond banks on Facebook. We immediately contacted both homeowners and arranged cleanup. I've confirmed with Verdego and Estate Management that regular trash removal is included in their contracts—Estate Management provides one 5-gallon bucket per pond at no additional cost, while Verdego handles pond bank cleanup as part of their normal services. Both homeowners appreciated our quick response. I'll continue monitoring the ponds and following up with both vendors.



### **Board Approval Requested**

- Filtration Pump Lids (Pool Coffin Arms)- each of the coffin lids is controlled by gas springs which secure the lid while maintenance is being completed. All gas springs need replacement. Material costs will be provided at the meeting. As opposed to paying an outside contractor for installation, labor will be provided as part of the Vesta maintenance service contract.
- Staff has completed numerous drywall patches and touch-ups in high-traffic areas over the years. We now recommend a complete repainting of the gym and restrooms. The cost for paint and supplies should not exceed \$500. Labor will be provided as part of the Vesta maintenance service contract.



## ESTATE MANAGEMENT SERVICES

305 Indigo Drive, Brunswick, GA 31525

(912) 466-9800 Main Office

(912) 261-8882 Fax

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

# Monthly Service Report

**Date:** 10/28/2025

**Aquatic Tech:** Evan Weaver

**Client:** Glen St. John

**Pond 1:** Pond was in overall good shape with Torpedo Grass upon inspection. An application was applied and is improving. Water level and clarity were both good. Removed minor trash noticed during inspection.



**Pond 2:** Pond was in overall good shape with Torpedo Grass upon inspection. An application was applied and is improving. Water level and clarity were both good. Removed minor trash noticed during inspection.



**Pond 3:** Pond was in overall good shape with minor algae upon inspection. An application was applied and is improving. Water level and clarity were both good. Removed minor trash noticed during inspection.



**Pond 4:** Pond was in good shape upon inspection. Water level was good. Removed all trash that was noticed during inspection.



**Pond 5:** Pond was in overall good shape with minor Torpedo Grass upon inspection. An application was applied and is improving. Water level and clarity were both good. Removed minor trash noticed during inspection.



**Pond 6:** Pond was in good shape with Algae and vegetation at road end upon inspection. Water level and clarity were both good. Removed all significant trash that was noticed during inspection.



**Pond 7:** Pond was in overall good shape with inspection. Water level and clarity were both good. Removed trash noticed during inspection.



**Pond 8:** Pond was in good overall shape with minor algae upon inspection. An application was applied and is improving. Water level and clarity were both good. Removed minor trash noticed during inspection.



**Pond 9:** Pond was in good shape upon inspection. Water level was good. Removed all trash that was noticed during inspection.



**Pond 10:** Pond was in overall good shape with minor algae upon inspection. An application was applied and is improving. Water level and clarity were both good. Removed minor trash noticed during inspection.



**Pond 11:** Pond was in overall good shape with minor Torpedo Grass upon inspection. An application was applied and is improving. Water level and clarity were both good. Removed minor trash noticed during inspection.





Due to frequent rain flushing in nutrient loads and weather temperatures during this time of year, algal blooms are common issues, and we address them as needed on our monthly visits.

Sincerely,

Evan Weaver  
Estate Management Services  
Aquatic Technician



## ESTATE MANAGEMENT SERVICES

305 Indigo Drive, Brunswick, GA 31525

(912) 466-9800 Main Office

(912) 261-8882 Fax

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

# Monthly Service Report

**Date:** 11/14/2025

**Aquatic Tech:** Patrick Limano

**Client:** Glen St. John

**Pond 1:** Pond was in overall good shape. Torpedo Grass was dead upon inspection. An is improving. Water level and clarity were both good. Removed minor trash noticed during inspection.



**Pond 2:** Pond was in overall good shape upon inspection. Water level and clarity were both good. Removed minor trash noticed during inspection.



**Pond 3:** Pond was in overall good shape with minor algae upon inspection. An application was applied and is improving. Water level and clarity were both good. Removed minor trash noticed during inspection.



**Pond 4:** Pond was in good shape upon inspection. Water level was good. Removed all trash that was noticed during inspection.



**Pond 5:** Pond was in overall good shape with minor Torpedo Grass upon inspection. An application was applied and is improving. Water level and clarity were both good. Removed minor trash noticed during inspection.



**Pond 6:** Pond was in good shape with Algae and vegetation at road end upon inspection. Water level and clarity were both good. Removed significant trash that was noticed during inspection.



**Pond 7:** Pond was in overall good shape with inspection. Water level and clarity were both good. Removed trash noticed during inspection.



**Pond 8:** Pond was in good overall shape with minor algae upon inspection. An application was applied and is improving. Water level and clarity were both good. Removed minor trash noticed during inspection.



**Pond 9:** Pond was in good shape upon inspection. Water level was good. Removed all trash that was noticed during inspection.



**Pond 10:** Pond was in overall good shape with minor algae upon inspection. An application was applied and is improving. Water level and clarity were both good. Removed minor trash noticed during inspection.



**Pond 11:** Pond was in overall good shape with minor Torpedo Grass upon inspection. An application was applied and is improving. Water level and clarity were both good. Removed minor trash noticed during inspection.





Trash in pond 6 is continuing to be a constant issue and complaints have been made. We pick up what's there on a visit but anything in between is being an issue. We have made a couple of visits to address this issue from complaints, but that can't continue monthly. We can make extra visits for trash for a fee if needed. Please let us know if that is needed.

Due to frequent rain flushing in nutrient loads and weather temperatures during this time of year, algal blooms are common issues, and we address them as needed on our monthly visits.

Sincerely,

Patrick Limano  
Estate Management Services  
Aquatic Technician

## Tab 5

**Glen St. Johns COMMUNITY DEVELOPMENT DISTRICT  
FISCAL YEAR 2024-2025 ANNUAL GOALS & OBJECTIVES REPORT**

The Glen St. Johns CDD Board of Supervisors Goals and Objectives report for fiscal year 2024-2025 were adopted in accordance with the legislation of HB 7013 to maintain statutory compliance and pursuing efficient operational practices. The report discloses successful results for the Madeira Community Development District.

**Financial Goals and Objectives:**

Successful  Unsuccessful

**Financial Transparency, Budget Conscious, & Investment Strategy**

**Measurement:** Monthly financial statements, thoroughly reviewing all proposals and contracts, and collaborative discussions regarding expenditures and a financial update at each meeting.

**Board Meeting Goals and Objectives:**

Successful  Unsuccessful

**Productive Meetings, Audience Comments, Teamwork, Safe & respectful work environment for Board, staff, and audience**

**Measurement:** The number of public meetings held accompanied by minutes reflecting adequate opportunities for audience comments, while staff and Board members working jointly and respectfully in a reserved, clean meeting space.

**Administrative Goals and Objectives:**

Successful  Unsuccessful

**Website Maintenance, Adhere to the Board's established Rules of Procedure, Review the District's Rules of Procedure, & Records Retention**

**Measurement:** The District's website is in compliance per Chapter 189.069 F.S. and audited quarterly as also required for records retention. Adopted Rules of Procedure are complied with for administrative purposes, to include but not limited to procurement and noticing requirements.

**Operational Goals and Objectives:**

Successful  Unsuccessful

**Efficient communication, protect District Assets, Updates on tasks and reserve study as applicable.**

**Measurement:** Accurate meeting minutes, prompt communication to and from Staff, Board Members and vendors, timely execution of agreements, review of budget priorities through workshop or meetings to operate and maintain District assets on a continuous basis.

## Tab 6



# PROPOSAL

**Mailing Address**

Rizzetta  
c/o Rizetta & Company  
3434 Colwell Ave, Suite 200  
Tampa, FL 33614

Date: September 23, 2025

Opportunity#: 24134

**Job Address**

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

Phone:

**Job Summary:**

Proposal is to flush cut 12 dead trees around Pond #4 along Cooper Bay Court.

**Landscape Enhancement**

Quantity	Description	Unit	Unit Price	Ext Price
12.00	Tree Removal	Ea	\$400.00	\$4,800.00
<b>Landscape Enhancement Total</b>				<b>\$4,800.00</b>

**Proposal Total:** **\$4,800.00**

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

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

All plant material under 15g is guaranteed for 90 days. Plant material over 15g is guaranteed for one year as long as proper maintenance and landscape practices are being performed. All work to be completed in a workman-like manner according to standard practices. Any changes or additional work from the above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimates. Any verbal authorizations given by the customer will be treated the same as a written order even if authorization is not written.

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



## PROPOSAL

### ACCEPTANCE OF PROPOSAL

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

By



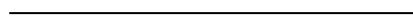
Scott Settlemires

Date

9/23/2025

VerdeGo

By



Rizzetta

Date

## **Tab 7**



# PROPOSAL

**Mailing Address**

Rizzetta  
c/o Rizetta & Company  
3434 Colwell Ave, Suite 200  
Tampa, FL 33614

Date: December 01, 2025

Opportunity#: 25223

**Job Address**

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

Phone:

**Job Summary:****St. Thomas Island Pkwy Tree Canopies**

This proposal is for lifting the tree canopies along St. Thomas Island Parkway, beginning at Leo Maguire down to Trellis Bay Drive. The objective is to raise the tree canopies to a height of 18 feet, allowing sufficient clearance for recreational vehicles and semi-trailers using the roadway.

Tree trimming will be carried out only on trees located in common areas or directly adjacent to the roadway. Trees directly in front of residential properties will not be trimmed, unless they are situated in a common area directly across from those residences.

**Landscape Enhancement**

Quantity	Description	Unit	Unit Price	Ext Price
1.00	Tree Trimming	LS	\$8,975.00	\$8,975.00
<b>Landscape Enhancement Total</b>				<b>\$8,975.00</b>



## PROPOSAL

**Proposal Total:** **\$8,975.00**

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

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

All plant material under 15g is guaranteed for 90 days. Plant material over 15g is guaranteed for one year as long as proper maintenance and landscape practices are being performed. All work to be completed in a workman-like manner according to standard practices. Any changes or additional work from the above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimates. Any verbal authorizations given by the customer will be treated the same as a written order even if authorization is not written.

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

### ACCEPTANCE OF PROPOSAL

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

By

Scott Settlemires

Date

12/1/2025

VerdeGo

By

Rizzetta

Date

## Tab 8



# Glen St. Johns Community Development District

ST. JOHNS COUNTY, FLORIDA



## ENGINEER'S 2025 ANNUAL REPORT

*Prepared for:*

**Glen St. Johns  
Community Development District**  
c/o Rizzetta & Company  
1430 St Thomas Is Pkwy  
St. Augustine, FL 32092

*Prepared by:*

**Alliant Engineering**  
10475 Fortune Parkway, Suite 101  
Jacksonville, Florida 32256  
(904) 240-1351

**Date:** October 14, 2025

Alliant Project Number: 4000712-00

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## Table of Contents

<b>Table of Contents .....</b>	<b>i</b>
<b>1. District Background .....</b>	<b>1</b>
1.1 GENERAL INFORMATION .....	1
1.2 EXHIBIT 1 – LOCATION MAP OF GLEN ST. JOHNS CDD .....	2
1.3 EXHIBIT 2 – GLEN ST. JOHNS SITE PLAN .....	3
<b>2. Public Agency Ownership.....</b>	<b>4</b>
2.1 ROADWAY FACILITIES AND ASSOCIATED LANDSCAPING.....	4
2.2 UTILITY FACILITIES AND ASSOCIATED LANDSCAPING.....	5
<b>3. Storm Water Management System Facilities .....</b>	<b>6</b>
<b>4. Public Facilities .....</b>	<b>17</b>
<b>5. Long Term Maintenance.....</b>	<b>24</b>

## 1. District Background

Glen St. Johns Community Development District (CDD), or the “District”, is in, St. Augustine, Florida, part of St. Johns County and has been established by Ordinance Number 2006-81 by the St. Johns County Board of County Commissioners and encompasses approximately 366 acres +/- community development. It is located in Sections 28, 29, 30, 31, 32, 33, and 41, Township 5 South, Range 28 East of St. Johns County, Florida, adjacent to the easterly right-of-way line of Leo Maguire Parkway, and adjacent to the northerly right-of-way line of St. Thomas Island Parkway, all of which is west of I-95 (See 1.2 - Exhibit 1 for a Location Map).

The District owns and maintains certain public infrastructure, including stormwater management facilities, roadway improvements, landscaping/irrigation systems, and recreational amenities. This development was constructed by phases and originally approved construction drawings were planned for 494 single family residential dwellings. However, the Florida Department of Transportation (FDOT) acquired right-of-way along Interstate 95 and the total number of lots was reduced to 476 single family residential units along with an amenity center, corresponding road, utility and drainage facilities that serve the District.

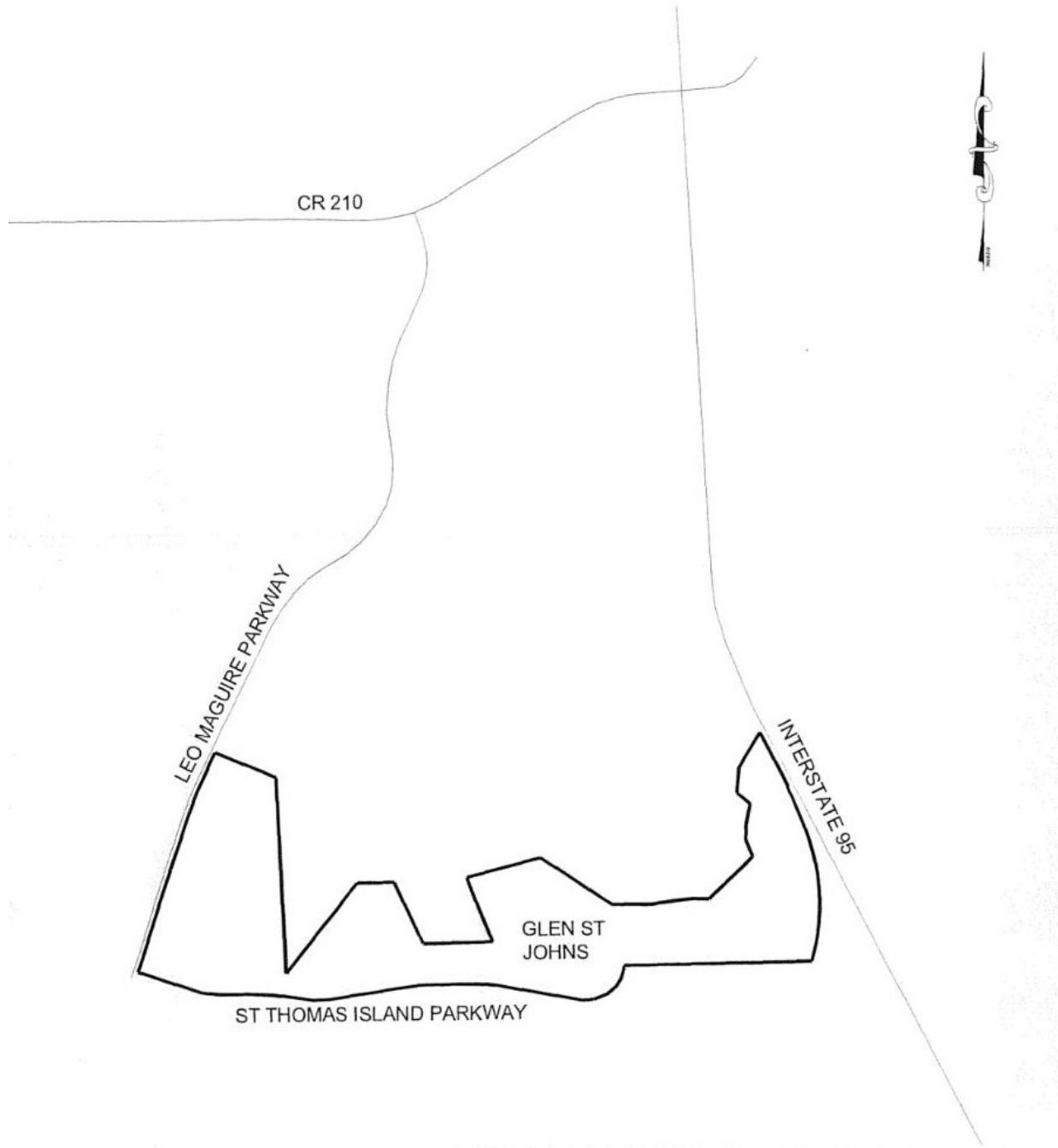
### 1.1 GENERAL INFORMATION

The purpose of this Annual Engineer's Report is to provide the Board of Supervisors of the Glen St. Johns with a summary of the District's public infrastructure, inspections preformed, maintenance activities observed, and recommendations for the upcoming fiscal year.

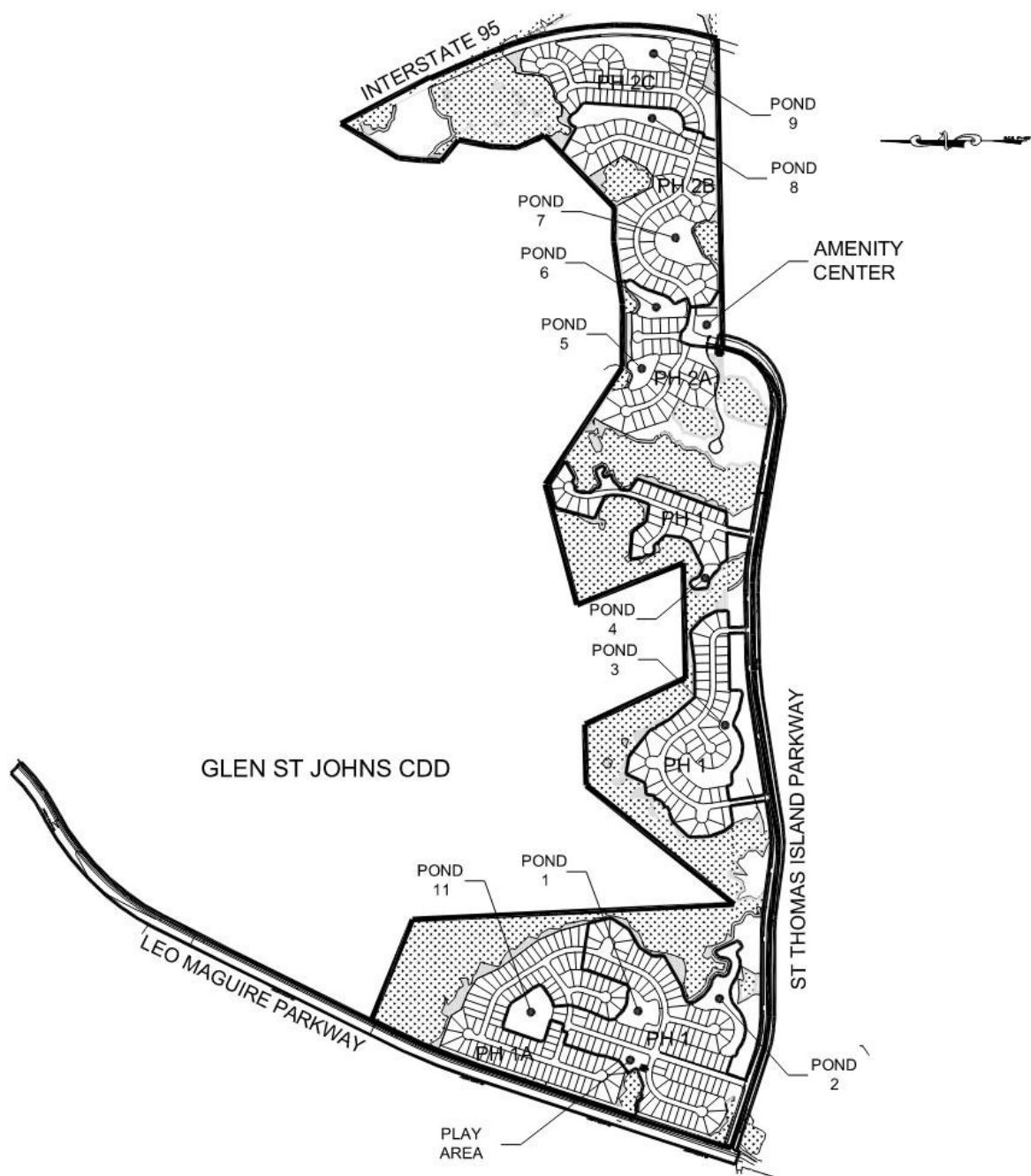
This 2025 Engineer's Report is prepared in general compliance with Chapter 190, Florida Statutes, and the District's reporting requirements for Glen St. Johns Community Development District (CDD). Based on limited field review on August 12, 2025, we found that the CDD owned facilities were overall functional and well preserved. The facilities were open and operational at the time of the field visit. Some improvements to the existing stormwater facilities are recommended.

Throughout this report, any issues found on site will be mentioned along with photos and recommendations for the CDD Board of Supervisors to review and address as appropriate. It is imperative to note that this annual review report is only based on the District owned area that was assessed on August 12, 2025, and it is not intended to be considered wholly comprehensive. The review was to visually observe the operated facilities and not to guarantee that all amenities are to be pristine and in an exceptional state. The latest approved site plan of the CDD and its amenities are included within this report on the following pages.

## 1.2 EXHIBIT 1 – LOCATION MAP OF GLEN ST. JOHNS CDD



## 1.3 EXHIBIT 2 – GLEN ST. JOHNS SITE PLAN



## 2. Public Agency Ownership

The improvements listed below are owned and maintained by other Public Agencies are as follows:

- A. The onsite roadways are owned and maintained by the District.
- B. Offsite roadways are owned and maintained by St. Johns County.
- C. The water and wastewater facilities within all roadways are owned and maintained by Jacksonville Electric Authority (JEA).
- D. The electrical transmission facilities within all roadways are owned and maintained by Florida Power & Light (FPL).

### 2.1 ROADWAY FACILITIES AND ASSOCIATED LANDSCAPING

The existing roadway facilities listed below have been completed to date are Leo Maguire Pkwy, St. Thomas Island Pkwy, Trellis Bay Drive, Great Pond Way, Leverick Bay Dr, Redhook Bay, Spanish Bay Drive, Reef Bay Court, Saba Rock Drive, White Bay Drive, Cooper Bay Court, Holiday Isle, Turnbull Hill Court, Tortuga Bay Drive, Kingstown Court, Sunlight Way, Rainbow Road, St. Croix Island Drive, West Teague Bay Drive, East Teague Bay Drive, Robin Bay Drive, Victoria Falls Way, Long Point Way, Cane Garden Way and Peter Island Drive.

Apart from St. Croix Island Drive, West Teague Bay Drive, East Teague Bay Drive, Robin Bay Drive, Cane Garden Way, Tortuga Bay Drive, Kingstown Court, Cooper Bay Court, Turnbull Hill Court, Rainbow Road, Sunlight Way, Holiday Isle, Victoria Falls Way, Long Point Way and Peter Island Drive, these roadway facilities were dedicated to St. Johns County for ownership and maintenance after construction was completed. The non-county dedicated roadway facilities were dedicated to the District for ownership and maintenance after construction was completed.

Based on limited field review (8-12-25) it appeared that these roadway facilities and the associated landscape were in good condition. Pavement and sidewalks remain in serviceable condition. Any localized cracking and settlement should be monitored and addressed if it progresses to become a tripping hazard. Overall, no major structural concerns were observed. However, at the time of the field review, there was a deep pothole (approximately 10 inches by 10 inches) with a small yellow cone shoved inside the pothole. The pothole was spotted on the west side of St Croix Island Drive next to the pocket park.

The District Board may wish to address this issue or reach out to St. Johns County to confirm their intention to repair and/or repave.

## 2.2 UTILITY FACILITIES AND ASSOCIATED LANDSCAPING

The water, wastewater and electrical transmission facilities corresponding with the roadway facilities listed above seemed to have been in working conditions.

The water and wastewater facilities within all roadways were dedicated to Jacksonville Electric Authority (JEA) for ownership and maintenance after construction was completed. The electrical transmission facilities within all roadways were dedicated to Florida Power & Light (FPL) for ownership and maintenance after construction was finalized.

The District accounts for two wastewater lift stations on site. A lift station is a pumping facility designed to convey wastewater or stormwater from a lower elevation collection point to a higher elevation for continued conveyance by gravity or pressure piping. Lift stations are utilized where gravity flow is not feasible due to site topography or system design constraints.

The locations of these facilities are 28 West Teague Bay Drive and 1397 St. Thomas Island Parkway. Both lift stations seemed to be currently in good working order. Routine inspections should have been conducted during the past year to assess structural integrity, mechanical condition, and electrical components. Preventative maintenance should be ongoing and recommended to continue to ensure reliable operation.



### 3. Storm Water Management System Facilities

*The Storm Water Management Facilities (SWMF's) which have been constructed for years are shown on the Site Plan included in this report. These SWMF's were designed to conduct water quality treatment and attenuation for the district areas and operate per dictated requirement set forth by the St. Johns River Water Management District. Furthermore, no replacements or expansions to the current system are anticipated in the next seven years.*

The District limits include ten (10) Storm Water Management Facilities (SWMFs). All SWMFs (ponds, control structures, and outfall pipes) were observed at the time of field review. Some of these SWMF's have control structures located within the normal water surface to attenuate flow and set the normal water levels. The purpose of these structures is to regulate the discharge of stormwater to downstream conveyance facilities and maintain the designed normal water level of the pond. However, based on a limited field review (8-12-25) it appeared that all but two of these systems are functioning as designed. The normal water elevations in the storm water system appeared to be at normal levels and is typical, some minor erosion and excess plant growth were noted at the pond banks and is recommended for maintenance.

For most of these control structures water flowing through could be heard at the time of observation, which is typical except in periods of little rainfall when pond surfaces are low. At the time of the field investigation, all the SWMF's except #2 and #5 appeared to be properly maintaining water levels and no unexpected drainage was observed to be taking place.

According to our field review, the conditions of the storm water management ponds are as follows:

- **SWMF 1** - Good condition. Minor pond bank erosion adjacent at resident's black metal fencing. This appears to be located at 71 Long Point Way.



- **SWMF 2** - The control structure of SWMF 2 is not functioning as intended. See narrative in the subsequent pages regarding the control structure. Algae and vegetation growth around pond banks. The debris barrier has fallen into the pond which should be collected and reattached. The pond banks and slopes are in good condition.



- **SWMF 3** - Good condition. The control structure appears to be in working order. There is a large amount of algae growth along pond banks and localized locations.
- **SWMF 4** - Good condition, however, most perimeter trees around the pond are deceased or are in poor condition. Tree losses around stormwater facilities can reduce the overall aesthetic value of the community. We recommend engaging an ISA-certified arborist to assess the cause of tree decline and remove any dead/diseased trees and monitor pond banks for erosion where roots have decayed. Algae and some vegetation growth exist throughout the pond area. The control structure orifice, which addresses water quality for discharges from the CDD, was not observed whereas the civil plans on file show should



exist. However, this orifice may exist but could be hidden under collected sediment present at the time of the field inspection in the overflow spillway which has collected over time. We recommend the spillway be cleared of debris and sediment, and if a water quality orifice

does exist, further engage with Alliant to discuss measures to implement to ensure the orifice will function properly.

- **SWMF 5** - The control structure of SWMF 5 is not functioning properly. The normal water level is over the weir elevation and the orifice is not visible. The water at the outfall pipe



appears stable and is not flowing therefore the wetland may be higher than originally anticipated. See narrative in the subsequent pages regarding the control structure. The vegetation around the control structure is excessive and there are algae growth throughout the pond area. The pond banks and slopes are in good condition.

- **SWMF 6** - Good condition.
- **SWMF 7** - Good condition. Minor algae growth around pond banks with trash/debris present.
- **SWMF 8** - Good condition. A resident's pool pump is eroding away the pond bank. This appears to be located at 152 Spanish Bay Drive.



- **SWMF 9** - Good condition. A resident's pool pump is eroding away the pond bank. This appears to be located at 746 Trellis Bay Drive.

- **SWMF 11** - Good condition. Algae and vegetation growth around pond banks.



*Control Structure at SWMF 2*



*Control Structure at SWMF 5*

- ***Regarding SWMF 2 and 5:***

The CDD Board may continue to address this issue at their convenience.

At the time of the field inspection, it was observed that SWMF 2 and 5 appear to be not functioning as originally intended. The normal water elevation of the ponds is consistently higher than the designed water level control elevation resulting in continuous surface water seepage and uncontrolled discharge into the adjacent wetlands. This condition indicates that these ponds are not properly draining through their outfall structure and are failing to provide the intended water quality treatment measures such as providing a Permanent Pool 21-day residence time and/or 3-day drawdown of the Pollution Abatement Volume as required by the water management district. Due to this condition, the highwater levels during the Mean Annual and 25-Year storm events will most likely be slightly higher than was originally designed for or intended.



***SWMF 2 - perching water into wetlands***

The potential contributing factors to this issue could be:

- The elevation of the adjacent wetlands has risen since the original design.
- Improperly set wetland extents and elevations.
- Improperly set control structure elevations during design or construction.

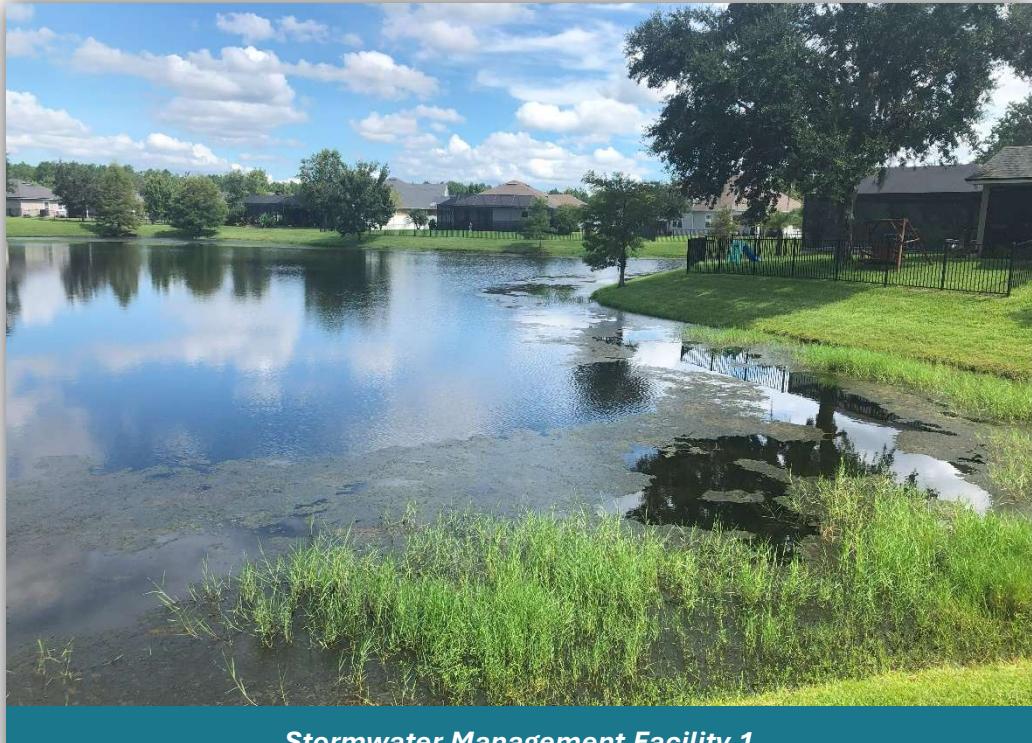
Alliant performed a follow-up site visit on September 16, 2025, to further investigate the outfall control structure conditions and interview CDD maintenance staff regarding maintenance history and/or history of possible flooding within the CDD. Upon review of all the information collected it does not appear the conditions will increase the risk of flooding within the CDD.

To restore the proper function of SWMF 2 and 5, the following actions are recommended:

- Survey Verification: Conduct an elevation survey of the control structure, outfall and spillways, and wetlands to verify current elevations against the permitted design drawings.
- Maintenance Actions:
  - Remove sediment/vegetation from within and around the structure. Any removal which results in unvegetated areas should be restored with either new vegetation or implementation of permanent erosion control measures such as rip-rap or concrete pads and spillways.

- Flush or jet-clean the outfall pipe if obstructions are present.
- Repair/replace the weir boards or structure components if deteriorated.
- Hydrologic Evaluation: If survey results indicate the outfall control structure elevations were constructed incorrectly, pursue corrective action to reset the structure to its permitted elevation.
- Regulatory Coordination: Coordinate with SJRWMD to clear obstructions, vegetation and/or sediment built up over time from within the outfall waterways the outlet control structures discharge into. Maintenance of waterways off CDD property are typically the responsibility of the water management district if the conditions are not caused by neglect on the part of the CDD.

Since the Outlet Control Structures at SWMF 2 and 5 may not be currently serving their intended purpose as a functional stormwater facility, inspection and corrective measures are recommended to restore compliance with the water management district's stormwater permit. This will ensure adequate flood protection and water quality treatment and possibly preempt costly action by the water management district. The CDD Board may wish to discuss this issue with Alliant to determine their intention to resolve it and document measurement actions taken to address.





***Control Structure at SWMF 3***



***Control Structure at SWMF 4***



*Control Structure at SWMF 5*



*Stormwater Management Facility 6*



**Stormwater Management Facility 7**



**Stormwater Management Facility 8**



***Stormwater Management Facility 9***



***Stormwater Management Facility 11***

## 4. Public Facilities

Pursuant to Florida Statues Chapter 189.08 (F.A.C), each independent special District shall submit to each local general-purpose government in which the public facilities report and annual notice of any changes. This report shall include each public facility and its current capacity.

### 4.1 ENTRY SIGNAGE AND LANDSCAPING

The District owned facilities include one District entry sign and associated landscaping. The sign is located at the main entrance across the amenity center on St. Thomas Island Parkway on the left-hand side. Based on limited field review (August 12, 2025), these improvements appeared to be generally well maintained. Therefore, we recommend ongoing maintenance and repairs as may be required throughout the year.



*Primary Entrance across from Amenity Center (St Thomas Island Pkwy)*



***Back of signage and associated landscape looking towards Amenity Center***

## 4.2 AMENITY CENTER AND RECREATIONAL FACILITIES

*The amenity center has several facilities that are listed below. This amenity center has been completed and as of the date of this report.*

**The amenity center generally consists of the following improvements:**

- Covered Porch
- Fitness Room
- Swimming Pool
- Lounge Chair Area
- Restroom Facilities
- Two Play Areas
- Multipurpose Field
- Parking Lot, Sidewalk / Walking Path
- Landscape, Lighting, and Irrigation

The Glen St. Johns Community Development District owns and maintains various recreational amenities that serve the residents. These facilities were visually inspected for overall condition, safety, and functionality. Based on field review, the inspected amenities appeared to be in acceptable conditions. We recommend continuing regular inspections of recreational facilities with a focus on safety compliance.





**Amenity Center – Lounge Chair Area**



**Amenity Center – Pool Area**



## 4.3 POCKET PARKS AND LANDSCAPING

*Pocket parks, landscape areas, and irrigation for this district have been completed for years ongoing maintenance and as of the date of this report there are no expansions or replacements anticipated in the next seven years except for replacing plants as may be required on an ongoing basis.*

The District owned improvements include several small pocket park areas. Some of these pocket parks included concrete sidewalks, pavers, mulched pathways, grass areas, landscaping, and benches. These improvements appeared to be in good condition and appeared to be well maintained. Based on limited field review (August 12, 2025), we recommend ongoing maintenance, as may be required throughout the year.



***Pocket Park – Open Space/Playground Area – Trellis Bay Dr***



***Pocket Park – Open Space/Disc Golf – Trellis Bay Dr***

## 5. Long Term Maintenance

According to our limited field review (August 12, 2025), the district owned facilities overall showed to be well maintained and generally in good state. The recommended maintenance items will help preserve the long-term functionality and value of the District's facilities. However, it should be noted that our field review was not comprehensive. As a Civil Engineering Consultant Firm, we do not have expertise in the maintenance and operation of recreational facilities as well as the other CDD owned and operated facilities. Therefore, we recommend that the District Manager and the CDD Board consult to determine the best approach to operate and maintain these facilities. Moreover, it should be anticipated that over the life of these facilities, items such as - but not limited to - roofing, pavement, curb, gutter, striping, signage, sidewalks, recreational equipment, etc. will need to be either repaired or replaced over time.

We recommend that the District Manager and the CDD Board continue to set aside funds or look for alternative sources of capital, such as refinancing bonds and/or issuing new long-term bonds as may be needed over the life of the district for maintenance and repair and/or replacement of these facilities over time as may be required. The appropriate amount of funds should be regularly determined by the District Manager and the CDD Board so that each year adequate funding is established for this purpose. Furthermore, as a general civil engineering consulting firm, we do not have specific expertise to advise the CDD Board about the appropriate amount of insurance coverage or the insurance rates that should be maintained or paid. Therefore, we recommend the District Manager and the CDD Board work with an insurance company or some other appropriate insurance expert to determine desired or adequate coverage and rates that will be sufficient for the district. Finally, we recommend ongoing maintenance as may be desired or required throughout the year to ensure that the district owned facilities, equipment, etc. are maintained and function in accordance with the permitted design and intent.



October 14, 2025

Mr. Benjamin "Ben" Pfuhl, District Manager  
Rizzetta & Company  
c/o Glen St Johns Community Development District  
2806 N. Fifth Street, Suite 403  
St. Augustine, Florida 32084

**RE: Glen St Johns Community Development District  
Engineer Certificate – 2025/2026**

Dear Mr. Pfuhl:

This certificate is furnished in accordance with Chapter 190, Florida Statutes, as described in "Glen St Johns Community Development District, Public Facilities Report" furnished by Alliant Engineering and dated October 14, 2025.

In accordance with Section 9.21 of the Master Trust Indenture for the Glen St Johns Community Development District ("District"), Alliant Engineering, Inc., the District Engineer, has conducted a field site visit, reviewed district records and interviewed district staff regarding the community areas owned by the District. This community appears to have been maintained in good repair, working order, and condition.

We have reviewed the fiscal year 2025/2026 budget, and it appears sufficient to provide for the operation and maintenance of the district-owned community. In accordance with Section 9.14 of the Master Trust Indenture, Alliant Engineering, Inc. has reviewed the property schedule stating the current limits of insurance coverage and the policy appears to adequately cover the value of the District owned properties and improvements.

Should you have any questions or comments please do not hesitate to contact me at (904) 513-3218, or via email at [dlanding@alliant-inc.com](mailto:dlanding@alliant-inc.com).

**Alliant Engineering, Inc.**

David R. Landing, PE  
Senior Civil Engineer

DL/al

v:\projects\\_community development districts\glen st johns 4000712-00\documents\reports\2025\engineers certificate 2024-2025.docx

## **Tab 9**



# PUBLIC FACILITIES REPORT

## GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT



OCTOBER 14, 2025

*Prepared for:*

**Glen St. Johns  
Community Development District**  
c/o Rizzetta & Company  
1430 St Thomas Is Pkwy  
St. Augustine, FL 32092

*Prepared by:*

**Alliant Engineering, Inc.**  
10475 Fortune Parkway, Suite 101  
Jacksonville, Florida 32256

Alliant Project Number: 4000712-00

## Table of Contents

<b>Table of Contents .....</b>	<b>1</b>
<b>1. Introduction and District Description.....</b>	<b>2</b>
<b>2. Existing Facility Description .....</b>	<b>3</b>
2.1 ROADWAY FACILITIES .....	3
2.2 UTILITY FACILITIES .....	4
2.3 STORMWATER DRAINAGE COLLECTION SYSTEM FACILITIES .....	5
2.4 STORMWATER MANAGEMENT SYSTEM FACILITIES (SWMF).....	5
2.5 RECREATIONAL FACILITIES .....	6
<b>3. Currently Proposed Improvements or Expansion of Facilities.....</b>	<b>6</b>
<b>4. Replacement of Facilities.....</b>	<b>6</b>

## LIST OF EXHIBITS

EXHIBIT 1. LOCATION MAP OF GLEN ST. JOHNS CDD.....	E-1
EXHIBIT 2. GLEN ST. JOHNS LATEST APPROVED SITE PLAN.....	E-2



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## 1. Introduction and District Description

This Public Facilities Report has been prepared on behalf of the Glen St. Johns Community Development District (the “District”) to comply with Section 189.08 of the Florida Statutes. Section 189.08 requires the District to detail the existing facilities owned or operated by the District, and to also detail the construction of any new facilities within five (5) years, improvements or expansion of existing facilities within the next seven (7) years or the replacement of any existing facilities within ten (10) years.

Alliant Engineering, Inc. was signed as the District Engineer on July 17th, 2025, and have based this report on a limited field review conducted at The District on August 12<sup>th</sup>, 2025, by Alliant Engineering personnel with follow up interviews and discussions with District personnel.

The District, as we know it, is approximately 366 acres +/- community development district located in St. Johns County, Florida. The District is located adjacent to the easterly right-of-way line of Leo Maguire Parkway, and adjacent to the northerly right-of-way line of St. Thomas Island Parkway, all of which is west of I-95 (see Exhibit 1 for the Location Map).

Originally approved construction drawings planned for 494 single family residential dwelling units along with an Amenity Center, corresponding road, utility and drainage facilities that serve the District. Florida Department of Transportation (FDOT) recently acquired right-of-way along I-95 and the total number of lots have been reduced to 476 single family dwelling units (see Exhibit 2 for the latest approved Site Plan). As of the date of this report, all phases of development, roads, utility and drainage facilities have been constructed.

## 2. Existing Facility Description

### 2.1 ROADWAY FACILITIES

The existing roadway facilities listed below have been completed to date are:

- Leo Maguire Pkwy
- St. Thomas Island Pkwy
- Trellis Bay Drive
- Great Pond Way
- Leverick Bay Dr
- Redhook Bay
- Spanish Bay Drive
- Reef Bay Court
- Saba Rock Drive
- White Bay Drive
- Cooper Bay Court
- Holiday Isle
- Turnbull Hill Court
- Tortuga Bay Drive
- Kingstown Court
- Sunlight Way
- Rainbow Road
- St. Croix Island Drive
- West Teague Bay Drive
- East Teague Bay Drive
- Robin Bay Drive
- Victoria Falls Way
- Long Point Way
- Cane Garden Way
- Peter Island Drive

With the exception of:

- St. Croix Island Drive
- West Teague Bay Drive
- East Teague Bay Drive
- Robin Bay Drive
- Cane Garden Way
- Tortuga Bay Drive
- Kingstown Court
- Cooper Bay Court
- Turnbull Hill Court
- Rainbow Road
- Sunlight Way
- Holiday Isle
- Victoria Falls Way
- Long Point Way
- Peter Island Drive

These roadway facilities were dedicated to St. Johns County for ownership and maintenance after construction was completed. The non-county dedicated roadway facilities were dedicated to the District for ownership and maintenance after construction was completed.

## 2.2 UTILITY FACILITIES

The water, wastewater and electrical transmission facilities corresponding with the roadway facilities listed above appeared to be in good working condition.

The water and wastewater facilities within all roadways were dedicated to Jacksonville Electric Authority (JEA) for ownership and maintenance after construction was finalized. The electrical transmission facilities within all roadways were dedicated to Florida Power & Light (FPL) for ownership and maintenance after construction was completed.

## 2.3 STORMWATER DRAINAGE COLLECTION SYSTEM FACILITIES

The stormwater drainage collection system facility has been constructed in accordance with the approved construction plans within the roadway limits described in section 2.1. This stormwater drainage collection system facility consists of drainage pipe with diameters ranging from 15-inch through 60-inch, box culverts at wetland and creek crossings, curb inlets, manholes, catch basins and mitered end sections.

The stormwater drainage collection system facility components are designed to prevent stormwater from accumulating on roadway pavement during and after a storm event, with a capacity equal to or exceeding that of a five-year storm event. In practical terms, this means that the stormwater drainage collection system facility can manage the runoff from such a storm without allowing water to back up onto the roadway. This was in accordance with the design standards of St. Johns County at the time of construction.

The District owns the stormwater drainage collection system facility and is responsible for maintenance.

## 2.4 STORMWATER MANAGEMENT SYSTEM FACILITIES (SWMF)

The stormwater management system facility has been constructed in accordance with the approved construction plans within the roadway and project limits described in section 2.1. This stormwater management system facility consists of ponds numbered 1 through 11 (in reference to Exhibit 2) with their respective control structures, outfall pipes, and mitered end sections.

The stormwater management system facility (all ponds listed previously) has a capacity equal to or greater than the twenty-five-year, twenty-four-hour storm event. This means that the stormwater management system facility has been designed so that storm water runoff will not rise to a level higher than one foot below the top of bank of each pond for a storm event with at least a twenty-five-year, twenty-four-hour intensity. This was in accordance with the design standards of St. Johns County and the St. Johns River Water Management District at the time of construction.

However, based on a limited field review (8-12-25) it appeared that all but two of these systems are functioning as designed. The normal water elevations in the storm water system appeared to be at normal levels and as is typical, some minor erosion and excess plant growth were noted at the pond banks and are recommended for maintenance.

Control Structures at SWMF 2 and 5 are currently not serving their intended purpose as a functional stormwater facility. Inspection and corrective measures are recommended to restore compliance with the District's stormwater permit, to ensure adequate flood protection and water quality treatment, and to preempt costly action by the District. The CDD Board may wish to discuss this issue to determine their intention to resolve it.

## 2.5 RECREATIONAL FACILITIES

The Amenity Center has been constructed and consists of the following recreational facilities: a covered porch, fitness room, an outdoor swimming pool, lounge chair area, restroom facilities, two playscapes, a nature walking path, multipurpose fields, and a parking lot. The facilities are located on three separate parcels. The total acreage for the three parcels is approximately 5.0 acres. The location of the amenity center is at the roundabout terminus of St. Thomas Island Parkway.

The recreational facility has been built to full capacity, which was designed for the full build-out of 476 single family dwelling units. Based on field review, these amenities appeared to be well preserved. The District owns the recreational facility and is responsible for on-going maintenance.

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## 3. Currently Proposed Improvements or Expansion of Facilities

In discussions with The District, the only improvements planned to take place in the next seven (7) years are ongoing maintenance for the recreational facilities and landscape around the development. The District intends to fund any repairs vital through a pre-existing miscellaneous fund which already contains the required funds available. There are no current plans for further proposed improvements or expansion of existing facilities owned by The District in the next seven (7) years at this time.

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## 4. Replacement of Facilities

There are no current plans for replacement of existing facilities owned by The District in the next ten (10) years.



## EXHIBITS

**GLEN ST. JOHNS  
COMMUNITY DEVELOPMENT DISTRICT**



OCTOBER 14, 2025

EXHIBIT 1. LOCATION MAP OF GLEN ST. JOHNS CDD

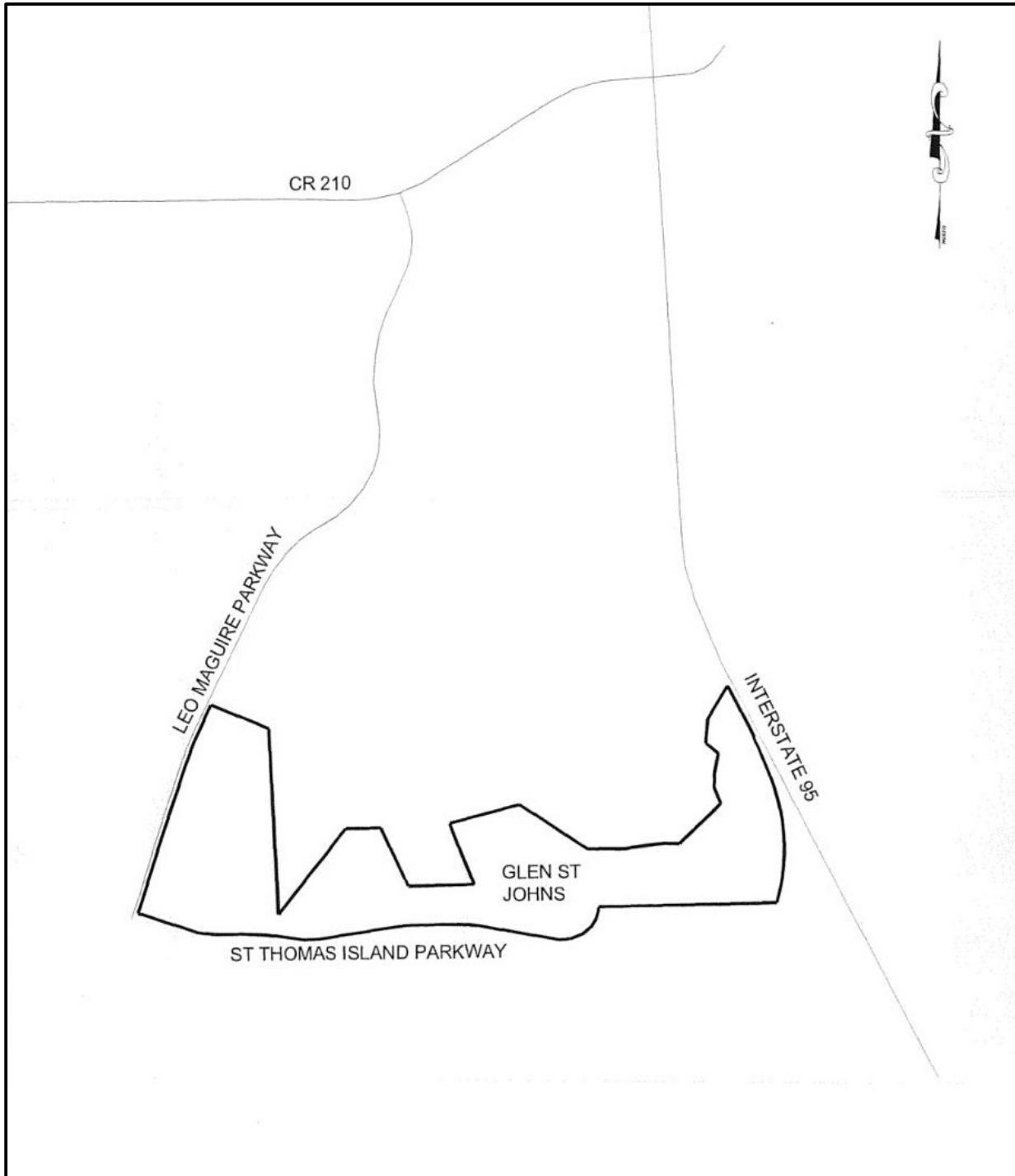


EXHIBIT 2. GLEN ST. JOHNS LATEST APPROVED SITE PLAN

