



Rizzetta & Company

# **Trails Community Development District**

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**Board of Supervisors' Meeting  
July 13, 2021**

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

**[www.trailscdd.org](http://www.trailscdd.org)**

## **TRAILS COMMUNITY DEVELOPMENT DISTRICT**

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

<b>Board of Supervisors</b>	Terence Douglas	Chairman
	Douglas Pope	Vice Chairman
	Patricia Acree	Assistant Secretary
	Melvin Brown	Assistant Secretary
	Wanda Johnson	Assistant Secretary
<b>District Manager</b>	Lesley Gallagher	Rizzetta & Company, Inc.
<b>District Counsel</b>	Katie Buchanan	Hopping Green & Sams, P.A
<b>District Engineer</b>	Vince Dunn	Dunn & Associates

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

The first section of the meeting is called Audience Comments, which is the portion of the agenda where individuals may make comments on Agenda Items. The final section of the meeting will provide an additional opportunity for Audience Comments on other matters of concern that were not addressed during the meeting. Individuals are limited to a total of three (3) minutes to make comments during these times.

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

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

# TRAILS COMMUNITY DEVELOPMENT DISTRICT

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

July 6, 2021

Board of Supervisors  
Trails Community  
Development District

## AGENDA

Dear Board Members:

The **regular** meeting of the Board of Supervisors of the Trails Community Development District will be held on **July 13, 2021 at 6:00 p.m.**, at the Winchester Ridge Amenity Center, located at 15431 Spotted Stallion Trail, Jacksonville, Florida 32234. The following is the agenda for this meeting.

1. **CALL TO ORDER/ROLL CALL**
2. **AUDIENCE COMMENTS ON AGENDA ITEMS**
3. **BUSINESS ADMINISTRATION**
  - A. Consideration of the Minutes of the Audit Committee Meeting held on April 13, 2021.....Tab 1
  - B. Consideration of the Minutes of the Board of Supervisors' Regular Meeting held April 13, 2021.....Tab 2
  - C. *Ratification of the Operation and Maintenance Expenditures for February 2021, March 2021, April 2021 and May 2021 (Under Separate Cover)*
  - D. Consideration of Recommendation from Audit Committee
4. **STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. Amenity Manager
    - 1.) Amenity Manager Report
  - D. Landscape Manager
    - 1.) BrightView Landscape Report, June 25, 2021.....Tab 3
  - E. District Manager
    - 1.) Presentation of Registered Voter Count.....Tab 4
5. **BUSINESS ITEMS**
  - A. Presentation of Community Survey Results on Amenity Center Improvements.....Tab 5
  - B. *Consideration of Proposal Fitness Room Flooring (Under Separate Cover)*
  - C. Public Hearing on Fiscal Year 2021-2022 Final Budget
    - 1.) Consideration of Resolution 2021-03, Approving Fiscal Year 2021-2022 Final Budget.....Tab 6
  - D. Public Hearing on Special Assessments
    - 1.) Consideration of Resolution 2021-04, Imposing Special Assessments.....Tab 7
  - E. Consideration of Conveyances for Phase 2, Units 3 & 5 .....Tab 8
  - F. Consideration of SJRWMD Permit Transfer, Phase 2, Ponds 3, 6, 7, 8, 9, 10, 11 and 12.....Tab 9
6. **AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**
7. **ADJOURNMENT**

**CALL TO ORDER / ROLL CALL**

# **AUDIENCE COMMENTS ON AGENDA ITEMS**

# **BUSINESS ADMINISTRATION**

## **Tab 1**

**MINUTES OF MEETING**

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

**TRAILS  
COMMUNITY DEVELOPMENT DISTRICT**

The **Audit Committee Meeting** of the Board of Supervisors of Trails Community Development District was held on **Tuesday, April 13, 2021 at 6:00 p.m.** at the Winchester Ridge Amenity Center, located at 15431 Spotted Stallion Trail, Jacksonville, Florida 32234.

Present and constituting quorum include:

Terence Douglas	<b>Board Supervisor, Chairman</b>
Douglas Pope	<b>Board Supervisor, Vice Chairman</b>
Melvin Brown	<b>Board Supervisor, Assistant Secretary</b>
Wanda Johnson	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Lesley Gallagher	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Michelle Rigoni	<b>District Counsel, Hopping Green &amp; Sams</b> <i>(Via Speakerphone)</i>
Vince Dunn	<b>District Engineer, Dunn &amp; Associates</b> <i>(Via Speakerphone)</i>
Brian Parks	<b>Amenity Manager, Vesta Inc.</b>
Brian Mercer	<b>Associate Branch Manager, BrightView</b>
Jeremiah Blouin	<b>Representative, BrightView</b>

Audience Members

**FIRST ORDER OF BUSINESS**

**Call to Order**

Ms. Gallagher called the meeting to order at 6:00 p.m. and read roll call.

**SECOND ORDER OF BUSINESS**

**Review Instructions and Criteria for  
Proposals for District Auditing  
Services**

On a motion by Mr. Douglas, seconded by Ms. Johnson, with all in favor, the Audit Committee selected to include price and have the weighting for criteria at an even 20 points each for Trails Community Development District.
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**THIRD ORDER OF BUSINESS**

**Establish a Date for Second Audit  
Committee Meeting**

On a motion by Mr. Douglas, seconded by Ms. Johnson, with all in favor, the Audit Committee set the second audit committee meeting date for July 13, 2021 at 6:00 p.m. for Trails Community Development District.

**FORTH ORDER OF BUSINESS**

**Adjournment**

Ms. Gallagher closed the audit committee meeting at 6:03 p.m. and moved to the regular meeting.

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

\_\_\_\_\_  
Chairman/Vice Chairman

## **Tab 2**

**MINUTES OF MEETING**

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

**TRAILS  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of Trails Community Development District was held on **Tuesday, April 13, 2021 at 6:00 p.m.** at the Winchester Ridge Amenity Center, located at 15431 Spotted Stallion Trail, Jacksonville, Florida 32234.

Present and constituting quorum include:

Terence Douglas	<b>Board Supervisor, Chairman</b>
Douglas Pope	<b>Board Supervisor, Vice Chairman</b>
Melvin Brown	<b>Board Supervisor, Assistant Secretary</b>
Wanda Johnson	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Lesley Gallagher	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Michelle Rigoni	<b>District Counsel, Hopping Green &amp; Sams</b> <b>(Via Speakerphone)</b>
Vince Dunn	<b>District Engineer, Dunn &amp; Associates</b> <b>(Via Speakerphone)</b>
Brian Parks	<b>Amenity Manager, Vesta Inc.</b>
Brian Mercer	<b>Associate Branch Manager, BrightView</b>
Jeremiah Blouin	<b>Representative, BrightView</b>

Audience Members

**FIRST ORDER OF BUSINESS****Call to Order**

Ms. Gallagher called the meeting to order at 6:08 p.m. and read roll call.

**SECOND ORDER OF BUSINESS****Audience Comments on Agenda Items**

No audience comments.

*Moved to agenda item 4B.*

**THIRD ORDER OF BUSINESS**

***Acceptance of Annual Engineer's Report (Under Separate Cover)***

Mr. Dunn noted DR Horton was completing items 4-11 on Repair Memorandum.

On a motion by Mr. Douglas, seconded by Ms. Johnson, with all in favor, the Board approved the Annual Engineer's Report (Exhibit A) for Trails Community Development District.

*Moved to item 3A*

**FORTH ORDER OF BUSINESS**

**Ratification of the Operation and Maintenance Expenditures for January 2021 and February 2021**

On a motion by Mr. Douglas, seconded by Mr. Pope, with all in favor, the Board ratified the Operation and Maintenance Expenditures for January 2021 in the amount of \$26,982.13 and February 2021 in the amount of \$20,316.71 for Trails Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of the Minutes of the Board of Supervisors' Regular Meeting held February 9, 2021**

On a motion by Mr. Douglas, seconded by Ms. Johnson, with all in favor, the Board approved the Minutes of the Board of Supervisors' Regular Meeting held February 9, 2021 for Trails Community Development District.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

A. District Counsel

1.) Memorandum of Sunshine Law and Public Records

Ms. Rigoni reviewed the new E-Verify Requirement.

On a motion by Mr. Douglas, seconded by Mr. Pope, with all in favor, the Board authorized the Chairman to sign the memorandum of understanding and register CDD for Trails Community Development District.

Ms. Rigoni then updated the Board that the defaulted bonds will officially be cancelled as of next week. No Board action was required.

She then provided a brief review of the Memorandum of Sunshine Law and Public Records and urged the Board to reach out with any questions.

## C. Amenity Manager

## 1.) Discussion Regarding COVID-19 Restrictions

Mr. Parks updated the Board on recent playground repairs. The Board then discussed COVID restrictions at the amenity facilities.

On a motion by Mr. Brown, seconded by Ms. Douglas, with all in favor, the Board authorized the amenity room to be reopened for rentals with a maximum of 25 people, the pavilion area would not be opened for reservations, grills would remain first come first serve and there would no longer be a no guest policy for Trails Community Development District.

Discussion then came up regarding the condition of the gym equipment and volleyball area. Staff was directed to set up a community survey through Survey Monkey to determine where the greatest interest was and to include: 1. basketball/tennis combination, 2. new fitness equipment for the gym, 3. revamping the volleyball area and 4. additional playground equipment/outdoor fitness equipment. It was also noted that these items could potentially be placed where the existing volleyball area is.

## D. Landscape Manager

## 1.) BrightView Landscape Report, April 1, 2021

Mr. Mercer reviewed the landscape report found under Tab 4 and noted that some of the plant material they did not expect to come back following freeze damage is slowly coming back. He recommended to continue to monitor and table the proposal found under Tab 6.

## E. District Manager

## 1.) Future Horizon's Service Report, February 4, 2021

Ms. Gallagher updated the Board that the CDD had received the check for \$10,000.00 following the settlement agreement authorized at the last meeting.

She noted that a request had been made for use of the amenity room for HOA meetings. The Board authorized either HOA to use the room at the same maximum capacity of 25 approved for rentals and no fee to be charged to either HOA.

Ms. Gallagher noted that the next meeting is scheduled for July 13, 2021 at 6:00 p.m.

**SEVENTH ORDER OF BUSINESS**

**Consideration of BrightView  
Proposal for Plant Replacement**

Tabled.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Proposal for Pool  
Equipment Repairs**

On a motion by Mr. Douglas, seconded by Mr. Brown, with all in favor, the Board approved the remaining repairs totaling \$2,941.60 for Trails Community Development District.

**NINTH ORDER OF BUSINESS**

**Acceptance of LLS Tax Solutions  
Arbitrage Report, Series 2007**

On a motion by Mr. Douglas, seconded by Mr. Pope with all in favor, the Board accepted the LLS Tax Solutions arbitrage report for series 2007 noting no liability for period ending January 23, 2021 for Trails Community Development District.

**TENTH ORDER OF BUSINESS**

**Acceptance of Financial Report for  
Period Ending September 30, 2020**

On a motion by Mr. Douglas, seconded by Mr. Pope with all in favor, the Board accepted the financial report for period ending September 30, 2020 for Trails Community Development District.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-01,  
Approving Proposed Fiscal Year  
2021-2022 Budget and Setting Public  
Hearing**

Ms. Gallagher reviewed the proposed budget and proposed increase. Discussion ensued.

On a motion by Mr. Douglas, seconded by Mr. Pope with all in favor, the Board adopted Resolution 2021-01, approving the proposed budget for fiscal year 2021-2022 as presented and set the public hearing for July 13, 2021 at 6:00 p.m. at the amenity center for Trails Community Development District.

**TWELFTH ORDER OF BUSINESS****Consideration of Appointment to  
Seat 1**

The Board received statements of interest from Rayneisha Pacheco and Brunette Marseille who had each confirmed they would be present and were not in attendance. Ms. Gallagher noted that Ms. Marseille had also noted previously that she would be unable to attend 1:00 p.m. meetings. Discussion ensued. Patricia Acree was present and noted her interest in the seat.

On a motion by Mr. Douglas, seconded by Mr. Pope with a majority vote of 3-1 with Mr. Brown opposed, the Board appointed Patricia Acree to Seat #1 for Trails Community Development District.

**THIRTEENTH ORDER OF BUSINESS****Oath of Office**

Ms. Acree took her oath.

**FOURTEENTH ORDER OF BUSINESS****Consideration of Resolution 2021-02,  
Re-Designating Officers**

On a motion by Mr. Brown, seconded by Mr. Douglas, with all in favor, the Board adopted Resolution 2021-02, Redesignating officers as follows: Terence Douglas as Chairman, Douglas Pope as Vice Chairman, Wanda Johnson, Melvin Brown, Patricia Acree, Lesley Gallagher and Melissa Dobbins as Assistant Secretary for Trails Community Development District.

**FIFTEENTH ORDER OF BUSINESS****Supervisor Requests and Audience  
Comments**

No Supervisor comments.

An audience member had a request for additional fountains in ponds.

An audience member had a request for additional benches.

An audience member had a request for school bus shelters.

An audience member requested additional days for food trucks.  
The Board approved food trucks two times per month.

**SIXTEENTH ORDER OF BUSINESS****Adjournment**

On a motion by Ms. Acree, seconded by Ms. Johnson, with all in favor, the Board adjourned the meeting at 8:17 p.m. for Trails Community Development District.



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Secretary/Assistant Secretary

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Chairman/Vice Chairman

DRAFT

*Ratification of the Operation and  
Maintenance Expenditures for  
March 2021, April 2021  
and May 2021  
(Under Separate Cover)*

# **Consideration of Recommendation from Audit Committee**

# **STAFF REPORTS**

# District Counsel

# District Engineer

# Amenity Manager

# Landscape Report



## **Tab 3**

# Quality Site Assessment

## General Information

**Property Name:** Trails Community Development D

**Date:** Friday, June 25, 2021

**Next Inspection Date:**

**Client Attendees:**

**Brightview Attendees:** Brian Mercer

## CUSTOMER FOCUS AREA:

Entrance, amenities and pond bank maintenance and trash removal.

## MAINTENANCE ITEMS:

- 1) Work all plant beds for volunteer palm fronds. This area is close to the playground. Noticed a few others at the islands around the clubhouse area.
- 2) Turf is showing great color from the recent turf application. Chinch bug control was provided for the last application.
- 3) Remove magnolia tree suckers on first island in roadway.
- 4) Cardboard palms and dwarf oleander have made a full recovery from the hard freezes this past winter. Some flax lilies still look bad and there's a few gaps from some that have died.
- 5) Due to the recent high temperatures and soggy conditions, the spring flowers are starting to phase out. Crew will remove and prep the flower beds for summer flower installation in July.
- 6) Remove weeds from marquee sign at out going side of entrance way. This area is difficult to maintain due to the way it holds water. Podocarpus and loropetalum are showing signs of decline.
- 7) All palm trees have recently been pruned.
- 8) Loropetalum still showing good color from last fertilizer application. Schedule another application in July.
- 9) Due to the heavy rains, the crew has gotten a little behind at treating crack weeds in the sidewalks and along the main roadway. Crew will address these on the next service visit.
- 10) Address weeds in plant beds along out going side of roadway from Spotted Stallion Trail to Normandy Blvd.
- 11) Remove trash at lake at the end of Chuckwagon. Overall the crew seems to be staying on top of this.
- 12) Treat bed weeds at JEA station on Saddled Charger.
- 13) Phase two lakes were serviced the week of when this report was made. Crew will address mowing cycle and trash in phase one lakes next visit.

## RECOMMENDATIONS FOR PROPERTY ENHANCEMENTS:

- 1) Provide a solution to drain plant beds at out going side marquee sign. May need to propose drain boxes or have a raised planter.

## NOTES TO OWNER/CLIENT:

# Quality Site Assessment

## Maintenance Items

Work all plant beds for volunteer palm fronds. This area is close to the playground. Noticed a few others at the islands around the clubhouse area.



[ 1 / 13 ]

## Maintenance Items

Turf is showing great color from the recent turf application. Chinch bug control was provided for the last application.



[ 2 / 13 ]

## Maintenance Items

Remove magnolia tree suckers on first island in roadway.



[ 3 / 13 ]

## Maintenance Items

Cardboard palms and dwarf oleander have made a full recovery from the hard freezes this past winter. Some flax lilies still look bad and there's a few gaps from some that have died.



[ 4 / 13 ]



# Quality Site Assessment

## Maintenance Items

Due to the recent high temperatures and soggy conditions, the spring flowers are starting to phase out. Crew will remove and prep the flower beds for summer flower installation in July.



[ 5 / 13 ]

## Maintenance Items

Remove weeds from marquee sign at out going side of entrance way. This area is difficult to maintain due to the way it holds water. Podocarpus and loropetalum are showing signs of decline.



[ 6 / 13 ]

## Maintenance Items

All palm trees have recently been pruned.



[ 7 / 13 ]

## Maintenance Items

Loropetalum still showing good color from last fertilizer application. Schedule another application in July.



[ 8 / 13 ]



# Quality Site Assessment

## Maintenance Items

Due to the heavy rains, the crew has gotten a little behind at treating crack weeds in the sidewalks and along the main roadway. Crew will address these on the next service visit.



[ 9 / 13 ]

## Maintenance Items

Address weeds in plant beds along out going side of roadway from Spotted Stallion Trail to Normandy Blvd.



[ 10 / 13 ]

## Maintenance Items

Remove trash at lake at the end of Chuckwagon. Overall the crew seems to be staying on top of this.



[ 11 / 13 ]

## Maintenance Items

Treat bed weeds at JEA station on Saddled Charger.



[ 12 / 13 ]

# Quality Site Assessment

## Maintenance Items

Phase two lakes were serviced the week of when this report was made. Crew will address mowing cycle and trash in phase one lakes next visit.



[ 13 / 13 ]

## Recommendations for Property Enhancements

Provide a solution to drain plant beds at out going side marquee sign. May need to propose drain boxes or have a raised planter.

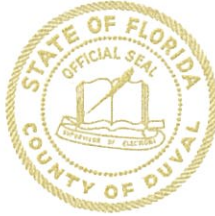


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# District Manager

## **Tab 4**





## OFFICE OF THE SUPERVISOR OF ELECTIONS

MIKE HOGAN  
SUPERVISOR OF ELECTIONS  
OFFICE: (904) 255-3444  
CELL: (904) 219-8924

105 EAST MONROE STREET  
JACKSONVILLE, FLORIDA 32202  
FAX: (904) 255-3434  
E-MAIL: MHOGAN@COJ.NET

May 17, 2021

Lesley Gallagher  
Trails CDD  
2806 North Fifth Street, Unit 403  
St. Augustine, Florida 32084

Dear Lesley,

The information you requested on April 13, 2021 appears below:

**Trails Community Development District**

**757 Registered Voters**

If you have any questions or need additional assistance, please contact Robert Phillips at 904-255-3436 or [phillips@coj.net](mailto:phillips@coj.net).

Sincerely,

Lana Self  
Director of Candidate and Records

# **BUSINESS ITEMS**

## **Tab 5**

The Trails Community Development District (the "District") is currently evaluating several exciting enhancements to our community amenity center! Please answer the following question regarding the proposed ideas. Please vote only once. Thank you!

### Question Title

Your FIRST CHOICE enhancement?

Ball/Tennis Combination (This would replace the Volleyball Court)

Ess Equipment for the Gym

of Volleyball Area

Additional Playground Equipment or Outdoor Fitness Equipment (This option would replace the Volleyball Court)

*Consideration of Proposal Fitness  
Room Flooring (Under Separate  
Cover)*

## **Tab 6**

**Public Hearing on  
Fiscal Year 2021-2022  
Final Budget**

## **RESOLUTION 2021-03**

### **THE ANNUAL APPROPRIATION RESOLUTION OF THE TRAILS COMMUNITY DEVELOPMENT DISTRICT ("DISTRICT") RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGETS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021, AND ENDING SEPTEMBER 30, 2022; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has, prior to the fifteenth (15<sup>th</sup>) day in June 2021, submitted to the Board of Supervisors ("**Board**") of the Trails Community Development District ("**District**") proposed budgets ("**Proposed Budget**") for the fiscal year beginning October 1, 2021 and ending September 30, 2022 ("**Fiscal Year 2021/2022**") along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

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

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

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

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

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

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

#### **SECTION 1. BUDGET**

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



- b. The Proposed Budget, attached hereto as **Exhibit "A,"** as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* ("**Adopted Budget**"), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District's Local Records Office and identified as "The Budget for the Trails Community Development District for the Fiscal Year Ending September 30, 2022."
- d. The Adopted Budget shall be posted by the District Manager on the District's official website within thirty (30) days after adoption, and shall remain on the website for at least 2 years.

## **SECTION 2. APPROPRIATIONS**

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2021/2022, the sum of \$\_\_\_\_\_ to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$_____
DEBT SERVICE FUND - SERIES 2007	\$_____
RESERVE FUND(S)	\$_____

## **SECTION 3. BUDGET AMENDMENTS**

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2021/2022 or within 60 days following the end of the Fiscal Year 2021/2022 may amend its Adopted Budget for that fiscal year as follows:

- a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may approve an expenditure that would increase or decrease a line-item appropriation for expenditures within a fund if the total appropriations of the fund do not increase and if either (i) the aggregate change in the original appropriation item does not exceed the greater of \$15,000

or 15% of the original appropriation, or (ii) such expenditure is authorized by separate disbursement or spending resolution.

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

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

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

**PASSED AND ADOPTED** this 13<sup>th</sup> day of July 2021.

ATTEST:

**TRAILS COMMUNITY DEVELOPMENT  
DISTRICT**

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Secretary/Assistant Secretary

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Chairperson, Board of Supervisors



Rizzetta & Company

# **Trails Community Development District**

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

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

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

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

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

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Rizzetta & Company

**Proposed Budget**  
**Trails Community Development District**  
**General Fund**  
**Fiscal Year 2021/2022**

	Chart of Accounts Classification	Actual YTD through 05/31/21	Projected Annual Totals 2020/2021	Annual Budget for 2020/2021	Projected Budget variance for 2020/2021	Budget for 2021/2022	Budget Increase (Decrease) vs 2020/2021	Comments
1								
2	<b>REVENUES</b>							
3								
4	Special Assessments							
5	Tax Roll*	\$ 293,188	\$ 295,467	\$ 289,249	\$ 6,218	\$ 326,466	\$ 37,217	To Be Updated Prior To Public Hearing
6	Off Roll*	\$ 88,294	\$ 88,294	\$ 88,294	\$ -	\$ 128,796	\$ 40,502	To Be Updated Prior To Public Hearing
7								
8	<b>TOTAL REVENUES</b>	<b>\$ 381,482</b>	<b>\$ 383,761</b>	<b>\$ 377,543</b>	<b>\$ 6,218</b>	<b>\$ 455,262</b>	<b>\$ 77,719</b>	
9								
10	Balance Forward from Prior Year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
11								
12	<b>TOTAL REVENUES AND BALANCE</b>	<b>\$ 381,482</b>	<b>\$ 383,761</b>	<b>\$ 377,543</b>	<b>\$ 6,218</b>	<b>\$ 455,262</b>	<b>\$ 77,719</b>	
13								
14	<b>*Allocation of assessments between the Tax Roll and Off Roll are estimates only and subject to change prior to</b>							
15								
16	<b>EXPENDITURES - ADMINISTRATIVE</b>							
17								
18	Legislative							
19	Supervisor Fees	\$ 1,800	\$ 3,800	\$ 6,000	\$ 2,200	\$ 6,000	\$ -	Based on 6 Meetings
20	Financial & Administrative							
21	Administrative Services	\$ 3,708	\$ 5,562	\$ 5,562	\$ -	\$ 5,562	\$ -	
22	District Management	\$ 18,746	\$ 28,119	\$ 28,119	\$ -	\$ 28,119	\$ -	
23	District Engineer	\$ 4,670	\$ 7,005	\$ 3,500	\$ (3,505)	\$ 4,500	\$ 1,000	
24	Disclosure Report	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	
25	Trustees Fees	\$ -	\$ 4,000	\$ 4,000	\$ -	\$ 4,000	\$ -	
26	Assessment Roll	\$ 5,408	\$ 5,408	\$ 5,408	\$ -	\$ 5,408	\$ -	
27	Financial & Revenue Collections	\$ 3,605	\$ 5,408	\$ 5,408	\$ -	\$ 5,408	\$ -	
28	Accounting Services	\$ 14,214	\$ 21,321	\$ 21,321	\$ -	\$ 21,321	\$ -	
29	Auditing Services	\$ 4,300	\$ 4,300	\$ 4,300	\$ -	\$ 4,300	\$ -	Going through RFP Process
30	Arbitrage Rebate Calculation	\$ 500	\$ 500	\$ 500	\$ -	\$ 500	\$ -	
31	Public Officials Liability Insurance	\$ 2,960	\$ 2,960	\$ 3,101	\$ 141	\$ 3,256	\$ 155	Based on Estimate Provided
32	Legal Advertising	\$ 683	\$ 2,383	\$ 2,100	\$ (283)	\$ 2,100	\$ -	
33	Dues, Licenses & Fees	\$ 175	\$ 175	\$ 175	\$ -	\$ 175	\$ -	
34	Miscellaneous Fees	\$ 1,120	\$ 1,120	\$ 500	\$ (620)	\$ 500	\$ -	Amortization Schedule & Mailed Notice
35	Website Hosting, Maintenance, Backup	\$ 1,953	\$ 2,738	\$ 2,749	\$ 12	\$ 2,749	\$ -	Based on Current Agreements
36	Legal Counsel							
37	District Counsel	\$ 7,712	\$ 12,500	\$ 19,000	\$ 6,500	\$ 19,000	\$ -	
38	<b>Administrative Subtotal</b>	<b>\$ 76,554</b>	<b>\$ 112,299</b>	<b>\$ 116,743</b>	<b>\$ 4,445</b>	<b>\$ 117,898</b>	<b>\$ 1,155</b>	
39								

**Proposed Budget**  
**Trails Community Development District**  
**Reserve Fund**  
**Fiscal Year 2021-2022**

	Chart of Accounts Classification	Actual YTD through 05/31/21	Projected Annual Totals 2020/2021	Annual Budget for 2020/2021	Projected Budget variance for 2020/2021	Budget for 2021/2022	Budget Increase (Decrease) vs 2020/2021	Comments
1								
2	<b>REVENUES</b>							
3								
4	Special Assessments							
5	Tax Roll*	\$ 12,500	\$ 12,500	\$ 12,500	\$ -	\$ 12,500	\$ -	To be Updated Prior to Public Hearing
6	Off Roll*	\$ 12,500	\$ 12,500	\$ 12,500	\$ -	\$ 12,500	\$ -	To be Updated Prior to Public Hearing
7								
9	<b>TOTAL REVENUES</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ -</b>	
10								
11	Balance Forward from Prior Year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
12								
13	<b>TOTAL REVENUES AND BALANCE</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ -</b>	
14								
15	<b>*Allocation of assessments between the Tax Roll and Off Roll are estimates only and subject to change prior to</b>							
16								
17	<b>EXPENDITURES</b>							
18								
19	Contingency							
20	Capital Reserves	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	
21								
22	<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ -</b>	
23								
24	<b>EXCESS OF REVENUES OVER</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ -</b>	
25								

**Proposed Budget**  
**Trails Community Development District**  
**General Fund**  
**Fiscal Year 2021/2022**

	Chart of Accounts Classification	Actual YTD through 05/31/21	Projected Annual Totals 2020/2021	Annual Budget for 2020/2021	Projected Budget variance for 2020/2021	Budget for 2021/2022	Budget Increase (Decrease) vs 2020/2021	Comments
40	<b>EXPENDITURES - FIELD OPERATIONS</b>							
41								
42	Electric Utility Services							
43	Utility Services	\$ 9,635	\$ 19,800	\$ 20,000	\$ 200	\$ 20,500	\$ 500	
44	Garbage/Solid Waste Control Services							
45	Garbage - Recreation Facility	\$ 1,236	\$ 1,854	\$ 2,300	\$ 446	\$ 2,300	\$ -	
46	Water-Sewer Combination Services							
47	Utility Services	\$ 5,309	\$ 7,964	\$ 8,600	\$ 637	\$ 9,500	\$ 900	
48	Stormwater Control							
49	Fountain Service Repairs & Maintenance	\$ 750	\$ 1,490	\$ 1,500	\$ 10	\$ 2,500	\$ 1,000	To Include Quarterly Maintenance on 4 Fountains
50	Lake/Pond Bank Maintenance	\$ 6,819	\$ 10,229	\$ 10,229	\$ -	\$ 12,500	\$ 2,271	Proposed to Include 4 Additional Ponds in FY 21/22
51	Miscellaneous Expense	\$ -	\$ 1,000	\$ 681	\$ (319)	\$ 1,000	\$ 319	Carp? Pond Bank Repairs?
52	Other Physical Environment							
53	General Liability/Property Insurance	\$ 10,654	\$ 10,654	\$ 10,818	\$ 164	\$ 11,722	\$ 904	Based on Estimate Provided
54	Entry Lighting, Walls & Fence Maintenance	\$ -	\$ 4,000	\$ 4,000	\$ -	\$ 4,000	\$ -	To Include Pressure Washing. Lighting Repairs.
55	Landscape & Irrigation Maintenance Contract	\$ 46,075	\$ 69,342	\$ 69,525	\$ 183	\$ 95,000	\$ 25,475	Refelcts a Proposed 3% Increase and Also Includes Estimated Amounts for Additional Landscape Tracts for FY 21/22
56	Irrigation Repairs		\$ 3,750	\$ 5,000	\$ 1,250	\$ 5,000	\$ -	
57	Landscape Replacement Plants, Shrubs, Trees	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	Projected to Include Freeze Damaged Plants
58	Miscellaneous Expense	\$ 630	\$ 945	\$ 1,000	\$ 55	\$ 1,000	\$ -	Included Playground Mulch FY 20/21
59	Parks & Recreation							
60	Amenity Management Contract- Field & Facility	\$ 21,836	\$ 32,755	\$ 32,755	\$ -	\$ 33,572	\$ 817	Based on Current Agreement
61	Amenity Janitorial & Facility Maintenance Contract	\$ 16,744	\$ 25,116	\$ 25,116	\$ -	\$ 25,744	\$ 628	Based on Current Agreement
62	Amenity Facility Monitors - Seasonal	\$ 6,668	\$ 10,002	\$ 10,002	\$ -	\$10,252	\$ 250	Based on Current Agreement

**Proposed Budget**  
**Trails Community Development District**  
**General Fund**  
**Fiscal Year 2021/2022**

	Chart of Accounts Classification	Actual YTD through 05/31/21	Projected Annual Totals 2020/2021	Annual Budget for 2020/2021	Projected Budget variance for 2020/2021	Budget for 2021/2022	Budget Increase (Decrease) vs 2020/2021	Comments
63	Amenity Maintenance & Repairs	\$ 2,191	\$ 8,000	\$ 8,000	\$ -	\$ 8,000	\$ -	Included Pressure Washing, Pump Repairs
64	Pool Services - Chemicals/Permits/Supplies	\$ 5,533	\$ 8,300	\$ 9,750	\$ 1,451	\$ 9,750	\$ -	
65	Cable, Phone & Internet	\$ 2,095	\$ 3,143	\$ 3,800	\$ 658	\$ 3,800	\$ -	
66	Amenity Supplies & Equipment	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ -	
67	Pest Control & Termite Bond	\$ 558	\$ 675	\$ 675	\$ -	\$ 675	\$ -	Based on Current Agreement
68	Fitness Equipment Maintenance & Repairs	\$ 450	\$ 1,250	\$ 2,000	\$ 750	\$ 2,000	\$ -	Includes Preventative Maintenance Agreement
69	Amenity Miscellaneous Expenses	\$ 4,752	\$ 5,000	\$ 1,000	\$ (4,000)	\$ 1,000	\$ -	FY20/21 Included LED Fixtures for Parking Lot, Extended Warranty on Cameras
70	Special Events							
71	Special Events		\$ 2,500	\$ 2,500	\$ -	\$ 2,500	\$ -	Limited Events Due To COVID. Could Also Include Holiday Decorations?
72	Contingency							
73	Miscellaneous Contingency	\$ 1,878	\$ 16,500	\$ 16,500	\$ -	\$ 60,000	\$ 43,500	FY 20/21 Included Replacement of Mailbox, Projected to Include Pool Pump Repairs and Fitness Room Flooring. Proposed to Possibly Include New Filtration System or Security or Amenity Improvements for FY 21/22. Reserve Study?



Proposed Budget  
Trails Community Development District  
General Fund  
Fiscal Year 2021/2022

	Chart of Accounts Classification	Actual YTD through 05/31/21	Projected Annual Totals 2020/2021	Annual Budget for 2020/2021	Projected Budget variance for 2020/2021	Budget for 2021/2022	Budget Increase (Decrease) vs 2020/2021	Comments
74	Capital Outlay		\$ 8,049	\$ 8,049	\$ -	\$ 8,049	\$ -	FY 20/21 Projected to Include Repairs from Annual Engineer's Repotrt. FY 21/22 Proposed to Possibly Include Additional Security Cameras or Gym Equipment?
75								
76	<b>Field Operations Subtotal</b>	<b>\$ 143,813</b>	<b>\$ 259,317</b>	<b>\$ 260,800</b>	<b>\$ 1,484</b>	<b>\$ 337,364</b>	<b>\$ 76,564</b>	
77								
79								
80	<b>TOTAL EXPENDITURES</b>	<b>\$ 220,367</b>	<b>\$ 371,615</b>	<b>\$ 377,543</b>	<b>\$ 5,928</b>	<b>\$ 455,262</b>	<b>\$ 77,719</b>	
81								
82	<b>EXCESS OF REVENUES OVER</b>	<b>\$ 161,115</b>	<b>\$ 12,146</b>	<b>\$ -</b>	<b>\$ 12,146</b>	<b>\$ -</b>	<b>\$ -</b>	

**Budget Template**  
**Trails Community Development District**  
**Debt Service**  
**Fiscal Year 2021/2022**

Chart of Accounts Classification	Series 2007A	Budget for 2021/2022
<b>REVENUES</b>		
Special Assessments		
Net Special Assessments <sup>(1)</sup>	\$459,898.24	\$459,898.24
<b>TOTAL REVENUES</b>	<b>\$459,898.24</b>	<b>\$459,898.24</b>
<b>EXPENDITURES</b>		
<b>Administrative</b>		
Financial & Administrative		
Debt Service Obligation	\$459,898.24	\$459,898.24
<b>Administrative Subtotal</b>	<b>\$459,898.24</b>	<b>\$459,898.24</b>
<b>TOTAL EXPENDITURES</b>	<b>\$459,898.24</b>	<b>\$459,898.24</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$0.00</b>	<b>\$0.00</b>

Collection Costs (3.5%) and Early Payment Discount (4%) applicable to the county: 7.5%

**Gross assessments \$497,187.29**

**Notes:**

Tax Roll Collection Costs and Early Payment Discount percentages are 7.5% of Tax Roll. Budgeted net tax roll assessments. See Assessment Table.

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

**Trails Community Development District**

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

2021/2022 O&M Budget	\$480,262.00
Duval County 3.5% Collection Cost	\$18,172.08
4% Early Payment Discounts	\$20,768.09
2021/2022 Total	<u><b>\$519,202.16</b></u>

2020/2021 O&M Budget	\$402,543.00
2021/2022 O&M Budget	\$480,262.00
Total Difference:	<u><b>\$77,719.00</b></u>

	<b><u>PER UNIT ANNUAL ASSESSMENT</u></b>		<b><u>Proposed Increase / Decrease</u></b>	
	<b><u>2020/2021</u></b>	<b><u>2021/2022</u></b>	<b><u>\$</u></b>	<b><u>%</u></b>
Debt Service - Single Family	\$1,219.36	\$1,219.36	\$0.00	0.00%
Operations/Maintenance - Single Family	\$704.57	\$791.47	\$86.90	12.33%
<b>Total</b>	<b>\$1,923.93</b>	<b>\$2,010.83</b>	<b>\$86.90</b>	<b>4.52%</b>
Debt Service - Single Family (SF.P)	\$615.39	\$615.39	\$0.00	0.00%
Operations/Maintenance - Single Family (SF.P)	\$704.57	\$791.47	\$86.90	12.33%
<b>Total</b>	<b>\$1,319.96</b>	<b>\$1,406.86</b>	<b>\$86.90</b>	<b>6.58%</b>
Debt Service - Single Family (SF.T)	\$760.62	\$760.62	\$0.00	0.00%
Operations/Maintenance - Single Family (SF.T)	\$704.57	\$791.47	\$86.90	12.33%
<b>Total</b>	<b>\$1,465.19</b>	<b>\$1,552.09</b>	<b>\$86.90</b>	<b>5.93%</b>

TRAILSFISCAL YEAR 2021/2022 O&M & DEBT SERVICE ASSESSMENT SCHEDULE

TOTAL O&M BUDGET		\$480,262.00
COLLECTION COSTS @	3.5%	\$18,172.08
EARLY PAYMENT DISCOUNTS @	4.0%	\$20,768.09
TOTAL O&M ASSESSMENT		<u>\$519,202.16</u>

UNITS ASSESSEDALLOCATION OF O&M ASSESSMENTPER LOT ANNUAL ASSESSMENT

LOT SIZE	O&M	SERIES 2007 DEBT SERVICE <sup>(1)</sup>	TOTAL EAU'S	% TOTAL EAU'S	TOTAL O&M BUDGET
SINGLE FAMILY	392	257	392.00	59.76%	\$310,254.95
SINGLE FAMILY	117	117	117.00	17.84%	\$92,601.61
SINGLE FAMILY	147	147	147.00	22.41%	\$116,345.61
<b>Total Community</b>	<u>656</u>	<u>521</u>	<u>656.00</u>	<u>100.00%</u>	<u>\$519,202.16</u>

O&M	SERIES 2007 DEBT SERVICE <sup>(2)</sup>	TOTAL <sup>(3)</sup>
<b>\$791.47</b>	<b>\$1,219.36</b>	<b>\$2,010.83</b>
<b>\$791.47</b>	<b>\$615.39</b>	<b>\$1,406.86</b>
<b>\$791.47</b>	<b>\$760.62</b>	<b>\$1,552.09</b>

LESS: Duval County Collection Costs (3.5%) and Early Payment Discount Costs (4%) **(\$38,940.16)**

**Net Revenue to be Collected** **\$480,262.00**

<sup>(1)</sup> Reflects the number of total lots with Series 2007 debt outstanding.

<sup>(2)</sup> Annual debt service assessment per lot adopted in connection with the Series 2007 bond issue. Annual assessment includes principal, interest, Duval County collection costs and early payment discount costs.

<sup>(3)</sup> Annual assessment that would appear on November 2021 Duval County property tax bill. Amount shown includes all applicable collection costs. Property owner is eligible for a discount of up to 4% if paid early.

## GENERAL FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

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

### REVENUES:

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

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

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

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

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

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

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

### EXPENDITURES – ADMINISTRATIVE:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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## **EXPENDITURES - FIELD OPERATIONS:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **RESERVE FUND BUDGET** **ACCOUNT CATEGORY DESCRIPTION**

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

### **REVENUES:**

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

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

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

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

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### **EXPENDITURES:**

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

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

## **DEBT SERVICE FUND BUDGET** **ACCOUNT CATEGORY DESCRIPTION**

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

### **REVENUES:**

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

---

### **EXPENDITURES – ADMINISTRATIVE:**

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

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

# Public Hearing on Special Assessments

## **Tab 7**

## RESOLUTION 2021-04

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TRAILS COMMUNITY DEVELOPMENT DISTRICT MAKING A DETERMINATION OF BENEFIT AND IMPOSING SPECIAL ASSESSMENTS FOR FISCAL YEAR 2021/2022; PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS, INCLUDING BUT NOT LIMITED TO PENALTIES AND INTEREST THEREON; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

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

**WHEREAS**, the District is located in Duval County, Florida ("**County**"); and

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

**WHEREAS**, the Board of Supervisors ("**Board**") of the District hereby determines to undertake various operations and maintenance and other activities described in the District's budget ("**Adopted Budget**") for the fiscal year beginning October 1, 2021 and ending September 30, 2022 ("**Fiscal Year 2021/2022**"), attached hereto as **Exhibit "A;"** and

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

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

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

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

**WHEREAS**, the District has previously levied an assessment for debt service, which the District desires to collect for Fiscal Year 2021/2022; and



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

**WHEREAS**, it is in the best interests of the District to adopt the assessment roll ("**Assessment Roll**") attached to this Resolution as **Exhibit "B,"** and to certify the portion of the Assessment Roll related to certain developed property ("**Tax Roll Property**") to the County Tax Collector pursuant to the Uniform Method and to directly collect the portion of the Assessment Roll relating to the remaining property ("**Direct Collect Property**"), all as set forth in **Exhibit "B,"** and

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

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

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

**SECTION 2. ASSESSMENT IMPOSITION.** Pursuant to Chapters 170, 190 and 197, *Florida Statutes*, and using the procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for operation and maintenance is hereby imposed and levied on benefitted lands within the District and in accordance with **Exhibits "A" and "B."** The lien of the special assessments for operations and maintenance imposed and levied by this Resolution shall be effective upon passage of this Resolution. Moreover, pursuant to Section 197.3632(4), *Florida Statutes*, the lien amount shall serve as the "maximum rate" authorized by law for operation and maintenance assessments.

**SECTION 3. COLLECTION AND ENFORCEMENT; PENALTIES; INTEREST.**

A. **Tax Roll Assessments.** The operations and maintenance special assessments and previously levied debt service special assessments imposed on the Tax Roll Property shall be collected at the same time and in the same manner as County taxes in accordance with the Uniform Method, as set forth in **Exhibits "A" and "B."**

- B. **Direct Bill Assessments.** The operations and maintenance special assessments and previously levied debt service special assessments imposed on the Direct Collect Property shall be collected directly by the District in accordance with Florida law, as set forth in **Exhibits "A" and "B."** Assessments directly collected by the District are due in full on December 1, 2021; provided, however, that, to the extent permitted by law, the assessments due may be paid in several partial, deferred payments and according to the following schedule: 50% due no later than December 1, 2021, 25% due no later than February 1, 2022 and 25% due no later than May 1, 2022. In the event that an assessment payment is not made in accordance with the schedule stated above, the whole assessment – including any remaining partial, deferred payments for Fiscal Year 2021/2022, shall immediately become due and payable; shall accrue interest, penalties in the amount of one percent (1%) per month, and all costs of collection and enforcement; and shall either be enforced pursuant to a foreclosure action, or, at the District's sole discretion, collected pursuant to the Uniform Method on a future tax bill, which amount may include penalties, interest, and costs of collection and enforcement. Any prejudgment interest on delinquent assessments shall accrue at the rate of any bonds secured by the assessments, or at the statutory prejudgment interest rate, as applicable. In the event an assessment subject to direct collection by the District shall be delinquent, the District Manager and District Counsel, without further authorization by the Board, may initiate foreclosure proceedings pursuant to Chapter 170, *Florida Statutes*, or other applicable law to collect and enforce the whole assessment, as set forth herein.
- C. **Future Collection Methods.** The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

**SECTION 4. ASSESSMENT ROLL.** The Assessment Roll, attached to this Resolution as **Exhibit "B,"** is hereby certified for collection. That portion of the Assessment Roll which includes the Tax Roll Property is hereby certified to the County Tax Collector and shall be collected by the County Tax Collector in the same manner and time as County taxes. The proceeds therefrom shall be paid to the District.

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

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

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

**PASSED AND ADOPTED** this 13<sup>th</sup> day of July, 2021.

ATTEST:

**TRAILS COMMUNITY DEVELOPMENT  
DISTRICT**

---

Secretary / Assistant Secretary

---

Chairperson, Board of Supervisors

**Exhibit A:** Budget

**Exhibit B:** Assessment Roll (Uniform Method)  
Assessment Roll (Direct Collect)

**Exhibit A**  
**will be attached as**  
**Fiscal Year 2021-2022**  
**Final Budget**

# **Exhibit B**

## **Assessment Roll**

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

## **Tab 8**

This instrument was prepared by and  
upon recording should be returned to:

Katie S. Buchanan, Esq.  
Hopping Green & Sams, P.A.  
119 South Monroe Street, Suite 300  
Tallahassee, Florida 32301

*This space reserved for Clerk of Court*

### **SPECIAL WARRANTY DEED**

**THIS SPECIAL WARRANTY DEED** is made this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by **D.R. HORTON, INC. – JACKSONVILLE**, a Delaware corporation, with an address of 4220 Race Track Road, St. Johns, Florida 32259 (hereinafter, the “Grantor”) to **TRAILS COMMUNITY DEVELOPMENT DISTRICT**, a special-purpose unit of local government established under Chapter 190, Florida Statutes, with a mailing address of 2806 North Fifth Street, Suite 403, St. Augustine, Florida 32084 (hereinafter, the “Grantee”).

Wherever used herein, the terms “Grantor” and “Grantee” include all of the parties to this instrument and the heirs, legal representatives and assigns of individuals, and the successors and assigns of corporations or governmental entities.

### **W I T N E S S E T H:**

Grantor, for and in consideration of the sum of Ten and No/100 U.S. Dollars (\$10.00), and other good and valuable consideration to it in hand paid by Grantee, the receipt whereof is hereby acknowledged, has granted, bargained and conveyed to Grantee, and Grantee’s successors and assigns, forever, the land lying and being in the County of Duval, State of Florida, as more particularly described below (hereinafter, the “Property”):

Tracts 1, 2 and 3 (Conservation Easement), including all private drainage easements, private unobstructed drainage easements, private utility easements, access easements, non-access landscape easement and conservation easements not otherwise dedicated, all as contained within the plat of Winchester Ridge Phase 2 Unit 5, in Plat Book 76, Pages 195-201 of the Official Records of Duval County, Florida;

Together and Including

Tracts 1 and 2 (Buffer), Tracts 3, 4, and 5, (Conservation), including all private drainage easements, private unobstructed drainage easements, private utility easements, access easements, non-access landscape easement and conservation easements not otherwise dedicated, all as contained within the plat of Winchester Ridge Phase 2 Unit 3, In Plat Book 77, Pages 19 – 27, inclusive of the Official Records Duval County, Florida

SUBJECT, HOWEVER, to all matters, restrictions, easements, encumbrances, limitations, reservations and covenants of record, if any, but this reference shall not operate to reimpose the same, together with taxes for 2019 and subsequent years (if any), and all applicable governmental, zoning and land use regulations.

TOGETHER, with all tenements, hereditaments, and appurtenances thereto belonging or in any way appertaining.

TO HAVE AND TO HOLD unto Grantee and Grantee's successors and assigns in fee simple forever.

Grantor hereby specially warrants the title to the Property subject to the above-referenced encumbrances and restrictions and will defend the same against the lawful claims of all persons claiming by, through or under Grantor, but no others.

**IN WITNESS WHEREOF**, the Grantor has hereunto set its hand and seal the day and year first written above.

WITNESSES:

**D.R. HORTON, INC. - JACKSONVILLE,**  
a Delaware corporation

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

\_\_\_\_\_  
John E. Zakoske  
Vice President

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

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this \_\_\_\_\_ day of \_\_\_\_\_ 2021, by John E. Zakoske, as Vice President of D.R. Horton, Inc. – Jacksonville, a Delaware corporation, on behalf of the company.

\_\_\_\_\_  
(Signature of Notary Public)  
Name: \_\_\_\_\_ Deborah E. McClure  
Personally Known \_\_\_\_\_ X  
OR Produced Identification \_\_\_\_\_  
Type of Identification \_\_\_\_\_

**Note to Examiner: this instrument evidences a conveyance of an interest in unencumbered real estate as a gift and is exempt from Florida documentary stamp tax pursuant to Rule 12B-4.014(2)(a), Florida Administrative Code.**

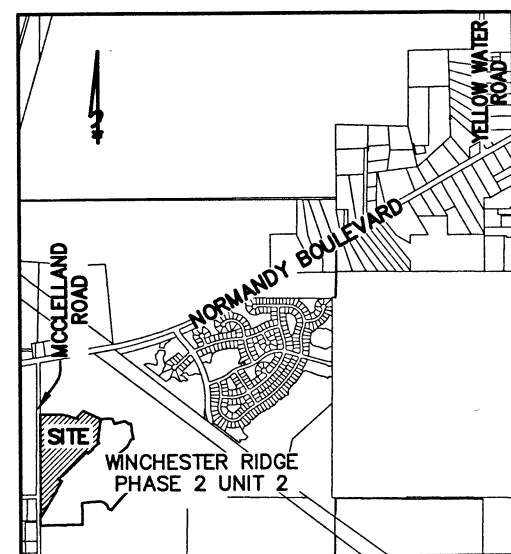


# Winchester Ridge Phase 2 Unit 3

A REPLAT OF PORTIONS OF SECTIONS 25 AND 36, TOWNSHIP 3 SOUTH, RANGE 23 EAST, AS SHOWN ON PLAT OF MAXVILLE AND MAXVILLE FARMS RECORDED IN PLAT BOOK 3, PAGE 94, OF THE CURRENT PUBLIC RECORDS OF DUVAL COUNTY, FLORIDA, ALL LYING IN THE CITY OF JACKSONVILLE, DUVAL COUNTY, FLORIDA

PLAT BOOK 77 PAGE 21

SHEET 3 OF 9 SHEETS  
102 LOTS AND 5 TRACTS IN THIS PHASE



VICINITY MAP  
NOT TO SCALE

**FEMA NOTE:**  
THE LANDS SHOWN HEREON LIE WITHIN FLOOD ZONE ("X") AND SPECIAL FLOOD HAZARD AREA (SFHA) (AE) WITH BASE FLOOD ELEVATIONS (BFE) OF 89.8, 90.2, 90.3 AND 91.2, BASED UPON A LETTER OF MAP REVISION (LOMR), CASE NUMBER: 20-04-0139P, EFFECTIVE DATE: SEPTEMBER 25, 2020 FOR FIRM PANEL FLOOD INSURANCE RATE MAP (FIRM) COMMUNITY NUMBER 120077, PANEL NUMBER 0480, SUFFIX H. SEE GENERAL NOTE NO. 3.

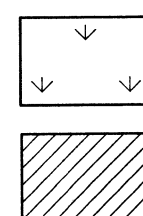
## LEGEND

Δ = DELTA  
ATB = APPROXIMATE TOP OF BANK  
BFE = BASE FLOOD ELEVATION  
C = CENTERLINE  
C4 = TABULATED CURVE DATA  
CH = CHORD  
D.B. = DEED BOOK  
D.E. = DRAINAGE EASEMENT  
JWL = JURISDICTIONAL WETLAND LINE  
JEA-E. = JEA ELECTRIC EASEMENT  
JEA-E.E. = JEA EQUIPMENT EASEMENT  
L = ARC LENGTH  
L4 = TABULATED LINE DATA  
NO. = NUMBER  
O.R.B. = OFFICIAL RECORDS BOOK  
P.B. = PLAT BOOK  
P.C. = POINT OF CURVATURE  
P.C.C. = POINT OF COMPOUND CURVE  
P.R.C. = POINT OF REVERSE CURVE  
P.T. = POINT OF TANGENCY  
PG.(S) = PAGE(S)  
R = RADIUS  
(R) = LOT LINE RADIAL TO R/W  
R/W = RIGHT OF WAY  
R.P. = RADIUS POINT  
S.M.F. = STORMWATER MANAGEMENT FACILITY  
S.R. = STATE ROAD  
T.L.O. = TRAVERSE LINE ONLY  
U.D.E. = UNOBSTRUCTED DRAINAGE EASEMENT  
U.D.A.E. = UNOBSTRUCTED ACCESS & DRAINAGE EASEMENT  
M.E. = MAINTENANCE EASEMENT

□ = SET 4" x 4" CONCRETE MONUMENT  
STAMPED "P.R.M. LB 3731"  
■ = FOUND 4" x 4" CONCRETE MONUMENT  
STAMPED "P.R.M. LB 3731"  
○ = SET 5/8" REBAR STAMPED  
"P.R.M. LB 3731"  
● = FOUND 5/8" REBAR STAMPED  
"P.R.M. LB 3731"  
⊙ = SET PERMANENT CONTROL POINT  
STAMPED "P.C.P. LB 3731"  
--- = APPROXIMATE TOP OF BANK  
..... = FLOOD ZONE

## Point of Beginning

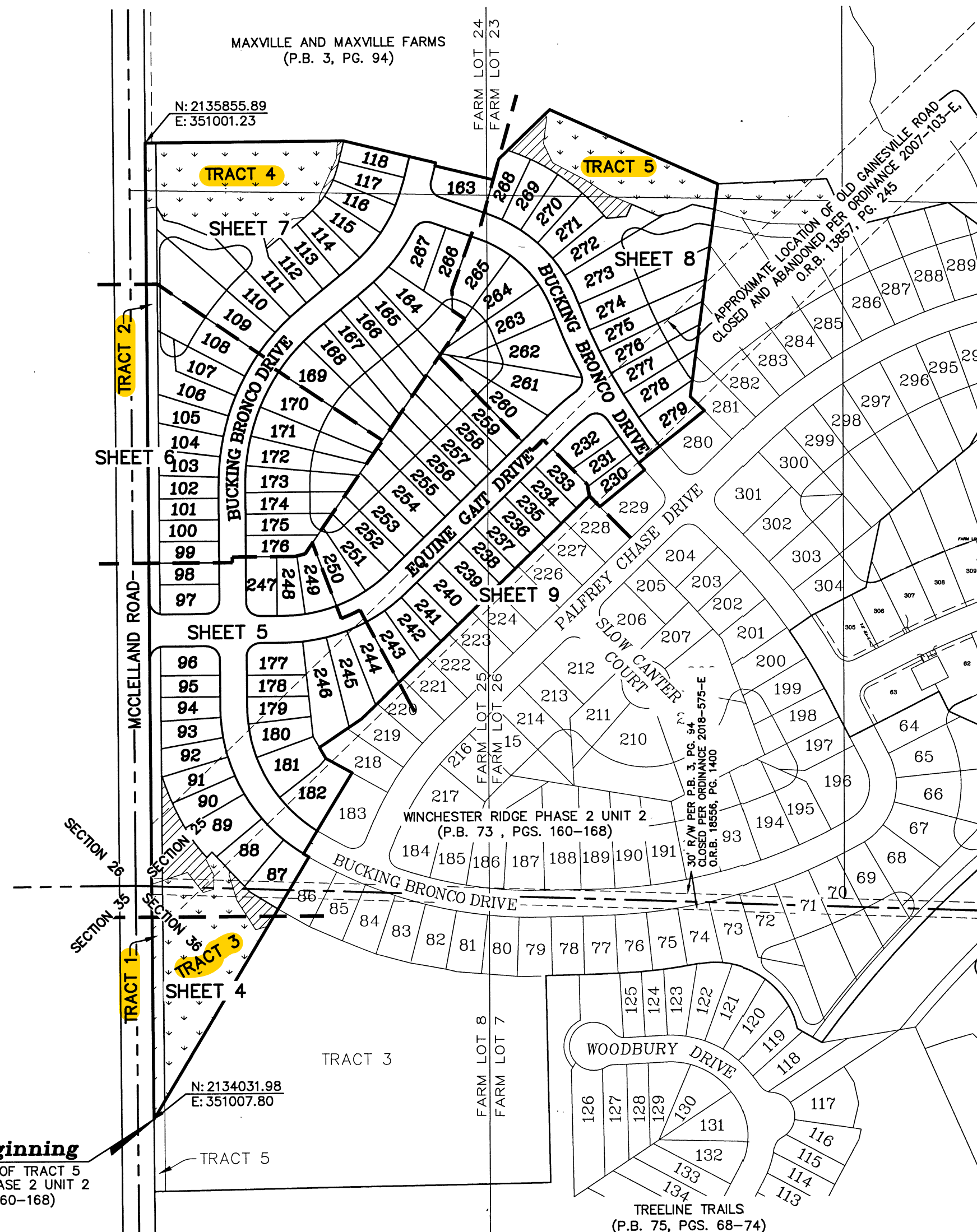
NORTHWEST CORNER OF TRACT 5  
WINCHESTER RIDGE PHASE 2 UNIT 2  
(P.B. 73, PGS. 160-168)



↓ ↓ ↓  
DENOTES JURISDICTIONAL WETLANDS

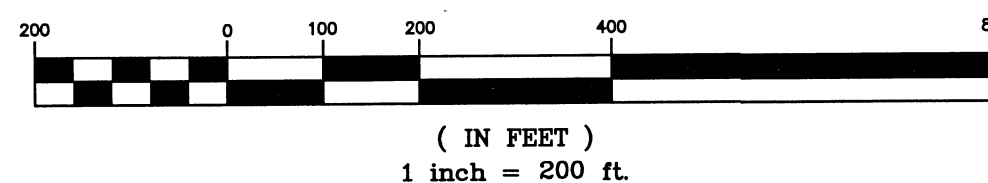
▨  
DENOTES UPLAND BUFFER  
(NATURAL VEGETATIVE UPLAND BUFFER)

5±  
DENOTES DISTANCE FROM  
THE TRAVERSE LINE TO THE  
APPROXIMATE TOP OF BANK



KEY MAP & SHEET INDEX

## GRAPHIC SCALE

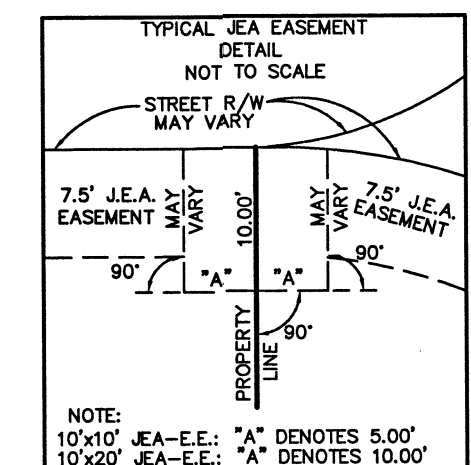
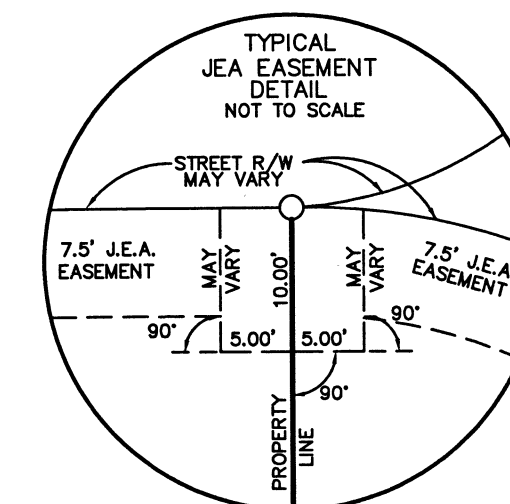


( IN FEET )  
1 inch = 200 ft.

## General Notes

- BEARINGS SHOWN HEREON ARE BASED ON THE NORTHWESTERLY LINE OF TRACT 3, WINCHESTER RIDGE PHASE 2 UNIT 2, AS S30°41'33"W, PER STATE PLANE COORDINATE SYSTEM, FLORIDA EAST ZONE, NORTH AMERICAN DATUM 1983/1990 NGS ADJUSTMENT.  
N 2135855.89 DENOTES COORDINATES REFERENCED DATUM FLORIDA EAST  
E 351001.23 ZONE NAD 1983/1990 NGS ADJUSTMENT.
- NOTICE THIS PLAT, AS RECORDED IN ITS GRAPHIC FORM, IS THE OFFICIAL DEPICTION OF THE SUBDIVIDED LANDS DESCRIBED HEREIN AND WILL IN NO CIRCUMSTANCES BE SUPPLANTED IN AUTHORITY BY ANY OTHER GRAPHIC OR DIGITAL FORM OF THE PLAT. THERE MAY BE RESTRICTIONS THAT ARE NOT RECORDED ON THIS PLAT THAT MAY BE FOUND IN THE PUBLIC RECORDS OF THIS COUNTY. (FLORIDA STATUTE 177.091)
- THE LANDS SHOWN HEREON LIE WITHIN FLOOD ZONE ("X") AND SPECIAL FLOOD HAZARD AREA (SFHA) (AE) WITH BASE FLOOD ELEVATIONS (BFE) OF 89.8, 90.2, 90.3 AND 91.2, BASED UPON A LETTER OF MAP REVISION (LOMR), CASE NUMBER: 20-04-0139P, EFFECTIVE DATE: SEPTEMBER 25, 2020 FOR FIRM PANEL FLOOD INSURANCE RATE MAP (FIRM) COMMUNITY NUMBER 120077, PANEL NUMBER 0480, SUFFIX H. THE FIRM INFORMATION AND DELINEATIONS ON THIS PLAT ARE VALID ONLY FOR DATES UP TO AND INCLUDING THE EFFECTIVE RECORDING DATE OF THIS PLAT. THERE MAY HAVE BEEN SUBSEQUENT REVISIONS AFTER THIS DATE THAT WILL SUPERSEDE SAID INFORMATION. INQUIRES FOR THIS SHOULD BE MADE TO THE COMMUNITY'S FLOODPLAIN MANAGEMENT REPOSITORY, DEVELOPMENT SERVICES DIVISION, DEPARTMENT OF PLANNING AND DEVELOPMENT, CITY OF JACKSONVILLE.
- BEARINGS AND DISTANCES SHOWN ON CURVES REFER TO CHORD BEARINGS AND DISTANCES.
- THE TABULATED CURVE AND LINE TABLE(S) SHOWN ON EACH SHEET ARE APPLICABLE ONLY TO THE CURVES AND LINES THAT APPEAR ON THAT SHEET.
- ALL DRAINAGE EASEMENTS ARE UNOBSTRUCTED EASEMENTS UNLESS OTHERWISE NOTED HEREON. (SEE NOTE NO. 8)
- THE EASEMENTS SHOWN HEREON AND DESIGNATED AS UNOBSTRUCTED EASEMENTS SHALL REMAIN TOTALLY UNOBSTRUCTED BY ANY PERMANENT IMPROVEMENTS WHICH MAY IMPEDE THE USE OF SAID EASEMENT BY THE CITY OF JACKSONVILLE. THE CONSTRUCTION OF DRIVEWAYS AND THE INSTALLATION OF FENCES, HEDGES, AND LANDSCAPING IS PERMISSIBLE BUT SUBJECT TO REMOVAL BY THE CITY AT THE EXPENSE OF EACH LOT OWNER FOR THE REMOVAL AND/OR REPLACEMENT OF SUCH ITEMS.
- CERTAIN EASEMENTS ARE RESERVED FOR JEA FOR USE IN CONJUNCTION WITH THE UNDERGROUND DISTRIBUTION SYSTEM.
- ALL PLATTED UTILITY EASEMENTS SHALL ALSO BE EASEMENTS FOR THE CONSTRUCTION, INSTALLATION, MAINTENANCE, AND OPERATION OF CABLE TELEVISION SERVICES; PROVIDED HOWEVER, NO SUCH CONSTRUCTION, INSTALLATION, MAINTENANCE, AND OPERATION OF CABLE TELEVISION SERVICES SHALL INTERFERE WITH THE FACILITIES AND SERVICES OF AN ELECTRIC, TELEPHONE, GAS, OR OTHER PUBLIC UTILITY. IN THE EVENT A CABLE TELEVISION COMPANY DAMAGES THE FACILITIES OF A PUBLIC UTILITY, IT SHALL BE SOLELY RESPONSIBLE FOR THE DAMAGES.
- 'JEA-E.E.' DENOTES JEA EQUIPMENT EASEMENT. THESE EASEMENTS SHALL REMAIN TOTALLY UNOBSTRUCTED BY ANY IMPROVEMENTS THAT MAY IMPEDE THE USE AND ACCESS OF SAID EASEMENT BY JEA.
- 'JEA-E.' DENOTES JEA EASEMENT. THESE EASEMENTS SHALL REMAIN TOTALLY UNOBSTRUCTED BY ANY PERMANENT IMPROVEMENTS WHICH MAY IMPEDE THE USE OF SAID EASEMENT BY THE JEA. THE INSTALLATION OF FENCES, HEDGES, AND LANDSCAPING IS PERMISSIBLE BUT SUBJECT TO REMOVAL BY JEA AT THE EXPENSE OF EACH LOT OWNER FOR THE REMOVAL AND FOR REPLACEMENT OF SUCH ITEMS.
- THERE MAY BE ADDITIONAL RESTRICTIONS THAT ARE NOT ON THIS PLAT THAT MAY BE FOUND IN THE PUBLIC RECORDS OF THIS COUNTY.

COORDINATES SHOWN HEREON ARE PER DUVAL COUNTY REQUIREMENTS ONLY, AND ARE NOT INTENDED FOR CONSTRUCTION PURPOSES.



**Clary & Associates**  
PROFESSIONAL SURVEYORS & MAPPERS  
LB NO. 3731  
3830 CROWN POINT ROAD  
JACKSONVILLE, FLORIDA 32257  
(904) 280-2703  
WWW.CLARYASSOC.COM

CIVIL PLAN CDN: 6535.007  
PLAT CDN: 6535.011

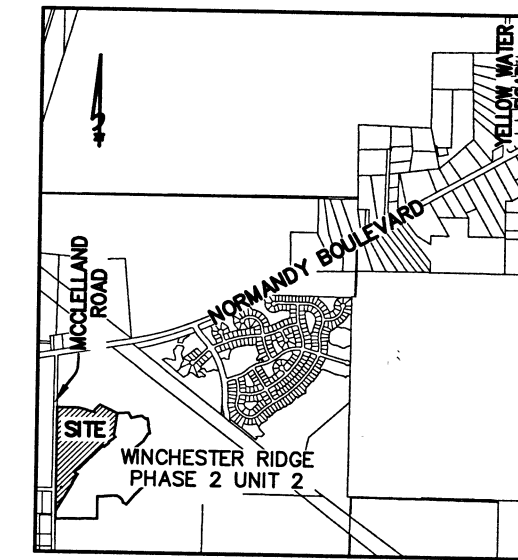
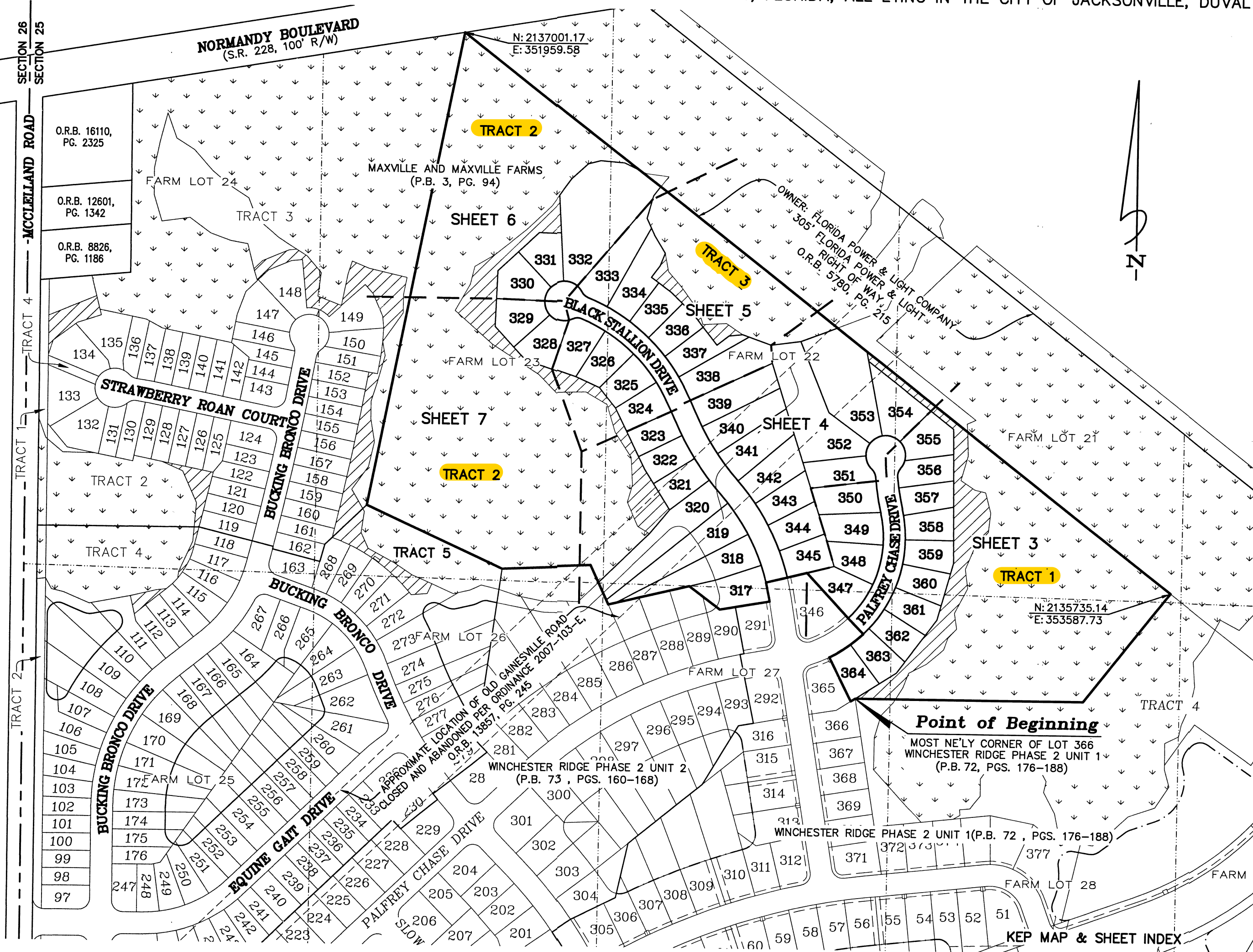


# Winchester Ridge Phase 2 Unit 5

A REPLAT OF A PORTION OF SECTION 25, TOWNSHIP 3 SOUTH, RANGE 23 EAST, AS SHOWN ON PLAT OF MAXVILLE AND MAXVILLE FARMS RECORDED IN PLAT BOOK 3, PAGE 94, OF THE CURRENT PUBLIC RECORDS OF DUVAL COUNTY, FLORIDA, ALL LYING IN THE CITY OF JACKSONVILLE, DUVAL COUNTY, FLORIDA

PLAT BOOK 76 PAGE 196

SHEET 2 OF 7 SHEETS  
47 LOTS AND 3 TRACTS IN THIS PHASE



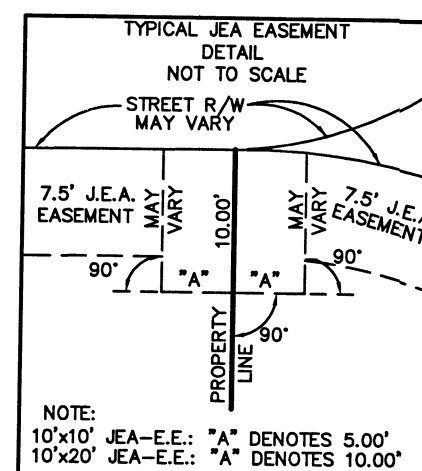
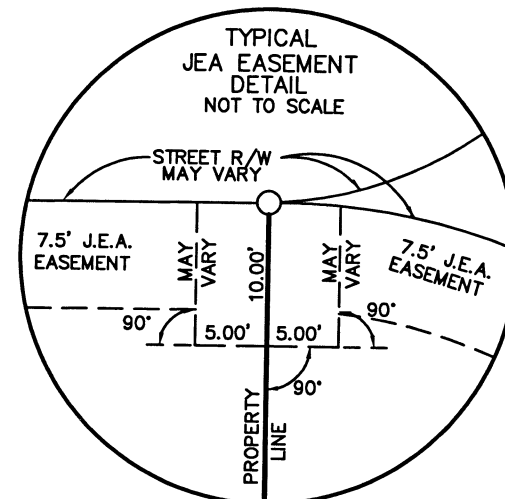
VICINITY MAP  
NOT TO SCALE

## General Notes

- BEARINGS SHOWN HEREON ARE BASED ON THE NORTHERLY LINE OF TRACT 4, WINCHESTER RIDGE PHASE 2 UNIT 1, AS N90°00'00"E, PER STATE PLANE COORDINATE SYSTEM, FLORIDA EAST ZONE, NORTH AMERICAN DATUM 1983/1990 NGS ADJUSTMENT.  
N:2135735.14  
E:353587.73 DENOTES COORDINATES REFERENCED DATUM FLORIDA EAST ZONE NAD 1983/1990 NGS ADJUSTMENT.
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- THE LANDS SHOWN HEREON LIE WITHIN FLOOD ZONE ("X") AND SPECIAL FLOOD HAZARD AREA (SFHA) (AE) WITH BASE FLOOD ELEVATIONS (BFE) OF 88.6, 89.4, 89.8, 90.1 AND 90.2, BASED UPON A LETTER OF MAP REVISION (LOMR), CASE NUMBER: 20-04-0139P, EFFECTIVE DATE: SEPTEMBER 25, 2020 FOR FIRM PANEL FLOOD INSURANCE RATE MAP (FIRM) COMMUNITY NUMBER 120077, PANEL NUMBER 0480, SUFFIX H. THE FIRM INFORMATION AND DELINEATIONS ON THIS PLAT ARE VALID ONLY FOR DATES UP TO AND INCLUDING THE EFFECTIVE RECORDING DATE OF THIS PLAT. THERE MAY HAVE BEEN SUBSEQUENT REVISIONS AFTER THIS DATE THAT WILL SUPERSEDE SAID INFORMATION. INQUIRES FOR THIS SHOULD BE MADE TO THE COMMUNITY'S FLOODPLAIN MANAGEMENT REPOSITORY, DEVELOPMENT SERVICES DIVISION, DEPARTMENT OF PLANNING AND DEVELOPMENT, CITY OF JACKSONVILLE.
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- CERTAIN EASEMENTS ARE RESERVED FOR JEA FOR USE IN CONJUNCTION WITH THE UNDERGROUND DISTRIBUTION SYSTEM.
- ALL PLATTED UTILITY EASEMENTS SHALL ALSO BE EASEMENTS FOR THE CONSTRUCTION, INSTALLATION, MAINTENANCE, AND OPERATION OF CABLE TELEVISION SERVICES; PROVIDED HOWEVER, NO SUCH CONSTRUCTION, INSTALLATION, MAINTENANCE, AND OPERATION OF CABLE TELEVISION SERVICES SHALL INTERFERE WITH THE FACILITIES AND SERVICES OF AN ELECTRIC, TELEPHONE, GAS, OR OTHER PUBLIC UTILITY. IN THE EVENT A CABLE TELEVISION COMPANY DAMAGES THE FACILITIES OF A PUBLIC UTILITY, IT SHALL BE SOLELY RESPONSIBLE FOR THE DAMAGES.
- 'JEA-E.E.' DENOTES JEA EQUIPMENT EASEMENT. THESE EASEMENTS SHALL REMAIN TOTALLY UNOBSTRUCTED BY ANY IMPROVEMENTS THAT MAY IMPEDE THE USE AND ACCESS OF SAID EASEMENT BY JEA.
- 'JEA-E.' DENOTES JEA EASEMENT. THESE EASEMENTS SHALL REMAIN TOTALLY UNOBSTRUCTED BY ANY PERMANENT IMPROVEMENTS WHICH MAY IMPEDE THE USE OF SAID EASEMENT BY THE JEA. THE INSTALLATION OF FENCES, HEDGES, AND LANDSCAPING IS PERMISSIBLE BUT SUBJECT TO REMOVAL BY JEA AT THE EXPENSE OF EACH LOT OWNER FOR THE REMOVAL AND FOR REPLACEMENT OF SUCH ITEMS.
- THERE MAY BE ADDITIONAL RESTRICTIONS THAT ARE NOT ON THIS PLAT THAT MAY BE FOUND IN THE PUBLIC RECORDS OF THIS COUNTY.

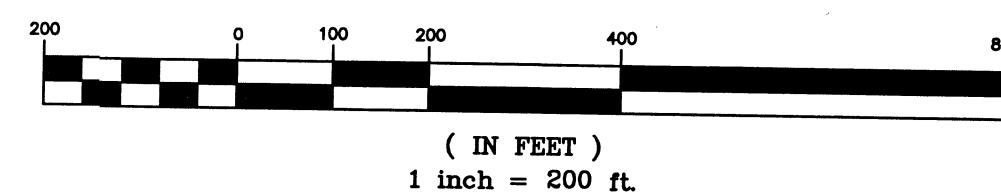
## LEGEND

- R/W = RIGHT OF WAY  
R = RADIUS  
CH = CHORD  
L = ARC LENGTH  
Δ = DELTA  
L4 = TABULATED LINE DATA  
C4 = TABULATED CURVE DATA  
R.P. = RADIUS POINT  
O.R.B. = OFFICIAL RECORDS BOOK  
P.B. = PLAT BOOK  
PG.(S) = PAGE(S)  
P.C. = POINT OF CURVATURE  
P.T. = POINT OF TANGENCY  
P.R.C. = POINT OF REVERSE CURVE  
P.C.C. = POINT OF COMPOUND CURVE  
P.O.L. = POINT ON LINE  
ATB = APPROXIMATE TOP OF BANK  
BFE = BASE FLOOD ELEVATION  
JWL = JURISDICTIONAL WETLAND LINE  
JEA-E. = JEA ELECTRIC EASEMENT  
JEA-E.E. = JEA EQUIPMENT EASEMENT  
T.L.O. = TRAVERSE LINE ONLY  
U.D.E. = UNOBSTRUCTED DRAINAGE EASEMENT  
NO. = NUMBER  
CL = CENTERLINE  
(R) = LOT LINE RADIAL TO R/W  
S.R. = STATE ROAD  
S.M.F. = STORMWATER MANAGEMENT FACILITY  
U.D.A.E. = UNOBSTRUCTED ACCESS & DRAINAGE EASEMENT  
M.E. = MAINTENANCE EASEMENT  
P.R.M. = PERMANENT REFERENCE MONUMENT  
P.C.P. = PERMANENT CONTROL POINT
- = 4" x 4" CONCRETE MONUMENT  
STAMPED "P.R.M. LB 3731" UNLESS OTHERWISE NOTED  
○ = 5/8" REBAR STAMPED  
"P.R.M. LB 3731"  
● = SET PERMANENT CONTROL POINT  
STAMPED "P.C.P. LB 3731"
- = APPROXIMATE TOP OF BANK  
..... = FLOOD ZONE
- ↓ ↓ DENOTES JURISDICTIONAL WETLANDS
- ▨ DENOTES UPLAND BUFFER  
(NATURAL VEGETATIVE UPLAND BUFFER)
- 5± DENOTES DISTANCE FROM  
THE TRAVERSE LINE TO THE  
APPROXIMATE TOP OF BANK



**FEMA NOTE:**  
THE LANDS SHOWN HEREON LIE WITHIN FLOOD ZONE ("X") AND SPECIAL FLOOD HAZARD AREA (SFHA) (AE) WITH BASE FLOOD ELEVATIONS (BFE) OF 88.6, 89.4, 89.8, 90.1 AND 90.2, BASED UPON A LETTER OF MAP REVISION (LOMR), CASE NUMBER: 20-04-0139P, EFFECTIVE DATE: SEPTEMBER 25, 2020 FOR FIRM PANEL FLOOD INSURANCE RATE MAP (FIRM) COMMUNITY NUMBER 120077, PANEL NUMBER 0480, SUFFIX H. SEE GENERAL NOTE NO. 3.

## GRAPHIC SCALE



COORDINATES SHOWN HEREON ARE PER DUVAL COUNTY REQUIREMENTS ONLY, AND ARE NOT INTENDED FOR CONSTRUCTION PURPOSES.



CIVIL PLAN CDN: 6535.007  
PLAT CDN: 6535.014

## **Tab 9**





# St. Johns River

## Water Management District

Ann B. Shortelle, Ph.D., Executive Director

7775 Baymeadows Way • Suite 102 • Jacksonville, FL 32256 • 904-730-6270 • Fax 904-730-6292  
On the internet at [www.sjrwmd.com](http://www.sjrwmd.com).

February 13, 2020

Mr. Philip Fremento  
DR Horton, Inc. - Jacksonville  
4220 Race Track Rd  
Saint Johns, FL 32259-2084

Re: Partial As-built Approval  
Winchester Ridge Phase 2 (Units 1-2) [AKA 'The Trails']  
Permit Number: 100130-11 Item Number: 1338333  
**(Please reference the permit number/item number on all correspondence.)**

Dear Mr. Fremento:

The St. Johns River Water Management District has received the partial "As-built Certification" for the above referenced permit. The District reviewed the As-built drawings and/or the permitted drawings, inspected the project site on February 12, 2020, and determined the system was in compliance at the time of our inspection. This approval is for Ponds 3, 6, 7, 8, 11, and 12 only as the roadway between Ponds 9 and 10 was not constructed to provide for an approval of these ponds at this time. This project is now in the operation and maintenance phase. Future inspections may be needed to ensure continued compliance with State law and District rules.

The District encourages you to review the conditions unique to your project. Some projects may require frequent inspections, maintenance or submittals due to the type of system approved and/or the geographical location. At a minimum, the operation and maintenance (O&M) entity must inspect the stormwater/surface water management system once every two years to determine whether the system is functioning as designed and permitted. The District asks that the O&M entity maintain a record of the inspection and have it available upon request. If the system is not functioning as designed and permitted, please submit to the District an Operation and Maintenance Inspection Certification, on form number 62-330.311(1).

Also, please notify the District within 30 days of any sale, conveyance or any other transfer for a permitted stormwater/surface water management system or the real property at which the system is located. This notification will assist the District in the permit transfer process and to ensure that the correct entity is the holder of the legal permit.

Thank you for your cooperation. If you have any questions, please call me at (904) 448-7932 or by email at [SLeitheiser@sjrwmd.com](mailto:SLeitheiser@sjrwmd.com).

Sincerely,

A handwritten signature in blue ink that reads 'Stacey S. Leitheiser'.

Stacey S. Leitheiser  
Engineer III  
Division of Regulatory Services

CC: Regulatory File

---

#### GOVERNING BOARD

Douglas Burnett, CHAIRMAN  
ST. AUGUSTINE

Ron Howse, TREASURER  
COCOA

Douglas C. Bournique  
VERO BEACH

Daniel Davis  
JACKSONVILLE

Susan Dolan  
SANFORD



# St. Johns River

## Water Management District

Ann B. Shortelle, Ph.D., Executive Director

7775 Baymeadows Way • Suite 102 • Jacksonville, FL 32256 • 904-730-6270 • [www.sjrwmd.com](http://www.sjrwmd.com)

May 27, 2021

Mr. Philip Fremento  
DR Horton, Inc. - Jacksonville  
4220 Race Track Rd  
Saint Johns, FL 32259-2084

Re: Winchester Ridge Phase 2 (Units 1-5) [AKA 'The Trails'] (Partial Ponds 9 and 10)  
Permit Number: 100130-11 Item Number: 1338333  
**(Please reference the permit number/item number on all correspondence.)**

Dear Mr. Fremento:

The St. Johns River Water Management District has received the Partial "As-built Certification" for the above referenced permit. The District reviewed the As-built drawings and/or the permitted drawings, inspected the project site, and determined the system was in compliance at the time of our follow up inspection for Pond 9 and 10. This project is now in the operation and maintenance phase. Future inspections may be needed to ensure continued compliance with State law and District rules.

The District encourages you to review the conditions unique to your project. Some projects may require frequent inspections, maintenance or submittals due to the type of system approved and/or the geographical location. At a minimum, the operation and maintenance (O&M) entity must inspect the stormwater/surface water management system once every two years to determine whether the system is functioning as designed and permitted. The District asks that the O&M entity maintain a record of the inspection and have it available upon request. If the system is not functioning as designed and permitted, please submit to the District an Operation and Maintenance Inspection Certification, on form number 62-330.311(1).

Also, please notify the District within 30 days of any sale, conveyance or any other transfer for a permitted stormwater/surface water management system or the real property at which the system is located. This notification will assist the District in the permit transfer process and to ensure that the correct entity is the holder of the legal permit.

Thank you for your cooperation. If you have any questions, please call me at (904) 448-7932 or by email at [SLeitheiser@sjrwmd.com](mailto:SLeitheiser@sjrwmd.com).

Sincerely,

A handwritten signature in blue ink that reads 'Stacey S. Leitheiser'.

Stacey S. Leitheiser  
Engineer III  
Division of Regulatory Services

CC: Regulatory File

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#### GOVERNING BOARD

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ST. AUGUSTINE

Rob Bradley, VICE CHAIRMAN  
FLEMING ISLAND

Susan Dolan, SECRETARY  
SANFORD

Ron Howse, TREASURER  
COCOA

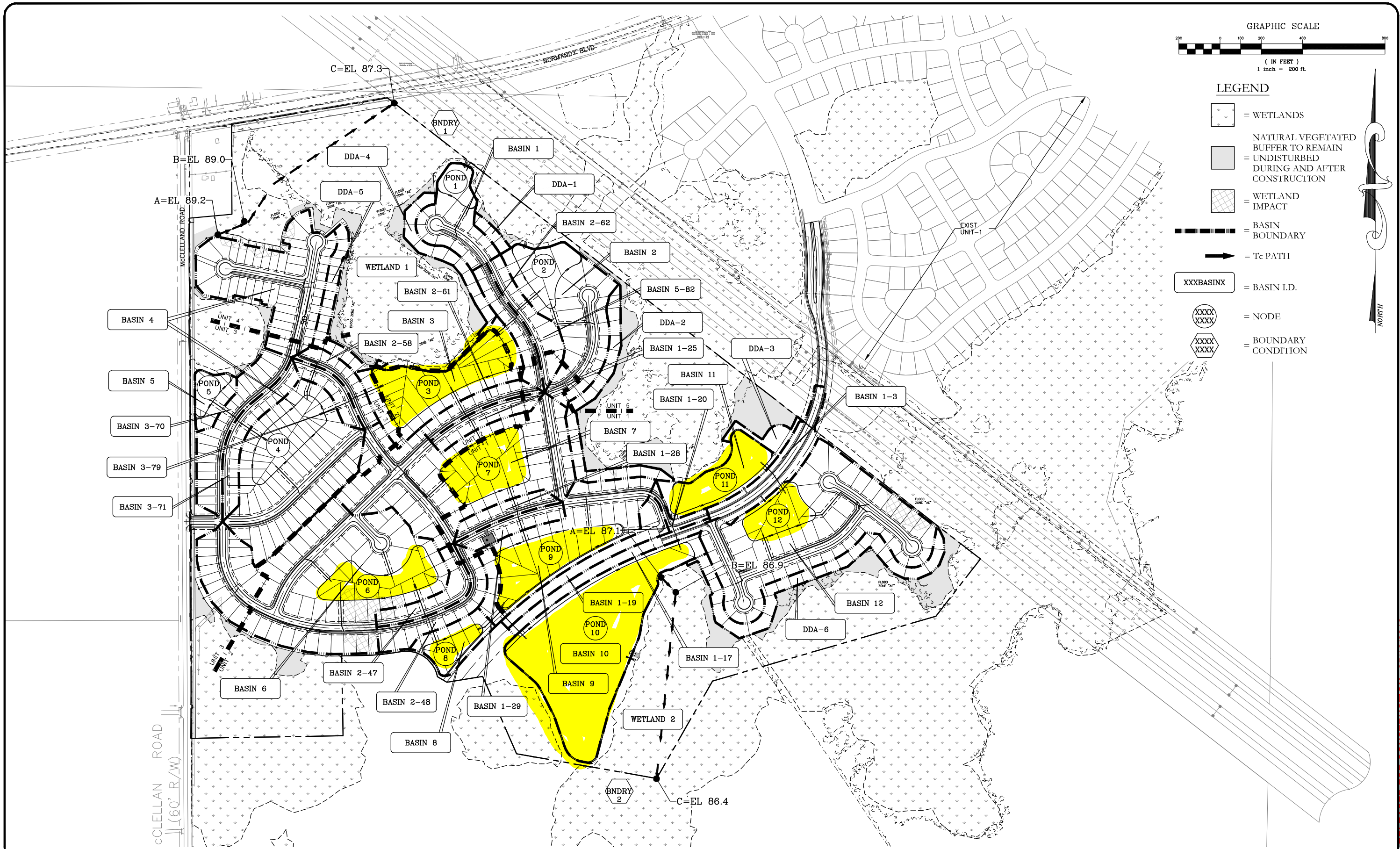
Ryan Atwood  
MOUNT DORA

Doug Bournique  
VERO BEACH

Cole Oliver  
MERRITT ISLAND

J. Chris Peterson  
WINTER PARK

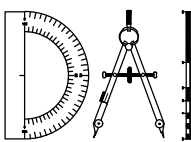
Janet Price  
FERNANDINA BEACH



P:\0906-252 WINCHESTER RIDGE\WORKING\252PST-1.DWG/18/2018 11:14 AMSteve Murrin

REVISIONS		
NO.	DATE	DESCRIPTION

DESIGNED BY:	DMT/GW/PLB
CAD:	SM
CHECKED BY:	DMT
SCALE:	1" = 200'
DATE:	SEPTEMBER, 2016
PROJ. NO.:	0906-252



**Dunn & Associates, Inc.**  
 CIVIL ENGINEERS / LAND PLANNERS  
 8375 Dix Ellis Trail, Suite 102 Jacksonville, Florida 32256  
 Phone: (904)363-8916 Fax: (904)363-8917  
 www.dunneng.com

**WINCHESTER RIDGE PHASE 2 (UNITS 1-5)**  
 FOR:  
**D.R. HORTON, INC - JACKSONVILLE**  
 DUVAL COUNTY, FLORIDA  
 POST DEVELOPMENT DRAINAGE PLAN

VINCENT J. DUNN ENGINEER NO. 39452  
 DAVID M. TAYLOR ENGINEER NO. 44164  
 CERTIFICATE OF AUTHORIZATION NO. 27168

Sheet No. 13 of 68  
**PST-1**  
 DWG. NO.

RELEASED FOR CONSTRUCTION 05/18/2018



# Request for Transfer of Environmental Resource Permit to the Perpetual Operation and Maintenance Entity

Instructions: Complete this form to transfer to the permit to the operation and maintenance entity. This form can be completed concurrently with, or within 30 days of approval of, the As-Built Certification and Request for Conversion to Operation Phase (Form 62-330.310(1)). Please include all documentation required under Section 12.2.1(b) of Applicant's Handbook Volume I (see checklist below). **Failure to submit the appropriate final documents will result in the permittee remaining liable for operation and maintenance of the permitted activities.**

Permit No.: 100130

Application No(s): 11

Project Name: Winchester Ridge Phase 2 (Unit 1-5) AKA The Trails

Phase or Independent Portion (if applicable): Units 1 and 2 only, including Ponds 3, 6, 7, 8, 9, 10, 11 & 12

A. **Request to Transfer:** The permittee requests that the permit be transferred to the legal entity responsible for operation and maintenance (O&M).

By:

Signature of Permittee

D.R. Horton, Inc. - Jacksonville

Company Name

(904) 421-4612 / aksharp@drhorton.com

Phone/email address

Philip A. Fremento - Vice President

Name and Title

4220 Race Track Road

Company Address

St. Johns, FL 32259

City, State, Zip

B. **Agreement for System Operation and Maintenance Responsibility:** The below-named legal entity agrees to operate and maintain the works or activities in compliance with all permit conditions and provisions of Chapter 62-330, Florida Administrative Code (F.A.C.) and Applicant's Handbook Volumes I and II.

The operation and maintenance entity does not need to sign this form if it is the same entity that was approved for operation and maintenance in the issued permit.

Authorization for any proposed modification to the permitted activities shall be applied for and obtained prior to conducting such modification.

By:

Signature of Representative of O&M Entity

Terence Douglas, Chairman

Name and Title

terencedouglas@bellsouth.net

Email Address

(904) 239-7578

Phone

Trails Community Development District

Name of Entity for O&M

2806 North Fifth Street

Address

St. Augustine, FL 32084

City, State, Zip

Date

Enclosed are the following documents, as applicable:

- ☐ Copy of recorded transfer of title to the operating entity for the common areas on which the stormwater management system is located (unless dedicated by plat)
- ☒ Copy of all recorded plats
- ☒ Copy of recorded declaration of covenants and restrictions, amendments, and associated exhibits
- ☐ Copy of filed articles of incorporation (if filed before 1995)
- ☐ A Completed documentation that the operating entity meets the requirements of Section 12.3 of Environmental Resource Permit Applicant's Handbook Volume I. (Note: this is optional, but aids in processing of this request)



# **AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**



# ADJOURNMENT