

Trails Community Development District

Board of Supervisors' Meeting February 8, 2022

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

www.trailscdd.org.

TRAILS COMMUNITY DEVELOPMENT DISTRICT

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

Board of Supervisors Terence Douglas Chairman

Douglas Pope Vice Chairman
Patricia Acree Assistant Secretary
Corina Buck Assistant Secretary
Ashley Guioa Assistant Secretary

District Manager Carol Brown Rizzetta & Company, Inc.

Lesley Gallagher

District Counsel Katie Buchanan Kutak Rock LLP

Michelle Rigoni

District Engineer 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.

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February 1, 2022

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 **February 8, 2022 at 12:00 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.	CAL	L TO ORDER/ROLL CALL
2.	AUD	IENCE COMMENTS ON AGENDA ITEMS
3.	BUS	INESS ADMINISTRATION
	A.	Consideration of the Minutes of the Board of Supervisors' Special Meeting
		held December 14, 2021Tab 1
	B.	Ratification of the Operation and Maintenance Expenditures for November 2021
		and December 2021
	C.	Consideration of Resolution 2022-03, Conducting the General ElectionTab 3
4.	_	FF REPORTS
	Α.	District Counsel
	В.	District Engineer
	C.	Amenity and Field Operation Managers
	_	1.) Vesta Property Services, Inc. Management Report
	D.	Landscape Manager 1) Pright light Landscape Services Inc. Management Benefit
	E.	BrightView Landscape Services, Inc. Management Report
	⊏.	Nizzetta & Company Management Report (Under Separate Cover)
5 .	BIIS	INESS ITEMS
J .	БОО	New Business:
		Consideration of Acquisition of Winchester Ridge Phase 2 Unit 4 Improvements,
		Tracts 1, 2, 3 and 4
		i. Acceptance of Engineer's Certificate
		ii. Special Warranty Deed
		iii. Bill of Sale
	B.	Ratification of SJWMD Permit Transfer of Phase 2, Units 3 & 4,
		Ponds 4 & 5 Tab 7
	C.	Consideration of Kutak Rock Retention and Fee Agreement
	D.	Consideration of BrightView Tree Trimming Proposal
	E.	Consideration of Additional Envera Security Camera Proposal
		(Under Separate Cover)
	F.	Consideration of Amending Code of Ethics Policy
	G.	Consideration and Discussion of Amenity Management Scope of Work and RFP

		(Under Separate Cover)	
	H.	Consideration of Addendum to Vesta Agreement for District Debit Card	
		(Under Separate Cover)	
		Old Business:	
	I.	Consideration of Pool Repair Proposal(s)	Tab 11
	J.	Consideration of Pool Furniture Repair Proposal(s)	Tab 12
	K.	Consideration of Front Entrance Sign Repair Proposal(s)	Tab 13
	L.	Consideration of Playground Equipment Proposal(s)	Tab 14
6.	AUD	DIENCE COMMENTS AND SUPERVISOR REQUESTS	
7.	ADJ	JOURNMENT	

I look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to contact me at (904) 436-6270.

Very kindly,

Carol L. Brown

Carol L. Brown Trails Community Development District

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 special meeting of the Board of Supervisors of Trails Community Development District was held on **Tuesday**, **December 14**, **2021 at 12:00 p.m.** at the Winchester Ridge Amenity Center, located at 15431 Spotted Stallion Trail, Jacksonville, Florida 32234.

Present and constituting quorum include:

Terence Douglas

Douglas Pope

Patty Acree

Corina Buck

Ashley Guioa

Board Supervisor, Chairman

Board Supervisor, Vice Chairman

Board Supervisor, Assistant Secretary

Board Supervisor, Assistant Secretary

Board Supervisor, Assistant Secretary

Also present were:

Melissa Dobbins Regional Manager, Rizzetta & Co., Inc. Lesley Gallagher District Manager, Rizzetta & Co., Inc.

Carol Brown Associate District Manager, Rizzetta & Co., Inc.

Katie Buchanan
Steve Howell
Mark Insel

District Counsel, Hopping Green & Sams
Director of Field Services, Vesta Inc.
Director of Amenity Manager, Vesta Inc.

John Williams Operations Manager, Vesta Inc.

Brian Mercer Associate Branch Manager, BrightView

Chad Eddy GW Gutters

Audience Members Present

FIRST ORDER OF BUSINESS

Call to Order

Ms. Brown called the meeting to order at 12:01 p.m. and read roll call.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

No audience comments.

THIRD ORDER OF BUSINESS

Administration of the Oath of Office for Ms. Corina Buck

Ms. Gallagher administered Ms. Buck's Oath of Office prior to the start of the meeting.

FOURTH ORDER OF BUSINESS

Consideration of the Minutes of the Board of Supervisors' Regular Meeting held October 12, 2021

On a motion by Mr. Douglas, seconded by Mr. Pope, with all unanimously in favor, the Board approved the Minutes of the Board of Supervisors' Regular Meeting held October 12, 2021, as amended, for Trails Community Development District.

FIFTH ORDER OF BUSINESS

Ratification of the Operation and Maintenance Expenditures for September 2021 and October 2021

On a motion by Mr. Douglas, seconded by Ms. Acree, with all unanimously in favor, the Board ratified the Operation and Maintenance Expenditures for September 2021, in the amount of \$39,458.81 and October 2021, in the amount of \$32,610.69, for Trails Community Development District.

SIXTH ORDER OF BUSINESS

STAFF REPORTS

A. District Counsel

1.) Ratification of the Acceptance of the Transition from Hopping, Green & Sams to Kutak Rock LLP

Ms. Buchanan informed the Board that she and her associates have changed firms from Hopping, Green & Sams to Kutak Rock LLP. She requested the Board ratify the acceptance of the transition and authorize the Chair to finalize the agreement. She said that the current terms would remain the same and reminded the Board that they have the ability at any time to terminate should they be dissatisfied.

On a motion by Ms. Buck, seconded by Mr. Douglas, with all unanimously in favor, the Board ratified the acceptance of the transition from Hopping, Green & Sams to Kutak Rock LLP and authorize the Chair to execute the final agreement with Kutak Rock LLP for Trails Community Development District.

2.) Legislative update on Wastewater and Stormwater Needs Analysis

Ms. Buchanan informed the Board that the 2021 Legislative Session enacted the requirement for local government entities to perform a Wastewater and Stormwater Needs Analysis. This analysis needs to be completed by June 2022.

The Board was presented with an Engineering Proposal for a Stormwater Needs Analysis from the District Engineer, Vince Dunn, with Dunn & Associate, Inc. with a Not to Exceed amount of \$10,000. (Exhibit A)

On a motion by Mr. Douglas, seconded by Ms. Acree, with all unanimously in favor, the Board approved the Engineering Proposal for a Stormwater Needs Analysis from Dunn & Associate, Inc., with a not to exceed amount of \$10,000, for Trails Community Development District.

- B. District Engineer Not present.
- C. Amenity and Field Operation Managers
- Vesta Property Services Management Report, December 2021
 Mr. Howell, Mr. Insel and Mr. Williams were present and answered questions regarding the Vesta Property Services Management Report found under Tab 6.

Mr. Williams requested the Board to authorize the purchase of two deck boxes to store the pool chemicals, with a Not-to-Exceed amount of \$450.

On a motion by Ms. Acree, seconded by Mr. Douglas, with all unanimously in favor, the Board approved staff to purchase two deck boxes with a Not-to-Exceed amount of \$450 for Trails Community Development District.

Board directed staff to purchase an additional Pool Rule sign.

Board directed staff to relook at pool furniture that needs repairs and explore color options.

- D. Landscape Manager
- BrightView Landscaping Management Report, November 2021
 Mr. Mercer was present and answered questions regarding the BrightView Management Report found under Tab 7.

Mr. Mercer informed the Board that there has been a price increase in irrigation and drainage materials.

Board directed staff to look at the landscaping near the powerlines and the streetlights along Winding Mare.

E. District Manager

1.) Rizzetta & Company Management Report, December 2021

Ms. Brown presented the Rizzetta & Company Management Report (Exhibit B) and answered questions from the Board.

Ms. Gallagher updated the Board that she reviewed the audio recording from the October 8, 2019 meeting upon receiving a request for additional information regarding the bollard lights and to to clarify for the Board that the bollard lights were not listed as a DR Horton repair or replacement item as previously indicated.

2.) Acceptance of Technology Services Contractual Assignment

Ms. Brown informed the Board that Rizzetta Technology Services was consolidating into Rizzetta & Company. She stated that all terms of the current agreement would remain the same. She requested the Board approve the Acceptance of Technology Services Contractual Assignment.

On a motion by Mr. Douglas, seconded by Ms. Guoia, with all unanimously in favor, the Board approved the Acceptance of Technology Services Contractual Assignment from Rizzetta Technology Services to Rizzetta & Company for Trails Community Development District.

SEVENTH ORDER OF BUISNESS

Resolution 2022-02, Adopting Amended Prompt Payment Policies

Ms. Buchanan informed the Board that the 2021 Legislative Session had amended the Prompt Payment Policies. This amendment included an increase from 1% to 2% on late payments for construction services and additional on contractor rights.

Ms. Brown informed the Board that Kutak Rock LLP provided the District with a Memorandum regarding the policy. (Exhibit C)

On a motion by Ms. Acree, seconded by Mr. Douglas, with all unanimously in favor, the Board accepted Resolution 2022-02, Adopting Amended Prompt Payment Policies for Trails Community Development District.

EIGHTH ORDER OF BUSINESS

Consideration of Dunn & Associates, Inc. Annual Engineer's Report Proposal

On a motion by Mr. Douglas, seconded by Mr. Acree, with all unanimously in favor, the Board approved Consideration of Dunn & Associates, Inc. Annual Engineer's Report Proposal, with the Not-to-Exceed amount of \$3,000 for Trails Community Development District.

NINTH ORDER OF BUSINESS

Consideration of LLS Tax Solutions Engagement Letter for Arbitrage Services

On a motion by Mr. Douglas, seconded by Mr. Acree, with all unanimously in favor, the Board approved the LLS Tax Solutions Arbitrage Services for Series - 2007, in the amount of \$1,500 for bond years ending in 2023, 2024 & 2025, for Trails Community Development District.

TENTH ORDER OF BUSINESS

Ratification of revised BrightView Proposal for Drainage Near Bench

Ms. Brown informed the Board that after their last Board meeting, the District received the recommendation from the District Engineer to remove the swale from the scope of work. Ms. Brown obtained an updated proposal from BrightView and presented it to the Chair. The Chair reconsidered the previously approved proposal and directed approved the updated proposal, removing the swale.

On a motion by Mr. Douglas, seconded by Ms. Acree, with all unanimously in favor, the Board accepted the ratification of revised BrightView Proposal for drainage near bench in the amount of \$2,586.54 for Trails Community Development District.

ELEVENTH ORDER OF BUSINESS

Consideration of BrightView Landscaping Volleyball Sand Proposal

Board directed staff to repair material damage at Volleyball court.

On a motion by Mr. Douglas, seconded by Ms. Guioa, with Ms. Buck and Mr. Pope in favor and Ms. Acree opposed, the motion passed and the Board approved the BrightView Landscaping Volleyball Sand, in the amount of \$3,706.66, for Trails Community Development District.

TWELFTH ORDER OF BUSINESS

Consideration of BrightView Playground Mulch Proposal

Board directed staff to explore drainage issues at playground.

On a motion by Mr. Douglas, seconded by Ms. Buck, with all unanimously in favor, the Board approved the BrightView Playground Mulch Proposal in the amount of \$1,592.09, for Trails Community Development District.

THIRTEENTH ORDER OF BUSINESS

Consideration of Gutters Proposal(s)

Mr. Eddy, with GW Gutters, was present to answer questions. He educated the Board that should they approve for partial gutter installation, in the future, they can add additional sections.

On a motion by Ms. Acree, seconded by Ms. Buck, with all unanimously in favor, the Board approved the GW Gutter Proposal in the amount of \$578, for Trails Community Development District.

FOURTEENTH ORDER OF BUSINESS

Consideration of Playground Equipment Painting Proposal(s)

Tabled. Board directed staff to obtain additional proposals and check for repairs.

FIFTHTEENTH ORDER OF BUSINESS

Consideration of Pool Repair

Proposal(s)

Tabled. Board directed staff to obtain at least three additional proposals. Additional proposals received (Exhibit D)

SIXTEENTH ORDER OF BUSINESS

Consideration of Pool Paver

Repair Proposal(s)

Board directed staff to explore repairing low spots.

SEVENTEENTH ORDER OF BUSINESS

Consideration of Pool

Furniture Repair Proposal(s)

Tabled.

EIGHTEENTH ORDER OF BUSINESS

Consideration of Entrance Sign

Repair Proposal(s)

Proposals were not presented under separate cover to Board.

Board directed staff to work with Chair in reviewing and approving proposals prior to the February meeting.

Board directed staff that any proposal over \$500, they need to obtain two additional

proposals.

NINETEENTH ORDER OF BUSINESS

Consideration of Reserve Study Proposal(s)

Staff presented proposals from Florida Reserve Study & Appraisal and Reserve Study (Exhibit E). Additional proposal had been requested and waiting for submission to the District.

On a motion by Mr. Douglas, seconded by Mr. Pope, with all unanimously in favor, the Board approved a reserve study with a not-to-exceed amount of \$3,500, for Trails Community Development District.

TWEENTIETH ORDER OF BUSINESS

Discussion of Amenity Management Services

1.) Update on the Installation of Manual Time Clock for Staff

Mr. Howell informed Board that staff are salaried employees and are benchmarked on quality of product and accountability.

Board directed staff to change office hours one of the days from 9 am to 2 pm to 2 pm to 6 pm.

Staff provided Board the Trails CDD Policy Statement for Staff Spending Guidelines. (Exhibit F)

TWENYFIRST ORDER OF BUSINESS

Supervisor Requests and Audience Comments

Audience member commented on Board of Supervisors itemize questions and ask staff prior to the meeting.

TWENTYSECOND ORDER OF BUSINESS

ADJOURNMENT

On a motion by Mr. Douglas, seconded by Ms. Buck, with all unanimously in favor, the Board adjourned the meeting at 2:04 pm for Trails Community Development District.

TRAILS COMMUNITY DEVELOPMENT DISTR	IC7
December 14, 2021, Meeting Min	ute
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Secretary/Assistant Secretary	Chairman/Vice Chairman

Exhibit A

December 7, 2021

Carol Brown, Associate District Manager Trails Community Development District c/o Rizzetta & Company, Inc. 2806 N. 5th St., Unit 403 St. Augustine, FL 32084

> Re: Engineering Proposal for Trails CDD Stormwater Needs Analysis Job Number 0906-252-10SW

Dear Ms. Brown:

Dunn & Associates, Inc. is pleased to offer this proposal for engineering services related to preparation of the new State required 20-year Stormwater Needs Analysis for the Trails Community Development District. Being familiar with the project and based on the information provided by District Counsel, we offer the following scope of work and related fees.

- 1. We will coordinate with the District Manager to gather prior drainage spending on the District stormwater system. We will prepare the analysis which will include:
 - A detailed description of associated facilities.
 - The number of current and projected residents served calculated in 5-year increments.
 - The current and projected service area.
 - The current and projected cost of providing services calculated in 5-year increments.
 - The estimated remaining useful life of each facility or its major components.
 - The most recent 5-year history of annual contributions to, expenditures from, and balances of any capital account for maintenance or expansion of any facility or its major components.
 - The district's plan to fund the maintenance or expansion of any facility or its major components. The plan will include historical and estimated future revenues and expenditures with an evaluation of how the district expects to close any projected funding gap.
 - The analysis will be in the format provided by The Office of Economic and Demographic Research: templates and other resources and guidance

Hourly Rates

Principal	\$200.00
Senior Engineer (P.E.)	\$170.00
Engineer (P.E.)	\$130.00
Engineer (E.I.) and Senior Designer	\$110.00
Senior CADD Technician	\$95.00
CADD Technician	\$80.00
Senior Construction Inspector	\$110.00
Construction Inspector	\$90.00
Administrative Support	\$55.00

NOTE: * Our fee for the above tasks will be billed at our standard hourly rates. In the event that unknown/unforeseen issues come up or are requested during our work, these amounts may be exceeded, however we will not exceed these amounts without your prior written approval.

Payment is due within 30 days of invoice. Late payments will be subject to a monthly 1.5% surcharge. Payment is for completed work and is not contingent on approvals. We can begin on this project immediately and have the necessary manpower to complete work very quickly. If this proposal meets your approval, please return a signed copy for our files. Should you have any questions please call us.

Sincerely,
DUNN & ASSOCIATES, INC
Vincent J. Dunn
Vincent J. Dunn, P.E. President
Accepted By
Company
Date

Exhibit B



DATES TO REMEMBER

- Next Meeting: February 8, 2022 at 12:00 pm
- FY 2020-2021 Audit Completion Deadline: March 31, 2022
- Next Election (Seats 2 &5): November 8, 2022
- Series 2007 Bonds Maturity Date: May 1, 2038

District Manager's Report

December 14

2021

FINANCIAL SUMMARY	<u>10/31/2021</u>
General Fund Cash & Investment Balance:	\$833,720
Reserve Fund Cash & Investment Balance:	\$235,776
Total Fund Balance YTD Actual:	\$1,069,496
Total Expenditure YTD Variance:	\$2,200 Under Budget

Updates:

The District has received the Envera Security agreement and it is currently under review.

BrightView has notified the District that they have increased their pricing on Irrigation / Drainage Parts and Materials. The District is waiting for a scheduling dates of the Drainage Proposal.

We continue to audit the COI's and website, along with monitoring contracts and terms.

Exhibit C



MEMORANDUM

TO: DISTRICT MANAGER

FROM: KUTAK ROCK LLP

RE: PROMPT PAYMENT POLICIES

As you may know, during the 2021 legislative session, Part VII of Chapter 218, Florida Statutes (the "Local Government Prompt Payment Act") was amended. This includes an increase from 1 percent (1%) to 2 percent (2%) as the floor interest rate on late payments for construction services and the addition of certain contractor rights in the event a local government entity fails to timely commence dispute resolution procedures in the event of an improper payment request or invoice. *See* §§ 218.735(9) and 218.76(2)(b), Fla. Stat. As provided in Florida Chapter Laws 2021-124, these changes apply to contracts executed on or after July 1, 2021.

Accordingly, we advise that districts adopt new or updated Prompt Payment Policies and Procedures as attached hereto to reflect these changes. For districts that have previously adopted Prompt Payment Policies and Procedures prepared by Hopping Green & Sams, this consists of the following changes as reflected in track-change format:

VII. Resolution of Disputes

* * *

B. Dispute Resolution Procedures

- 1. If an Improper Payment Request or Improper Invoice is submitted, and the Provider refuses or fails to submit a revised payment request or invoice as contemplated by the PPA and these Policies and Procedures, the Provider shall, not later than thirty (30) days after the date on which the last payment request or invoice was Date Stamped, submit a written statement via certified mail to the Agent, copying the District Manager, specifying the basis upon which the Provider contends the last submitted payment request or invoice was proper.
- 2. Within forty-five (45) days of receipt by the Agent and District Manager of the disputed, last-submitted payment request or invoice, the Agent and/or District Manager shall commence investigation of the dispute and render a final decision on the matter no later than sixty (60) days after the date on which the last-submitted payment request or invoice is Date Stamped.

KUTAKROCK

- 3. With regard to contracts executed on or after July 1, 2021, if the District does not commence the dispute resolution procedure within the time provided herein, a Provider may give written notice via certified mail to the Agent, copying the District Manager, of the District's failure to timely commence its dispute resolution procedure. If the District fails to commence the dispute resolution procedure within four (4) business days after receipt of such notice, any amounts resolved in the Provider's favor shall bear mandatory interest, as set forth in section 218.735(9), Florida Statutes, from the date on which the payment request or invoice containing the disputed amounts was Date Stamped. If the dispute resolution procedure is not commenced within four (4) business days after receipt of the notice, the objection to the payment request or invoice shall be deemed waived. The waiver of an objection pursuant to this paragraph does not relieve a Provider of its contractual obligations.
- 4. Absent a written agreement to the contrary, if the Provider refuses or fails to provide the written statement required above, the Agent and/or District Manager is not required to contact the Provider in the investigation. In addition, and absent a written agreement to the contrary, if such written statement is not provided, the District may immediately contract with third parties to provide the goods and services subject to the dispute and deduct the costs of such third party purchases from amounts owed to the Provider.
- 5. The Board shall approve any decision of the District Manager to contract with a third party which would result in: 1) an expenditure above what is budgeted for the Construction Services or Non-Construction Services; or 2) an expenditure which exceeds the original contract amount for the Construction Services or Non-Construction Services by more than ten percent (10%) or Ten Thousand Dollars (\$10,000).
- 6. A written explanation of the final decision shall be sent to the Provider, via certified mail, within five (5) business days from the date on which such final decision is made. A copy of the written explanation of the final decision shall be provided to the Chairperson of the Board simultaneously with the certified mailing to the Provider.
- 7. If a Provider does not accept in writing the final decision within five (5) days after receipt by the Provider, the District may immediately contract with third parties to provide the goods and services subject to the dispute and deduct the costs of such third party purchases from amounts owed to the Provider. If the costs of the third party purchases exceed the amount the District owes to the Provider, the District may seek to recover such excess from the Provider in a court of law or as otherwise provided in an agreement between the District and the Provider. Nothing contained herein shall limit or affect the District's ability to enforce all of its legal and contractual rights and remedies against the Provider.

KUTAKROCK

X. Late Payment Interest Charges

* * *

B. Related to Construction Services

All payments for Construction Services that are not made within the time periods specified within the applicable statute, shall bear interest from thirty (30) days after the due date, at the rate of one percent (1%) per month for contracts executed on or before June 30, 2021, and at the rate of two percent (2%) per month for contracts executed on or after July 1, 2021, or the rate specified by agreement, whichever is greater. §218.735(9), Fla. Stat. The Provider must submit a Proper Payment Request to the District for any interest accrued in order to receive the interest payment. An overdue period of less than one (1) month is considered as one (1) month in computing interest. (§218.74(4), Fla. Stat.).

Unpaid interest is compounded monthly. The term one (1) month means a period beginning on any day of a month and ending on the same day of the following month.

Exhibit D



Com-Pac Filtration, Inc.

P.O. Box 40071 Jacksonville, FL 32203 (904) 356-4003 • FAX



Bill To		Date	Expiration Date	Quote No.		Quote Requested By	
Vesta Brenerty Services (1)	12-09-21	06-09-22	120221-9	TA-R1	John Williams		
Vesta Property Services (Jax) 245 Riverside Avenue		Project Name					
Suite 205	1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -			Winchester Ridge			
Jacksonville, FL 32202	Customer Terms						
		50% Dep / 50% Upon Completion					
Phone	Email	Lead Time		Quoted	Ву		
(904) 755-1996	To Be Deter	mined	Travis	Atkinson			
Item Descriptor				Otv	IInit Pric	e Fyt Drice	

Item	Descripton	Qty	Unit Price	Ext Price
SERVICE CALL	SERVICE CALL	1	494.05	494.05
MISC ITEM	4) TR140 Pentair Triton 2 (P/N 140243) Spider Gasket Replacement (p/n 272409) 1)Hydrostorm Pump Replace and Replumb for old P4R6G3 2)Auto Fills 4) TR140 Pentair Triton 2 (P/N 140243) Filter Media Replacement Removal of old media once evacuated by others	1	5,339.45	5,339.45
LABOR	Complete labor to install quoted materials (includes mobilization and lodging if required)	1	6,336.64	6,336.64

Sub-Total \$12,170.14	Sub-Total
- Discount \$6,024.22	- Discount
Sales Tax \$0.00	Sales Tax
Freight \$0.00	Freight
Total \$6,145.92	Total

Sales taxes and/or shipping cost are excluded from this quote unless otherwise specified within the body of this document.

Deposits are calculated from the subtotal only. Sales taxes and/or shipping charges will be added to the customer's Final Invoice. Deposits are due prior to manufacturing.

Insufficient funds due to returned checks, wire transfers and/or credit cards will be subject to loss of customer discount and will incur a 1.5% finance charge compounded monthly until paid in full. Purchaser agrees that any legal action shall be subject to the laws of the State of Florida with exclusive venue being Jacksonville, Duval County, Florida. In the event of litigation for nonpayment of amounts owed, the prevailing party shall be entitled to recover from the non-prevailing party reasonable costs and attorney fees, including those amounts incurred on appeal.

Customer discount will be revoked and charged back to the Final Invoice if not paid within the specified terms.

By signing below, the customer agrees to all terms specified within this quote.

Customer may use this quote to assign a purchase order number by completing the specified field below.

Print Name	Title	Purchase Order Number (optional)
Signature	Date	(орионат)

Crown Pools Inc

3002 Phillips Highway Jacksonville, FL 904-858-4300 904-858-4330 **Quote** 12/9/2021 Quote # 11983 Entered by - KEITH Valid through - 1/10/2022

Bill To:
WINCHESTER RIDGE
15431 SPOTTED STALLION TRAIL
JACKSONVILLE, FL 32234
TERENCE DOUGLAS
904-239-7578

Ship To:
WINCHESTER RIDGE
15431 SPOTTED STALLION TRAIL
JACKSONVILLE, FL 32234
terencedouglas@bellsouth.net

Item	Description	QTY	Proposed Price
SERVICE LABOR	LABOR / CHANGE OUT FILTER MEDIA ON {4} SAND FILTERS	1	\$800.00
SERVICE PARTS	AAA-233 50# PEA GRAVEL BAG 1/8"x.25" (AAA06233	3) 24	\$887.14
SERVICE PARTS	50# #20 GRIT POOL FILTER SAND (AAA06200)	52	\$536.61
	Group	Subtotal	\$2,223.75
		Subtotal	\$2,223.75
		Tax	\$0.00
Notes		Total	\$2,223.75

Quote Accepted By:		Date:	
* *	Print/Sign		

Exhibit E



December 9, 2021

Trails CDD c/o Board of Supervisors

RE: Full Service Reserve Study with Site Inspection Trails CDD 15431 Spotted Stallion Trail Jacksonville, FL 32234

Dear Board of Supervisors:

We are very appreciative for the opportunity to perform a full reserve study with site inspection and recommendations for Trails CDD. We are a team of knowledgeable reserve analysts with extensive experience and take pride in performing reserve studies. The reserve study will project costs and funding for a 30 year time frame for all common areas and improvements.

Trails CDD commenced operations in September 2006. The community started home construction in 2007 and construction has been gradual to this point. The community is comprised of single family homes. There will be 653 homes at build-out. The community has an amenity campus with a pool area, clubhouse and playground that are the main amenities to the community. The CDD consists of 341.81 acres and is located in Jacksonville, Duval County, Florida. After a review of plats, aerials, and county records, we recommend the following reserve items be included in the report:

- Clubhouse
- Pool Area and Equipment
- Playground
- CDD Sidewalks
- Entry Monuments
- Stormwater Drainage

- Ponds
- Pavilions
- Parking Areas
- Walls/Fencing
- Any Other Items Specified by You

The physical analysis portion of the reserve study will include a reserve item component list, remaining life, useful life, current cost, future cost of all reserve items as well as any site recommendations. The financial analysis portion of the study will include allowances for your interest income, taxes and projected changes in building costs. The pooled method and component method (if applicable) will be used and presented to derive the funding schedules.

1

PHONE: 813.932.1588 FAX: 813.388.4189 WEB: www.reservestudyfl.com ADDRESS: 12407 N Florida Ave, Tampa, FL 33612



Scope of Service

Our scope of service for a full service reserve study with site inspection that includes all expenses consists of:

- Site inspection of common areas and improvements with both a Certified General Contractor and a CAI-designated Reserve Specialist (Both are degreed engineers).
- Our user-friendly reserve study report that includes narrative, photographs, pooled method cash flow plan, component method plan (if applicable), reserve item component cost, remaining life, and useful life inventory. The report projects costs and funding for 30 years using localized costs.
- Percent Funded Analysis. This compares what you have in reserve funds to what the ideal amount should be, something many reserve studies do not include.
- One site meeting with management or the board on the day of inspection, if requested.
- Electronic copies of the report. Electronic copies can also be requested any time in the future by email. A hard copy is available free of charge upon request.
- Revisions or amendments of reports for up to 90 days from the first submission of the report. We welcome all feedback. (It is not uncommon for there to be one or two refinements of the report to meet your specific requirements).
- Accessibility. Call, write, or email us any time and you will receive prompt follow-up. We aim to exceed expectations and consider customer service our top priority.
- 30 year cash flow plan in the report.
- Review of plats, drawings, and site aerials.

2

ADDRESS: 12407 N Florida Ave, Tampa, FL 33612



Qualifications

Paul Gallizzi and Steven Swartz are professionals in the business of preparing reserve studies and insurance appraisals for community associations. We both inspect all properties and have provided detailed analysis of over 300,000 single family, apartment, villa, townhome, and condominium units. Our high repeat customer rate indicates high customer satisfaction. We have prepared reserve studies and insurance appraisals for all types of community associations including high rise condominiums, mid-rise condominiums, garden-style condominiums, office condominiums, medical condominiums, townhouse developments, single family residential homeowners associations, community development districts, and special use facilities.

We both hold engineering degrees from fully accredited universities. Paul is a State Certified General Real Estate Appraiser License Number RZ 110 and a State Certified General Contractor License Number CGC 019465 with over 30 years of experience in each. Steven is one of approximately only 200 people nationwide that have earned the designation of Reserve Specialist (RS) from the Community Associations Institute and is a State Certified General Real Estate Appraiser License Number RZ 3479. He has also been a speaker at CAI functions discussing reserves and budgeting. To learn more, please visit us on the web at www.reservestudyfl.com and visit our articles section for more than 50 articles about reserves, funding, and budgeting.

A partial list of our clients include:

- Greenacre Properties
- Standard Pacific Homes
- Leland Management
- M/I Homes
- Associa Gulf Coast
- Sentry Management
- Starwood Land Ventures
- Management & Associates
- Resource Property Management
- Condominium Associates
- Insurance Office of America
- Argus Property Management
- Creative Management
- Many Other Individually Managed Associations

- The Mahaffey Apartment Company
- Rizzetta & Company
- First Service Residential
- Brown & Brown Insurance
- Taylor Morrison Homes
- Vanguard Management Group
- Lennar Homes
- McNeil Management Services
- Development Planning and Financing Group
- Qualified Property Management
- Avid Property Management
- Southshore Property Management
- Terra Management Services



Experience

Here is a short list of communities we have conducted reserve studies for, showing experience with various construction types, building systems, and community amenities:

Fishhawk CDD I, CDD II, CDD III, & CDD IV, Lithia, Florida

Fishhawk Ranch is a large planned community consisting of approximately 3000 acres in Lithia, Florida. It is comprised of numerous single family home subdivisions as well as a few townhome subdivisions. There are many community amenities including swimming pools, clubhouses, tennis courts, playgrounds, fitness centers, a banquet center, running trails, parks, and various others. The District also maintains the ponds, stormwater drainage, and the entry areas. There are a total of 6,286 members.

Heritage Harbour South CDD, Bradenton, Florida

Heritage Harbour South CDD is comprised of single family residential and multifamily residences. The community started construction in 2002 and construction finished in 2006. Overall, there are 1,523 units. The CDD maintains the baseball field and recreation area. The District also maintains the streets, ponds, stormwater drainage, and the entry areas. The CDD encompasses a total site size of 980.79 acres in Bradenton, Florida.

Venetian CDD, Venice, FL

Venetian CDD commenced operations in September 2002. The Venetian Golf and River Club has 1,377 lots planned primarily for single family residential development as well as a small amount of multi-family development. The River Club recreation area was built in 2004 and includes a clubhouse, kitchen and banquet facilities, fitness center, pool area, tennis courts, as well as other amenities. The District also maintains the streets, ponds, stormwater drainage, and the entry areas. The CDD encompasses a total site size of 964 acres.

Riverwood CDD, Port Charlotte, FL

Riverwood CDD started development in the mid 1990s and most of the construction was complete over the next decade. The District maintains an amenity campus with a clubhouse/athletic center, pool area, tennis, and shuffleboard courts. The district also owns an off-site Beach Club on Manasota Key in Englewood. The Beach Club was built in 2003 and acquired in 2014. Additionally, the District also maintains the streets, potable water system, reclaimed water system, sewer system (and plant), and stormwater drainage.

Two Creeks CDD, Middleburg, FL

Two Creeks has 624 platted lots planned for single family residential development and encompasses 625 acres. The community was platted in June 2007. Within the district, there is a recreation comprised of a clubhouse, pool area, 2 tennis courts, a basketball court, playgrounds, and a volleyball court. The community also maintains the ponds, stormwater drainage, and the entry areas.

4

PHONE: 813.932.1588 FAX: 813.388.4189 WEB: www.reservestudyfl.com

ADDRESS: 12407 N Florida Ave, Tampa, FL 33612



Services

The fee schedule for the current assignment is as follows, please sign below to confirm your acceptance:

Full Service Reserve Study with Site Inspection (Level-1)

\$6,000

We will provide you with electronic copies of the report of your choice. Payment will be due at the first submission of the report. The report will be completed within eight weeks of our firm receiving this engagement letter signed and faxed or emailed to our office.

Thank you again for the opportunity to present our proposal to you.

Sincerely,

Paul Gallizzi

Florida General Contractor #CGC-019465

aul Lalli

State-Certified General Appraiser RZ110

Steven Swartz, RS

Reserve Specialist Designation No. 214

State-Certified General Appraiser RZ3479

Steven M. Swarts

Accepted by Signature:

Date

Accepted by Printed Name:



Trails Community Development District

c/o

Mark Insel

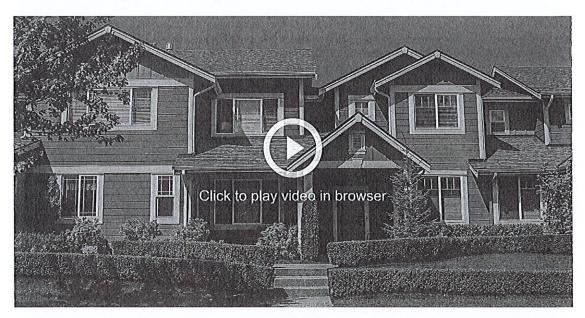
Vesta Property Services, Inc Jacksonville, Florida 32234 Delivered on December 10, 2021

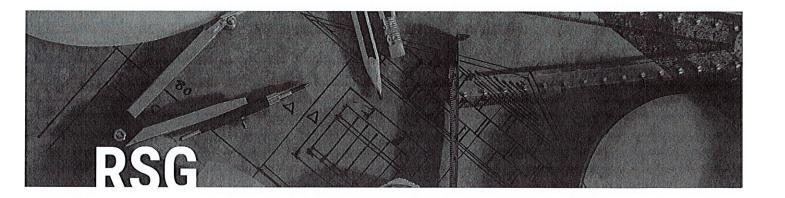


Plan for the future. The concept is simple. We provide you the with the insight needed to make fast, accurate and informed decisions. We focus on understanding your situation and providing funding solutions that are designed with your goals in mind. By focusing on the detail and the big picture we provide the information you need to best manage your reserve fund and reserve contributions.

A reserve study is a budget planning tool. A reserve study helps associations understand whether they are saving enough to address anticipated future expenses. By establishing expectations as to when expenses will occur and how much they should cost, the reserve study gives associations a better perspective on how they can reach their specific goals. Associations can in turn look at the current status of their reserve account and clarify whether contributions to the fund are adequate to address future needs.

The concept is simple.





Dear Mark,

Thank you for providing us with the opportunity to present you with a reserve study proposal. As reserve specialists we feel that we that we can provide you with the custom study you need to confidently manage your reserves. We provide reserve studies that meet and exceed national and state level requirements. Our reserve studies help associations, like yours, navigate anticipated costs and ensure that your community is well prepared for the future.

Our approach is simple. We provide you with the information you need to make fast, intelligent and informed decisions. Our reports are designed to be comprehensive, clear and easy to read. We recognize that all Associations are different and provide solutions that are tailored to the specific circumstances and needs of your community.

I invite you to visit our website www.reservestudygroup.com to look further into our services and experience. When you are ready to move forward, simply select what type of service you require and return the signed acceptance. Please don't hesitate to me if you have questions or require additional information. We look forward to the opportunity of working with your Association.

Sincerely,

Stuart Wilkinson

Reserve Specialist

Reserve Study Group



Understanding the reporting level options.

ALL service packages include project consultation coupled with an electronic copy of the final report. If you are unsure of what product best suits your needs please visit our website at www.reservestudygroup.com/services.

Level 1

Reserve study with an on-site visual inspection and property condition assessment. This product is offered to clients undertaking their first reserve study, or Associations in need of a comprehensive review and audit of a previous reserve study. Component list and associated measurements are developed and reviewed at this time.

Level 2

Reserve study update with an on-site visual inspection and property condition assessment. Level 2 reports are for clients intending to update a previous study, typically performed in the third year after the last site-visit based reserve study.

Level 3

Reserve Study update with no on-site inspection or property condition assessment. This report is typically requested in the years immediately following a reserve study with an on-site review. A prior reserve study is required to establish the basis for the verification and quantification of the component inventory.

RSG Loyalty Program

The RSG Loyalty Program is three year package. This multi-year offer is ideal for those customers who require a standardized annual price to assist with ongoing budgeting.



Our fees are based on the time required and will be billed at the all-inclusive fixed rate. Check the box for the service level required.

TYPE OF RESERVE STUDY REQUIRED	COST
□ LEVEL 1 Full reserve study. Physical and financial analysis. Develop cash flow projection, component list, cost and life estimates.	\$3,195
 LEVEL 2 Update with a site visit. Physical and financial analysis. Update cash flow projection, cost and component life estimates from prior report. 	\$2,780
□ LEVEL 3 Update without a site visit. Financial analysis. Update cash flow projection, cost and component life estimates from prior report.	\$935
TOTAL	\$3,195

By signing below, I acknowledge that I have read and understood the attached Terms and Conditions of Service provided by Reserve Study Group, and agree to abide by them.



Mark Insel, Trails Community Development District



TERMS & CONDITIONS

This Agreement, dated effective December 10, 2021 (this "Agreement"), is made and entered into by and among Trails Community Development District (the "Client") and Reserve Study Group (herein know as "RSG"). By accepting this Agreement, Client hereby agrees to all of the terms and conditions set forth below.

ACKNOWLEDGMENT.

This Agreement constitutes the entire agreement between the parties. The Agreement can only be modified by written approval executed by both parties.

CLIENT FURNISHED INFORMATION.

RSG may rely upon information provided by Client and by third parties without independently verifying that information. Client shall be responsible for supplying and verifying the accuracy of all information requested by, and presented by RSG. Therefore, conclusions formed on the basis of such information are qualified and may only be relied upon on the basis that they are formed in reliance upon the completeness and accuracy of information provided to RSG.

LIMITATIONS.

Client understands that Services are not for the purposes of ascertaining compliance with any standards, codes, ordinances or other regulations. Services will not include any assessment of the structural adequacy of any of the elements of the building, structure, improvement or object. Services are only to be used within the context and for the purpose for which they are provided. Any report or other documentation which is produced as an outcome of Services must only be used and interpreted in accordance with that context and that purpose, and subject to the relevant limitations.

DISPUTE RESOLUTION.

In the case of a lawsuit initiated by Client, arising out of this agreement or the transaction contemplated, Client agrees to pay RSG costs and expenses associated with the lawsuit, including reasonable attorney's fees.

MODIFICATION.

No modification, termination, or attempted waiver of this Agreement, or any provision thereof, shall be valid unless in writing signed by the party against whom the same is sought to be enforced.

INSPECTIONS.

RSG can only survey those areas that are visible and readily accessible at the time of the site inspection. The inspection shall be limited to observable general conditions only, and shall not be construed to be an engineering or structural evaluation of the components.

No invasive or destructive testing will be conducted during the site inspection and/ or as part of this study. All inspections shall be conducted from finish grade, or elevated building components such as decks. No high lifts, scaffolding, or ladders will be used unless otherwise agreed upon in writing. While a visual inspection will be made of accessible Plant and Equipment, including air conditioning units, cooling towers, pumps, motors, and elevators, it is presumed that all essential maintenance, as required by the manufacturer subject to specific on site factors (such as adverse environmental factors), is being carried out through ongoing maintenance contracts. The findings contained in Services will be based on the prevailing conditions at the time of inspection.

INDEMNIFICATION.

Client shall indemnify, defend and hold harmless RSG, its officers, trustees, agents, representatives and employees against and from any and all claims, liabilities, losses, damages and expenses (including without limitation attorney's fees and court costs) arising out of or in connection with any goods or services purchased pursuant to this Agreement or from any act, omission, negligence, operation, product or service of RSG or its officers, trustees, agents, representatives and employees.

HAZARDOUS MATERIALS.

RSG is not responsible for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials in any form at the project site, including, but not limited to asbestos, asbestos products, polychlorinated biphenyl or other toxic substances. Unless stated, the existence of hazardous material in or on the property has not been considered and it is assumed that no hazardous materials are present.

LIMIT OF LIABILITY.

RSG, its officers, trustees, agents, representatives and employees shall not be liable to Client for any lost profits or other incidental or consequential damages. RSG's liability on any claim for loss, damage or expense arising out of or in connection with this Agreement shall not exceed the price of goods or services which gave rise to the claim. RSG shall not be liable for penalties or fines of any kind. Any action, suit or proceeding caused by any alleged breach of this Agreement by Client must be commenced within one (1) year after the cause of action occurred.

HARD COPIES.

HARD COPIES: Hard copies of the reserve study will be available upon request for \$85 (including delivery). All other copies shall be forwarded electronically.

Exhibit F

TRAILS COMMUNITY DEVELOPMENT DISTRICT

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

POLICY STATEMENT FOR STAFF SPENDING GUIDELINES

The Trails Community Development District is organized according to the board – administration form of government. As such, the Board of Supervisors serves as the governing body, which is tasked with establishing district policies and adopting district budgets. The board employs a District Manager to serve as the chief administrator of the district and is charged with the supervision and oversight of the operations of the district's activities. The board may also employ a staff to assist the District Manager with the day-to-day responsibilities of the district's business. The staff report to the District Manager. Select staff may have the authority to spend district funds for the ongoing operations. However, strict spending guidelines are expected to be followed in order to adhere to a cost-efficient operation. As such, the follow guidelines are to be followed:

Types of Expenses:

1. Budgeted Expenses

- a. Mandatory Expenses These are individual expenses that are routinely required in order to timely conduct business. Examples include office supplies, cleaning supplies, basic tools, small repairs, etc.
- Discretionary Expenses These are individual expenses that are not routinely required and are typical of a project and not part of the day-to-day operations. Examples include - equipment rentals, large repairs, party supplies, etc.

2. Unbudgeted Expenses

- a. Emergency Expenses These are individual expenses that require immediate action due to an event that affects the general welfare of the community. Examples include - Trees blown down in a storm blocking a roadway, sinkhole or other depressions, etc.
- b. Non-emergency Expenses These are individual expenses that do not require immediate action but may be deemed necessary. These jobs were not contemplated at the time of budget adoption. Examples include painting of a clubhouse, pressure washing, furniture replacement, etc.

TRAILS COMMUNITY DEVELOPMENT DISTRICT

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

Authorization Levels:

- 1.a. Individual Expenses up to \$500 can be approved by the Facility Manager Individual Expenses \$501 \$5,000 require approval by the District Manager Individual Expenses \$5,001+ require approval by the District Manager and Chairman (Ratification of all expenses by the Board at a subsequent meeting)
- 1.b. Individual Expenses up to \$5,000 require approval by the District Manager Individual Expenses \$5,001+ require approval by the District Manager and Chairman (Ratification of all expenses by the Board at a subsequent meeting)
- 2.a. Individual Expenses up to \$500 can be approved by the Facility Manager Individual Expenses \$501 \$5,000 require approval by the District Manager Individual Expenses \$5,001+ require approval by the District Manager and Chairman

(Ratification of all expenses by the Board at a subsequent meeting)

2.b. Individual Expenses up to \$5,000 require approval by the District Manager Individual Expenses \$5,001+ require approval by the District Manager and Chairman (Ratification of all expenses by the Board at a subsequent meeting)

Agreed and approved on this date	
Facility Manager	
District Manager	_

Tab 2

TRAILS COMMUNITY DEVELOPMENT DISTRICT

<u>District Office · Riverview, Florida</u>

Mailing Address · 3434 Colwell Avenue, Suite 200 · Tampa, Florida 33614

Operation and Maintenance Expenditures Presented For Board Approval November 2021

Attached please find the check register listing the Operation and Maintenance expenditures paid from November 1, 2021 through November 30, 2021. This does not include expenditures previously approved by the Board.

Approval of Expenditures:

_____Chairperson

____Vice Chairperson

Assistant Secretary

The total items being presented: \$24,511.11

Paid Operation & Maintenance Expenditures

November 1, 2021 Through November 30, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Inv	oice Amount
Allstate Electrical Constractors, Inc	002343	57633	Electric Repair to Parking Lot Pole 08/21	\$	998.00
Brightview Landscape Services, Inc.	002351	7597185	Landscape Maintenance 11/21	\$	5,962.83
Brightview Landscape	002348	7621579	Irrigation Repair 10/21	\$	848.47
Services, Inc. Comcast	2021112421-1	8495 74 120 1695610 11/21	15431 Spotted Stallion Trail 11/21	\$	311.62
Department of Economic	002349	85039	Special District Fee FY 21/22	\$	175.00
Opportunity Disclosure Services, LLC	002344	3	Amortization Schedule 2007 11/21	\$	100.00
Future Horizons, Inc.	002345	70322	Aquatic Weed Control 10/21	\$	852.40
JEA	2021112421-2	0715007480	Utility Summary 11/21	\$	2,686.64
Poolsure	002342	11/21 131295603144	Monthly Pool Chemicals 11/21	\$	691.59
Republic Services #687	2021112421-3	0687-001175144	Monthly Trash Removal 11/21	\$	187.30
Rizzetta & Company, Inc.	002346	INV0000062552	District Management Services 11/21	\$	5,034.17
Rizzetta Technology	002347	INV0000008181	Website & EMail Hosting Services 11/21	\$	100.00
Services, LLC Taniesha Ware	002353	Ware 102121	Renal Deposit return 10/21	\$	150.00

Paid Operation & Maintenance Expenditures

November 1, 2021 Through November 30, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Inv	oice Amount
Vesta Property Services, Inc.	002350	391053	On-Site Operations Manager 11/21	\$	5,797.33
Vesta Property Services, Inc.	002352	391948	Billage 10/21	\$	615.76
Report Total				<u>\$</u>	24,511.11

TRAILS COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · RIVERVIEW, FLORIDA

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

Operation and Maintenance Expenditures Presented For Board Approval December 2021

Attached please find the check register listing the Operation and Maintenance expenditures paid from December 1, 2021 through December 31, 2021. This does not include expenditures previously approved by the Board.

Approval of Expenditures:

_____Chairperson

____Vice Chairperson

Assistant Secretary

The total items being presented: \$43,902.65

Paid Operation & Maintenance Expenditures

December 1, 2021 Through December 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invo	oice Amount
All Weather Contractors, Inc.	002368	126807	Monument Sign Repair	\$	590.00
Ashley Guioa	002371	AG121421	BOS Supervisor Pay 12/14/21	\$	200.00
Brightview Landscape Services, Inc.	002363	7484230	Pond #26 07/21	\$	3,679.88
Brightview Landscape Services, Inc.	002365	7646334	Landscape Maintenance 12/21	\$	5,962.83
Corina Buck	002369	CB121421	CDD 21/22	\$	200.00
Daily Record & Observer, LLC	002358	21-07936D	Legal Advertisment 11/21	\$	93.13
Douglas Pope	002372	DP121421	Board of Supervisors Meeting 12/14/21	\$	200.00
Dunn & Associates, Inc.	002366	21-267	Engineering Services	\$	1,500.00
Dunn & Associates, Inc.	002366	21-552	Engineering Services	\$	841.25
Future Horizons, Inc.	002356	70683	Aquatic Weed Control 11/21	\$	895.39
Hopping Green & Sams	002354	125842	General Legal Services 06/21	\$	3,084.95

Paid Operation & Maintenance Expenditures

December 1, 2021 Through December 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoi	ce Amount
Hopping Green & Sams	002354	125906	General Legal Services 09/21	\$	1,375.00
Hopping Green & Sams	002357	126149	General Legal Services 10/21	\$	3,316.14
JEA	2021123121-1	0715007480 Nov 21	Utility Summary 11/21	\$	2,540.99
Linda Anne Schrenk dba	002355	112421 Linda	Holiday Event Face paint 12/21	\$	400.00
Amazing Face Painting by Patricia Acree	002367	PA121421	CDD 21/22	\$	200.00
Poolsure	002359	131295603591	Monthly Pool Chemicals 12/21	\$	752.79
Republic Services #687	2021123121-2	0687-0012356	Monthly Trash Removal 11/21	\$	188.80
Rizzetta & Company, Inc.	002360	INV0000063133	District Management Services 12/21	\$	5,034.17
Rizzetta Technology	002361	INV0000008272	Website & EMail Hosting Services 12/21	\$	100.00
Services, LLC Terence William Douglas	002370	TD121421	Board of Supervisors Meeting 12/14/21	\$	200.00
Vesta Property Services, Inc.	002364	392230	On-Site Operations Manager 12/21	\$	5,797.33

Paid Operation & Maintenance Expenditures

December 1, 2021 Through December 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	_ Inv	oice Amount
Vesta Property Services, Inc.	002362	392256	Installed 900 Sp FT Rubber floor 11/21	\$	6,750.00
Report Total				\$	43,902.65

Tab 3

RESOLUTION 2022-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TRAILS COMMUNITY DEVELOPMENT DISTRICT IMPLEMENTING SECTION 190.006(3)(A)(2)(C), FLORIDA STATUTES AND INSTRUCTING THAT THE DUVAL COUNTY SUPERVISOR OF ELECTIONS CONDUCT THE DISTRICT'S GENERAL ELECTIONS; PROVIDING FOR COMPENSATION; SETTING FORTH THE TERMS OF OFFICE; AUTHORIZING NOTICE OF THE QUALIFYING PERIOD; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Trails Community Development District ("**District**") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within unincorporated Duval County, Florida; and

WHEREAS, the Board of Supervisors of the District ("Board") seeks to implement Section 190.006(3)(A)(2)(c), Florida Statutes, and to instruct the Duval County Supervisor of Elections ("Supervisor") to conduct the District's elections by the qualified electors of the District at the 2022 general election ("General Election").

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

1. CURRENT BOARD MEMBERS. The Board is currently made up of the following individuals, seats and terms:

Seat Number	<u>Supervisor</u>	Term Expiration Date
1	Patricia Acree	November 2024
2	Corina Buck	November 2022
3	Douglas Pope	November 2024
4	Ashley Guioa	November 2024
5	Terence Douglas	November 2022

- 2. **GENERAL ELECTION SEATS.** Seat 2, currently held by Corina Buck, and Seat 5, currently held by Terence Douglas are scheduled for the General Election in November 2022. The District Manager is hereby authorized to notify the Supervisor of Elections as to what seats are subject to General Election for the current election year.
- 3. **QUALIFICATION PROCESS.** For each General Election, all candidates shall qualify for individual seats in accordance with Section 99.061, *Florida Statutes*, and must also be a qualified elector of the District. A qualified elector is any person at least 18 years of age who is

a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the Duval County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, *Florida Statutes*.

- 4. **COMPENSATION.** Members of the Board are entitled to receive \$200 per meeting for their attendance and no Board member shall receive more than \$4,800 per year.
- 5. **TERM OF OFFICE.** The term of office for the individuals to be elected to the Board in the General Election is four years. The newly elected Board members shall assume office on the second Tuesday following the election.
- 6. **REQUEST TO SUPERVISOR OF ELECTIONS.** The District hereby requests the Supervisor to conduct the District's General Election. The District understands that it will be responsible to pay for its proportionate share of the General Election cost and agrees to pay same within a reasonable time after receipt of an invoice from the Supervisor.
- 7. **PUBLICATION.** The District Manager is directed to publish a notice of the qualifying period for each General Election, in a form substantially similar to **Exhibit A** attached hereto.
- 8. **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.
 - 9. **EFFECTIVE DATE.** This Resolution shall become effective upon its passage.

PASSED AND ADOPTED this 8st day of February 2022.

ATTEST:	TRAILS COMMUNITY DEVELOPMENT DISTRICT
Secretary/Assistant Secretary	Chairperson, Board of Supervisors

EXHIBIT A

NOTICE OF QUALIFYING PERIOD FOR CANDIDATES FOR THE BOARD OF SUPERVISORS OF THE TRAILS COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given that the qualifying period for candidates for the office	e of Supervisor
of the Trails Community Development District will commence at noon on June 13,	2022, and close
at noon on June 17, 2022. Candidates must qualify for the office of Supervisor	with the Duval
County Supervisor of Elections located at	, Phone ()
All candidates shall qualify for individual seats in accordance with S	Section 99.061,
Florida Statutes, and must also be a "qualified elector" of the District, as defined in	n Chapter 2004-
461, Laws of Florida. A "qualified elector" is any person at least 18 years of age	who is a citizen
of the United States, a legal resident of the State of Florida and of the District, and w	ho is registered
to vote with the Duval County Supervisor of Elections. Campaigns shall be	e conducted in
accordance with Chapter 106, Florida Statutes.	

The Trails Community Development District has two (2) seats up for election, specifically Seats 2 and 5, each carrying a four-year term of office. Elections are nonpartisan and will be held at the same time as the general election on November 8, 2022, and in the manner prescribed by law for general elections.

For additional information, please contact the Duval County Supervisor of Elections.

[NOTE TO DISTRICT MANAGER: PUBLISH AT LEAST 2 WEEKS PRIOR TO THE START OF THE QUALIFYING PERIOD]

STAFF REPORTS

District Counsel

District Engineer

Amenity and Field Operation Managers

Tab 4



Date of meeting: 2.8.2022 Submitted by: Mark Insel

POOL AND FACILITY:

- We've had few vehicles left in the parking lot, we have tagged them and had one that had to be towed. Since, all has been clear.
- We have made much progress on the list of items needing attention. John has cured many small tasks and is tackling the larger jobs.
- Safety checks on the Playground, Volleyball Court, and Boardwalk completed daily.
- The pool is operational and awaiting bids for pump repair, rebuild.
- QR Codes are placed in Bulletin Board and Playground, these will direct residents to survey each area. (They are listed below for you to search, scan with camera and follow link).
- We had our Christmas Event, it was a huge success, and had a great turnout. We had a Face Painter, Hot Cocoa, Cookies, games and crafts!

GYM AND EQUIPMENT:

All equipment has been checked; PM was completed last month. Fitness Center Flooring was re glued as the seams were separating. Janitorial crew has been cleaning the fitness center when onsite as well. The TV has been operational now for a couple months!

COMPLETED PROJECTS / No Board action required:

- QR CODES, Landscape Management Tool, Weekly Inspection list implemented
- We have had many residents come into the office for access cards and/or rentals. There have been
 many residents expressing positive feedback in regard to having staff onsite and accessible, repairs
 made, and overall appearance of Facility.
- Gutters have been installed.
- BV drainage job completed
- Playground Mulch has been installed.
- Routine maintenance and janitorial continues throughout facility.
- Checks on playground for safety and functionality.
- Implementation of new procedures internally for office productivity. Uploading electronic documents to help residents expedite rentals or access card requisition. This has been working great!
- Volleyball PVC pipes fixed by John
- We continue to ride the community monitoring signs, drains, road conditions, etc.

POND AND LAKE MANAGEMENT:

• The technician has been onsite monthly. We have met onsite to discuss all the ponds on property. He has filled us in on which have algae, grass and weed issues, which needed dye and the ponds seeing the most trash. He is very attentive and doing a great job.

LANDSCAPE MANAGEMENT:

Landscaping Management Tool, and weekly drive checklist is in place for reporting. Brightview's tasks
are being completed daily. The crews are working on the winter schedule, mowing only when needed.
Picking up more trash around ponds. They are prioritizing work throughout the community and are
keeping things maintained. We meet with Brian frequently on property. We have been discussing areas
that we have seen that need attention. They will make every effort within their contract to assist,
bringing in more staff if needed.

WHAT TO EXPECT IN THE UPCOMING MONTHS:

- Preparing for Spring Break, pool, facility, grounds. Policy Highlights reminders.
- Continued diligence on a clean facility, pool, and grounds.
- Continued oversight on landscaping and irrigation.
- Continuing to knock out items on punch list of projects both small and large not needing Board approval.
- Volleyball Sand Installation
- Envera walkthrough went well, will determine the next step.
- Playground Painting
- Entrance Monument sign rehab
- Pool proposals/work





Should you have any comments or questions feel free to contact me directly

Mark Insel 904-408-7716



Trails CDD-Winchester Ridge

Field Operations Report

Date of report: **February 8th, 2022**Submitted by: **John Williams**

Pool Coping repairs:

- I have reached out to Com-Pac and Crown Pools, and they are not doing this type of work at this time. Reached out to Beyond Pavers, Paver Scapes, and Jacksonville Pavers. Only Beyond Pavers reached back out to my emails and calls.
- Needs grout and sand re done on select areas
- Beyond Pavers was able to come out to take a look at this. Still waiting on quote, hoping to have this before the meeting in a printout.

Pool Repairs:

- Looking into having pump that is currently out of order repaired to have the pool remain open until we
 have the filtration system reconstruction done, as we would not pass health inspection due to low flow
 with it being shut off. I have a quote from Henderson Pools and Crown Pools for this, waiting on a
 revised quote from Crown that I will print out for the meeting.
- Getting quotes for the next meeting from Com-Pac and Crown for the replacement of our current 4 sand filters, 4 pumps, 4 motors, and 4 spider valves changed to 2 cartridge filters, 2 commercial pumps and motors, and adding a variable speed motor to each. The variable speed motor would reduce electrical costs and extend life of the pump.
- Reached out to Rick Arsenault but they will not come to this side of town, Henderson Pools would not do the engineer plans in house so we would have to pay for an engineer to do lay out before they would quote, Epic and Big Z are not interested in giving any bids to Trails at this time.
- This is a long process due to having engineers making plans and contractors lack of time due to overload of work so I will not have these quotes for this meeting.

Entrance sign repair:

- Bids from 5 star stucco and Wil Contractor for stucco repair. Reached out to two other companies as well but they were not able to quote due to volume of work
- Stucco on the monument is corroded, the lettering and the stucco is very dirty. Quote is for the stucco repair, I will clean the rest of the monument myself to save money.

Pool chairs repair:

- Pricing for the re-strapping of half of the pool lounge chairs and sitting chairs. Options for strap colors as well.
- Reached out to Coastal Carolina, Palm Casual, and Backyard Solutions for this as well but they were not looking to take on any more jobs at this time.

Repair to gym multi use machine:

• Bushings need replaced on leg press on the multi use machine.

COMPLETED PROJECTS / No Board action required:

- Weekly property rides to address any issues with ponds, common areas, landscaping, etc.
- Just put into effect weekly landscape reports.
- Routine maintenance and janitorial throughout
- Routine trash pick up of community
- Removal of roots and repair to pavers in front of social hall door
- Met on site after hours for Christmas event
- Met on site after hours for Envera meeting
- Met on site outside of hours multiple times for Vendor and Contractor meets.
- Gym Flooring repaired
- Gutters Installed
- Repair to PVC volleyball court
- Deck boxes installed
- Pot holes filled Winding Mare
- Shower post painted
- Installed new pool rules signs and have almost finished installation of all new pond signs
- Autofill repaired
- Brightview drain installation outside far end of pool deck
- More repairs to the boardwalk that were caused after initial repairs
- Mulch added to playground

WHAT TO EXPECT IN THE UPCOMING MONTHS:

- Pool filtration system rebuild
- Pool stain treatments
- Phosphate treatment to the pool
- New landscape light for entrance
- Leak Tests to Pool
- Sand installed in Volleyball court

Should you have any comments or questions feel free to contact me directly.



Landscape Manager

Tab 5



Quality Site Assessment

Prepared for:

Trails Community Development D

Tue Feb 01 2022



QUALITY SITE ASSESSMENT



Trails Community Development D

General Information

DATE: Tuesday, Feb 01, 2022

NEXT INSPECTION DATE: Monday, Jan 23, 2023

CLIENT ATTENDEES: Carol Brown

BRIGHTVIEW ATTENDEES: Brian Mercer

Customer Focus Areas

All focal areas and pond banks







Maintenance Items









- Due to the recent hard freeze, many plants are showing signs of freeze damage. It's very likely these plants come back in the spring but it's possible that some replacement will be necessary. Turf, flax lilies, crinum lilies, and oleander on site are showing signs of freeze damage. These plants will be cutback to allow new growth in the spring.
- Seasonal flower blooms were damaged from the hard freeze but the plants are healthy. Crew will dead head spent blooms to encourage new blooms.
- Trim magnolia tree off of column at entrance island.
- Trim tree back away from sign at entrance.





Maintenance Items









- Crinum lilies showing signs of freeze damage.
- Request to trim oak tree away from new pole that will be installed has been scheduled with the crew.
- During the most recent property walk with
 BrightView and Trails
 maintenance staff, many crack weeds were present on the pool deck. Crew will treat more regularly.
- Tall grass has grown along the edge of the wood line around the clubhouse area.
 Crew has been tasked with knocking down tall grass to provide a clean edge.





Maintenance Items







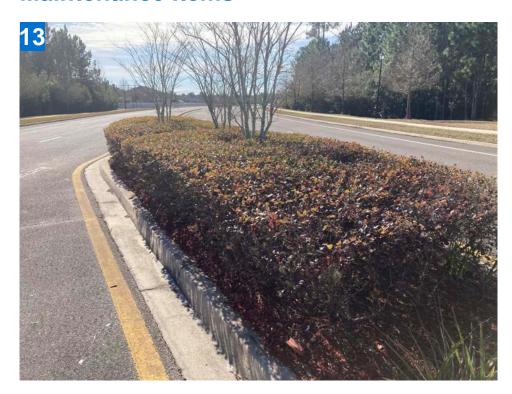


- Many tree rings along
 Winding Mare have lost
 bed definition. Crew is in the
 process of redefining the tree
 ring and removing turf runners.
- A hole formed at a lake bank by Wild Mustang most likely caused by erosion will be filled by the crew on their next service visit.
- Crew completed request by Trails to remove tree straps from when trees were installed.
- Lake banks and non irrigated bahia areas are completely dormant. Some freeze damage may appear in these area once growing conditions warm up. Crew will monitor these areas for trash removal.



Trails Community Development D

Maintenance Items

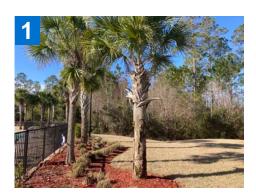


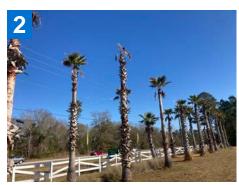
Loropetalum have lost their color due to cold weather.
Crew will fertilize plants before spring.





Recommendations for Property Enhancements





3

- Request for proposal to remove palm boots from palm trees is currently in progress.
- Currently proposing to remove dead palm along white fence.
- Currently proposing to remove palm boots on palm trees.

District Manager

Rizzetta &
Company
Management
Report
(Under Separate Cover)

BUSINESS ITEMS

NEW BUSINESS

Consideration of Acquisition of Winchester Ridge Phase 2
Unit 4 Improvements,
Tracts 1, 2, 3 and 4
i. Acceptance of Engineer's
Certificate
ii. Special Warranty Deed

iii. Bill of Sale

Tab 6

CERTIFICATE OF DISTRICT ENGINEER FOR ACQUISITION OF IMPROVEMENTS

, 202	22
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Board of Supervisors Trails Community Development District

Re: Trails Community Development District (Clay County, Florida)
Acquisition of Phase 2 Unit 4 Improvements

Ladies and Gentlemen:

The undersigned, a representative of Dunn & Associates, Inc. ("District Engineer"), as District Engineer for the Trails Community Development District ("District"), hereby makes the following certifications in connection with the District's acceptance of certain improvements within the District ("Improvements") as identified in **Exhibit A**. The undersigned, an authorized representative of the District Engineer, hereby certifies that:

- 1. I have reviewed observable portions of the Improvements. The Improvements are within the scope of the District's original capital improvement plan as set forth in the District's Engineer's Report, as amended and supplemented ("Engineer's Report"), and specially benefit property within the District as further described in the Engineer's Report.
- 2. The Improvements were installed in accordance with their specifications, and, subject to the design specifications, are capable of performing the functions for which they were intended.
- 3. All known plans, permits and specifications necessary for the operation and maintenance of the Improvements are complete and on file with the District, and have been transferred, or are capable of being transferred to the District for operations and maintenance responsibilities (which transfers the Engineer consents to and ratifies).

[Signatures on Next Page]

Under penalties of perjury, I declare that I have read the foregoing certificate and that the facts stated in it are true.

acts stated in it are true.	
	DUNN & ASSOCIATES, INC.
	By: Print Name: Vince J. Dunn, P.E. Its: Principal
STATE OF FLORIDA COUNTY OF	
presence or \square online notarization, this District Engineer of the Trails Communit	cknowledged before me by means of \square physical day of, 2022, by Vince J. Dunn, y Development District, who is personally known to as identification, and did [] or did not []
	Notary Public, State of Florida Print Name: Commission No.: My Commission Expires:

EXHIBIT A

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 ________, 2022, 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.

WITNESSETH:

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 (Buffer), 2, 3 (Conservation), and 4 (Utility Tract), 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 4, in Plat Book 77, Pages 124-128 of the Official Records of 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	
online notarization this day of	cknowledged before me by means of □ physical presence or □ 2022, by John E. Zakoske, as Vice President of ware 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.

BILL OF SALE

LANDSCAPE IMPROVEMENTS

THIS BILL OF SALE is made and effective as of the _____ day of _____, 2022, 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 3434 Colwell Ave. Suite 200, Tampa, Florida, 33614 (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.

BACKGROUND STATEMENT

This instrument is intended to convey certain property rights related to landscape, hardscape, and stormwater Improvements (defined below) located on or within property identified in **Exhibit A** ("**Property**"). This instrument is intended to convey the interest of Grantor in and to all of such Improvements to Grantee, and in order to allow for the ownership and maintenance of such Improvements by Grantee.

NOW THEREFORE, for and in consideration of the sum of Ten and No/100 Dollars (\$10.00), and other good and valuable considerations, the receipt and sufficiency of which are hereby acknowledged, Grantor and Grantee, intending to be legally bound, do hereby agree as follows:

- 1. Grantor hereby transfers, grants, conveys, and assigns to Grantee all of the Improvements and other property interests described below, together with all as-builts of the same, and all of the right, title, interest, and benefit of Grantor, if any, in, to and under any and all guaranties, warranties, and lien waivers given heretofore and with respect to the construction or composition of all of the improvements described below, to have and to hold for Grantee's own use and benefit forever (collectively, "Improvements"):
 - a. All plants, trees, timber, shrubbery, and other landscaping and hardscaping related system components located on the Property more particularly described in **Exhibit A**.
 - b. Together with any Unobstructed Drainage Easements, Drainage Easements, or Centerline Unobstructed Drainage Easements as described in the above referenced plats.
- 2. Grantor hereby covenants, to the best of Grantor's knowledge, with Grantee that: (i) Grantor is the lawful owner of the Improvements; (ii) the Improvements are free from any liens or encumbrances and the Grantor covenants to timely address any such liens or encumbrances if and when filed; (iii) Grantor has good right to sell the Improvements; and (iv) the Grantor will

warrant and defend the sale of the Improvements hereby made unto the Grantee against the lawful claims and demands of all persons whosoever, claiming by or through Grantor, solely.

- 3. Grantor represents that, without independent investigation, it has no knowledge of any defects in the Improvements, and Grantee agrees to accept the Improvements on an "as is" basis. That said, the Grantor hereby assigns, transfers, and conveys to the Grantee any and all rights against any and all firms or entities which may have caused any defects, including, but not limited to, any and all warranties and other forms of indemnification.
- 4. By execution of this document, the Grantor affirmatively represents that it has the contractual right, consent, and lawful authority to any and all forms to take this action in this document in this form. Nothing herein shall be construed as a waiver of Grantee's limitations on liability provided in section 268.28, *Florida Statutes*.

[Remainder of this page left intentionally blank]

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	
or □ online notarization this	acknowledged before me by means of □ physical presence day of 2022, by John E. Zakoske, as Vice sonville, a Delaware corporation, on behalf of the company.
	(Signature of Notary Public) Name: Deborah E. McClure
	Personally KnownOR Produced Identification
	Type of Identification

Exhibit A

Tracts 1 (Buffer), 2, 3 (Conservation), and 4 (Utility Tract), 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 4, in Plat Book 77, Pages 124-128 of the Official Records of Duval County, Florida;

Tab 7

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 Appli	cation No(s): 11				
Project Name: Winchester Ridge Phase 2 (Unit 1 Phase or Independent Portion (if applicable): Unit	-5) AKA The Trailsts 3 and 4 only, including Ponds 4 and 5. Completes project.				
	Request to Transfer: The permittee requests that the permit be transferred to the legal entity responsible for operation and maintenance (0&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				
3. 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 n for operation and maintenance in the issued perm	operation and maintenance entity does not need to sign this form if it is the same entity that was approved operation and maintenance in the issued permit.				
Authorization for any proposed modification obtained prior to conducting such modification by:	on to the permitted activities shall be applied for and on. Trails Community Development District				
Signature of Representative of O&M Entity Terence Douglas, Chairman					
Name and Title terencedouglas@bellsouth.net Email Address (904) 239-7578	Address St. Augustine, FL 32084 City, State, Zip				
Phone	Date				
Enclosed are the following documents, as app	plicable:				
management system is located (unless dediction of Copy of all recorded plats) Copy of recorded declaration of covenants and Copy of filed articles of incorporation (if filed because A Completed documentation that the operation of the complete of the com	d restrictions, amendments, and associated exhibits				













Tab 8

RETENTION AND FEE AGREEMENT

I. PARTIES

THIS RETENTION AND FEE AGREEMENT ("**Agreement**") is made and entered into by and between the following parties:

A. Trails Community Development District ("Client") c/o District Manager 3434 Colwell Avenue, Suite 200 Tampa, FL 33614

and

B. Kutak Rock LLP ("Kutak Rock")P.O. Box 10230Tallahassee, Florida 32302

II. SCOPE OF SERVICES

In consideration of the mutual undertakings and agreements contained herein, the parties agree as follows:

- A. The Client agrees to employ and retain Kutak Rock as its attorney and legal representative for general advice, counseling and representation of Client and its Board of Supervisors.
- B. Kutak Rock accepts such employment and agrees to serve as attorney for and provide legal representation to the Client in connection with those matters referenced above. No other legal representation is contemplated by this Agreement. Any additional legal services to be provided under the terms of this Agreement shall be agreed to by Client and Kutak Rock in writing. Unless set forth in a separate agreement to which Client consents in writing, Kutak Rock does not represent individual members of the Client's Board of Supervisors.

III. CLIENT FILES

The files and work product materials ("Client File") of the Client generated or received by Kutak Rock will be maintained confidentially to the extent permitted by law and in accordance with the Florida Bar rules. At the conclusion of the representation, the Client File will be stored by Kutak Rock for a minimum of five (5) years. After the five (5) year storage period, the Client hereby acknowledges and consents that Kutak Rock may confidentially destroy or shred the Client File. Notwithstanding the prior sentence, if the Client provides Kutak Rock with a written request for the return of the Client File before the end of the five (5) year storage period, then Kutak Rock will return the Client File to Client at Client's expense.

IV. FEES

- A. The Client agrees to compensate Kutak Rock for services rendered in connection with any matters covered by this Agreement on an hourly rate basis plus actual expenses incurred by Kutak Rock in accordance with the attached Expense Reimbursement Policy (Attachment A, incorporated herein by reference). Time will be billed in increments of one-tenth (1/10) of an hour. Certain work related to issuance of bonds and bond anticipation notes may be performed under a flat fee to be separately established prior to or at the time of bond or note issuance.
- B. Attorneys and staff, if applicable, who perform work for Client will be billed at their regular hourly rates, as may be adjusted from time to time. The regular hourly rates of those initially expected to handle the bulk of Client's work are as follows:

Katie S. Buchanan \$305

Associates \$250 - \$285

Paralegals \$140

Kutak Rock's regular hourly billing rates are reevaluated annually and are subject to change not more than once in a calendar year. Client agrees to Kutak Rock's annual rate increases to the extent hourly rates are not increased beyond \$15/hour.

- C. To the extent practicable and consistent with the requirements of sound legal representation, Kutak Rock will attempt to reduce Client's bills by assigning each task to the person best able to perform it at the lowest rate, so long as he or she has the requisite knowledge and experience.
- D. Upon consent of Client, Kutak Rock may subcontract for legal services in the event that Client requires legal services for which Kutak Rock does not have adequate capabilities.
- E. Kutak Rock will include costs and expenses (including interest charges on past due statements) on its billing statements for Client reimbursement in accordance with the attached Expense Reimbursement Policy.

V. BILLING AND PAYMENT

The Client agrees to pay Kutak Rock's monthly billings for fees and expenses incurred within thirty (30) days following receipt of an invoice, or the time permitted by Florida law, whichever is greater. Kutak Rock shall not be obligated to perform further legal services under this Agreement if any such billing statement remains unpaid longer than thirty (30) days after submittal to and receipt by Client. Non-payment of billing statements shall be a basis for Kutak Rock to immediately withdraw from the representation without regard to remaining actions necessitating attention by Kutak Rock as part of the representation.

VI. DEFAULT; VENUE

In any legal proceeding to collect outstanding balances due under this Agreement, the prevailing party shall be entitled to recover reasonable attorneys' fees in addition to costs and outstanding balances due under this Agreement. Venue of any such action shall be exclusive in the state courts of the Second Judicial Circuit in and for Leon County, Florida.

VII. CONFLICTS

It is important to disclose that Kutak Rock represents a number of special districts, trustees ("Trustees"), bondholders, developers, builders, and other entities throughout Florida and the United States of America relating to community development districts, special districts, local governments and land development. Kutak Rock or its attorneys may also have represented the entity which petitioned for the formation of the Client. Kutak Rock understands that Client may enter into an agreement with a Trustee in connection with the issuance of bonds, and that Client may request that Kutak Rock simultaneously represent Client in connection with the issuance of bonds, while Kutak Rock is also representing such Trustee on unrelated matters. By accepting this Agreement Client agrees that (1) Client was provided with an explanation of the implications of the common representation(s) and the advantages and risks involved; (2) Kutak Rock will be able to provide competent and diligent representation of Client, regardless of Kutak Rock's other representations, and (3) there is not a substantial risk that Kutak Rock's representation of Client would be materially limited by Kutak Rock's responsibilities to another client, a former client or a third person or by a personal interest. Acceptance of this Agreement will constitute Client's waiver of any "conflict" with Kutak Rock's representation of various special districts, Trustees, bondholders, developers, builders, and other entities relating to community development districts, special districts, local governments and land development.

VIII. ACKNOWLEDGMENT

Client acknowledges that the Kutak Rock cannot make any promises to Client as to the outcome of any legal dispute or guarantee that Client will prevail in any legal dispute.

IX. TERMINATION

Either party may terminate this Agreement upon providing prior written notice to the other party at its regular place of business. All fees due and payable in accordance with this Agreement shall accrue and become payable pursuant to the terms of this Agreement through the date of termination.

X. EXECUTION OF AGREEMENT

This Agreement shall be deemed fully executed upon its signing by Kutak Rock and the Client. The contract formed between Kutak Rock and the Client shall be the operational contract between the parties.

XI. ENTIRE CONTRACT

This Agreement constitutes the entire agreement between the parties.

Accepted and Agreed to:

TRAILS COMMUNITY DEVELOPMENT DISTRICT	KUTAK ROCK LLP		
By:	By:		
Its:	Its:		
Date:	Date:		

ATTACHMENT A

KUTAK ROCK LLP CDD EXPENSE REIMBURSEMENT POLICY

The following is Kutak Rock's expense reimbursement policy for community development district representation. This policy applies unless a different arrangement has been negotiated based on the unique circumstances of a particular client or matter.

All expenses are billed monthly. Billings ordinarily reflect expenses for the most recent month, except where there are delays in receiving bills from third party vendors.

<u>Photocopying and Printing</u>. In-house photocopying and printing are charged at \$0.25 per page (black & white) and \$0.50 per page (color). Outside copying is billed as a pass-through of the outside vendor's charges.

Postage. Postage is billed at actual cost.

Overnight Delivery. Overnight delivery is billed at actual cost.

<u>Local Messenger Service</u>. Local messenger service is billed at 44.5 cents per mile pursuant to Section 112.061, Florida Statutes. Should the State increase the mileage allowance specified in Section 112.061, Florida Statutes, Kutak Rock shall, without further action, be entitled to reimbursement at the increased rate.

<u>Computerized Legal Research</u>. Charges for computerized legal research are billed at an amount approximating actual cost.

<u>Travel</u>. Travel (including air fare, rental cars, taxicabs, hotel, meals, tips, etc.) is billed at actual cost. Where air travel is required, coach class is used wherever feasible. Out-of-town mileage is billed at 44.5 cents per mile pursuant to Section 112.061, Florida Statutes. Should the State increase the mileage allowance specified in Section 112.061, Florida Statutes, Kutak Rock shall, without further action, be entitled to reimbursement at the increased rate. Reasonable travel-related expenses for meals, lodging, gratuities, taxi fares, tolls, and parking fees shall also be reimbursed.

<u>Consultants</u>. Unless prior arrangements are made, consultants are ordinarily employed directly by the client. Where consulting or testifying experts are employed by the firm, their charges are passed through with no mark-up. The client is responsible for notifying the firm of any particular billing arrangements or procedures which the client requires of the consulting or testifying experts.

Other Expenses. Other outside expenses, such as court reporters, agency copies, conference calls, etc. are billed at actual cost.

Tab 9



Proposal for Extra Work at Trails Community Development D

Property Name Trails Community Development D Contact

Property Address 15431 Spotted Stallion Trail To Trails Community Development District

Jacksonville, FL 32234 Billing Address c/o Rizzetta & Co 8529 S Park Cir Ste 330

Orlando, FL 32819

Carol Brown

Project Name Trails CDD light clearance along Winding Mare 12.16.21

Project Description Expose street lights by cutting trees away from the poles and lights

Scope of Work

QTY	UoM/Size	Material/Description
 1.00	LUMP SUM	Cut Back Vegetation so Lights and Poles can be seen from both sides

For internal use only

 SO#
 7701107

 JOB#
 346100459

 Service Line
 300

TERMS & CONDITIONS

- The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only, contained or referred to herein. All materials shall conform to bid specifications.
- Work Force: Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
- License and Permits: Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license and permit requirements of the City, State and Federal Governments, as well as all other requirements of law.
- Taxes: Contractor agrees to pay all applicable taxes, including sales tax where applicable on material supplied.
- 5. Insurance: Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Client/ Owner, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
- 6. Liability: Contractor shall indemnify the Client/Owner and its agents and employees from and against any third party liabilities that arise out of Contractor's work to the extent such liabilities are adjudicated to have been caused by Contractor's negligence or willful misconduct. Contractor shall not be liable for any damage that occurs from Acts of God are defined as those caused by windstorm, hail, fire, flood, earthquake, hurricane and freezing, etc. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this agreement within sixty (60) days. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Client/Owner or not under Client/Owner management and control shall be the sole responsibility of the Client/Owner.
- Subcontractors: Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment
- Additional Services: Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
- 9. Access to Jobsite: Client/Owner shall provide all utilities to perform the work. Client/Owner shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the owner makes the site available for performance of the work.
- 10. Invoicing: Client/Owner shall make payment to Contractor within fifteen (15) days upon receipt of invoice. In the event the schedule for the completion of the work shall require more than thirty (30) days, a progress bill will be presented by month end and shall be paid within fifteen (15) days upon receipt of invoice.
- 11. Termination: This Work Order may be terminated by the either party with or without cause, upon seven (7) work days advance written notice. Client/Owner will be required to pay for all materials purchased and work completed to the date of termination and reasonable charges incurred in demobilizing.
- 12. Assignment: The Owner/Client and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Owner/Client nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
- 13. Disclaimer: This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Owner. If the Client/Owner must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Client/Owner directly to the designer involved.

14. Cancellation: Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Client/Owner will be liable for a minimum travel charge of \$150.00 and billed to Client/Owner.

The following sections shall apply where Contractor provides Customer with tree care services:

- 15. Tree & Stump Removal: Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Client/Owner. Defined backfill and landscape material may be specified. Client/Owner shall be responsible for contacting Underground Service Alert to locate underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Client/Owner's expense.
- 16. Waiver of Liability: Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (international Society of Arboricultural) standards will require a signed waiver of liability.

Acceptance of this Contract

Contractor is authorized to perform the work stated on the face of this Contract. Payment will be 100% due at time of billing. If payment has not been received by BrightView within fifteen (15) days after billing, BrightView shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Client/Owner. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 30 days after billing.

NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY

Customer

	Property Manager	
Signature	Title	
Carol Brown	December 17, 2021	
Printed Name	Date	
BrightView Landscape	Services, Inc. "BrightView"	
	Manager Operations - Ma	

	Manager, Operations - Maint.		
Signature	Title		
Brian A. Mercer	December 17, 2021		
Printed Name	Date		

Job #: 346100459 Proposed Price: \$1,278.00

SO# 7701107

Consideration of Additional
Envera Security Camera
Proposal
(Under Separate Cover)

Tab 10

TRAILS COMMUNITY DEVELOPMENT DISTRICT ETHICS POLICY CODE OF CONDUCT FOR SUPERVISORS

Adopted October 12, 2021

The Board of Supervisors of Trails Community Development District ("District") has adopted the following ethics policy for its Supervisors ("Ethics Policy"). This policy is intended to provide guidance with ethical issues and a mechanism for addressing unethical behavior. Members of the Board of Supervisors of the District are "Public Officers" as described in Sections 112.311-3261, Florida Statutes ("Code of Ethics") and are subject to the provisions thereof. In the event of any conflict between the Code of Ethics and this Ethics Policy, the Code of Ethics shall control.

A. BOARD RESPONSIBILITIES

The general duties of Supervisors are set forth in Chapter 190, Florida Statutes. To fulfill this duty, Supervisors must:

- Regularly attend Board meetings.
- Review material provided in preparation for Board meetings.
- Be prepared to discuss agenda items.
- Make reasonable inquiry before making decisions.

B. PROFESSIONAL CONDUCT OF SUPERVISORS

- 1. <u>Self-Benefits.</u> Supervisors are prohibited from making any decisions that materially benefit themselves or their family members. Accordingly, no Supervisor may:
 - Solicit or receive any compensation from the District for serving on the Board, except that Board Supervisors are entitled to receive compensation as set forth in Fla. Stat. §190.006(8).
 - Make promises to any vendor without prior approval of the Board. Supervisors shall not separately negotiate with vendors and instead, permit District Management and staff to interact with and manage vendor solicitations and vendor contracts.
 - Solicit or receive any gift, gratuity, favor, entertainment, loan or any other thing of value for themselves or their relatives from any person or company who is seeking a business or financial relationship with the District.
 - Seek preferential treatment for themselves or others.
 - Use District property, services, equipment or business for the specific gain or benefit of themselves or their relatives, except as is provided for all residents of the District.

- 2. <u>Public Records</u>; <u>Confidential Information</u>. Florida has a broad public records law set forth in Chapter 119, Florida Statutes. Supervisors are obligated to comply with such provisions with regard to public records in their custody and should make sure that the District Manager, as custodian of public records, is provided copies of all public records that come into the Supervisors' possession. Public records include, but are not limited to, emails, text messages, voice mail messages, letters and any other documents pertaining to the District. Chapter 119 creates limited exceptions from disclosure and treats only certain matters as confidential. The Supervisors should consult with and refer questions on disclosure of public records to the District Manager and District Counsel.
- 3. <u>Sunshine Law.</u> The business of the District must be conducted in accordance with Chapter 286, Florida Statutes, commonly referred to as the Sunshine Law. The Sunshine Law prevents Supervisors from conducting public business of the District other than at duly noticed meetings open to the public. As such, Supervisors should not discuss public business likely to come before the Board in any other forum, including email and social media. Supervisors should refer any questions about the Sunshine Law to District Counsel.
- 4. <u>Misrepresentation.</u> Supervisors may not knowingly misrepresent facts. All District data records and reports must be accurate and truthful and prepared in a truthful manner.
- 5. <u>Interaction with Others.</u> To ensure efficient management operations, avoid conflicting instructions from the Board and District Management and to avoid potential liability, Supervisors shall observe the following guidelines:
 - The chairperson of the Board shall serve as liaison between the Board and District Management and provide direction on day-to-day matters. Supervisors may contact District Management to obtain documents and other data necessary to make informed decisions and carry out assigned liaison duties.
 - The chairperson of the Board and the District Manager shall serve as liaison with District Counsel regarding all legal matters pertaining to the District. Supervisors may contact District Counsel with questions regarding their own conduct as it pertains to the District. In general, projects in which District Counsel is expected to devote substantial time, including all litigation matters, should come at the direction of the majority of the Board during a public meeting.
 - Except for the chairperson when directed by the Board, Supervisors shall not give direction to District management or vendors with the exception of maintenance items or compliance of contracts. Further, as per Section 190.007, Florida Statutes, the District Manager is responsible for hiring and terminating the employment of vendors for professional, maintenance, supervisory, and other services as authorized by the Board. Supervision of vendors shall be conducted by the District Manager and the Amenities Center Manager.
 - Supervisors are prohibited from harassing, intimidating or threatening District vendors, management, other Supervisors, and residents, whether verbally, physically or otherwise.

- When interacting with residents, individual Supervisors may not make any commitments or decisions on behalf of the Board without prior approval by Board action.
- 6. <u>Proper Decorum.</u> Supervisors are obligated to act with proper decorum. Although they may disagree with the opinions of others on the Board, they must act with respect and dignity and not make personal attacks on others. Accordingly, Supervisors must focus on issues, not personalities, and should conduct themselves with courtesy towards each other, towards District Management, managing agents, District Counsel, vendors and members of the District. Supervisors shall act in accordance with collective Board decisions and shall not act unilaterally or contrary to the Board's decisions.

All correspondence regarding the Board's position on a matter shall either come from the chairperson, District Manager or if necessary, District Counsel, after consultation with the Board at either a regular or special meeting.

7. <u>Conflicts of Interest.</u> Supervisors must immediately disclose any conflict of interest, whether their own or others to the District Manager. Supervisors must withdraw from participation in decisions in which they have a material interest. Supervisors are directed to the provisions of the Code of Ethics when determining if a conflict of interest exists in a particular situation. Additional questions can also be directed to District Counsel.

C. ATTENDANCE

Supervisors are required to attend all Board meetings. Supervisors cannot be absent from more than three (3) Board meetings in one calendar year. Supervisors' ability to attend Board meetings by telephone is limited to three (3) times in one calendar year.

D. VIOLATIONS

Supervisors who violate the District's Ethic Policy are deemed to be acting outside the course and scope of their authority. Any Supervisor in violation of this policy will first receive a warning letter from District Council. Further or continued violations may subject the Supervisor to public reprimand, immediate censure by the Board and/or referral to the Florida Commission of Ethics where appropriate.

E. PLEDGE

I have read the above Et above.	thics Policy. I pleage	to act in accordance	with my o	bligations a	s described
Signature:		Date:			
Print Name:					

Consideration and
Discussion of Amenity
Management Scope of
Work and RFP
(Under Separate Cover)

Consideration of Addendum to Vesta Agreement for District Debit Card (Under Separate Cover)

OLD BUSINESS



Estimate

Henderson Pool Service, Inc. PO Box 330799 Atlantic Beach, Florida 32233

Office Phone: 904-241-7665 hendersonpoolsales2@gmail.com

Bill To

Winchester Ridge 15431 Spotted Stallion Trail Jacksonville, Florida 32068 Estimate Number: 1268

Estimate Date: 01/26/2022
Payment Terms: Net 30
Estimate Amount: 895.00

Item #	Item Name	Quantity	Unit Price	Taxable	Total
1200	Install New Dura II Pump Tank Body And Seal Plate	1.00	895.00		895.00

Subtotal: \$895.00 Estimate Amount \$895.00



707 S W 20th St Ocala, FL 34471 800-999-2589

Fax: 352-629-2860

www.admiralfurniture.com

QUOTE / ACKNOWLEDGEMENT

Quote #

ACFQ58292

01/26/22

Cust. PO#

Ship To:

Trails CDD John Williams

15431 Spotted Stallion Trail Subdiv-Winchester Ridge

Jacksonville FL 32234

Phone: (904)535-0971 ext.

Fax:

Phone: (904)535-0971 ext. Fax: JWilliams@vestapropertyservices.com

15431 Spotted Stallion Trail Subdiv-Winchester Ridge

Sales Rep Matt Graham Ship Via

OUR TRUCK

FL

Proposed Shipping Time

6-8 Weeks from receipt of order or

Terms

50% DEP/BAL. NET 30

Unit Price

Qty Model # 16 9905

FOB

Factory

Sold To:

Trails CDD

John Williams

Jacksonville

Description sooner

32234

\$88.00

\$1,408.00

Ext. Price

16 9904

Re-Strap Chair, Double Wrap (Similar to our Classic Chair)

\$63.00

\$1,008.00

ADMIRAL WILL PICKUP ALL FURNITURE, RESTRAP AT OUR PLANT, AND DELIVER. OUR DRIVER WILL NEED HELP FROM SOMEONE ONSITE TO HELP LOAD/UNLOAD FURNITURE FROM OUR TRAILER.

Re-strap Chaise Lounge, Double Wrap (Similar to our Old Kauai Lounge)

Frame: Vinyl or Sling: 231 Dark Brown Table Top:

SubTotal Sales Tax \$2,416.00 \$181.20

Accent: Umbrella:

F/Glass Umb. Pole:

Shipping Total \$600.00 **\$3,197.20**

Deposit Amount

\$1,598.60

Due to the increase in fuel charges, prices and freight rates can only be guaranteed for 30 days. Please consult your sales representative for updated freight quotes. Freight rates quoted are for curbside delivery only. Inside delivery and lift gate charges are additional.

All Fiberlite Umbrellas are composed of Fiberglass composite ribs and come with a 5-year warranty.

Approved By:

Date:

Signing quotation will authorize Admiral Furniture to proceed with this order. Please verify shipping address, quantities, model number and colors for accuracy.

A/P Contact

E-mail

Phone

TERMS AND CONDITIONS:

Terms: Unless otherwise stated above. Check in full with order or 50% deposit balance due before shipping, (All Applicable sales tax will apply). We also accept most major credit cards Returns: No returns accepted without written authorization in advance by Admiral and return freight prepaid. All furniture remains the property of Admiral until invoice is paid in full. Restocking charges may apply.

Freight: All products are shipped F.O.B. Factory via Common Carrier. Please obtain shipping charges from your sales rep. Freight rates quoted are for curbside delivery only. Inside delivery and lift gate charges are additional. Customer must note any damage to cartons on the freight bill upon delivery.

Vinyl





WIL CONTRACTORS INC

Job Estimation

		_	
Address:	416 Holiday Hill Cir E Jacksonville fl 32216	Estimate:	Stucco
Phone:	904-233-3791	Date:	01/19/22
Mail:	wilcontractor@outlook.com	Valid until:	
WEB:			
Owner:	wilmer cruz		

	Customer Data
Customer:	John Williams
Address:	15431 Spotted Stallion trail, Jacksonville Fl. 32234
	<u>jwilliams@vestapropertyservices.com</u>
Phone:	

Item.	Description	Unit price	Price
	My estimate includes repairing the top of the column base where it is		\$ 1,950.00
	cracked, sealing some parts that are cracked, and applying paint to		
	the parts to be repaired.		
Ter	ms and conditions	Subtotal	
This quote i	s subjecto to the terms and conditions announced	Discount	
below.		Tax Rate	
1. Duration i	s valid for 15 days.	Sales Tax	
2. To start t	he work the advance of 50% will be made.	Other	
3. When the	job is finished that is the other 50% of the price	TOTAL	\$ 1,950.00
of the agree	ment.		
x			
Custome	er's name		

If you have any qustions about the estimate please get in touch

Thank you for the preference.

5 Star Stucco Of North Florida, Inc.

Estimate: 1-13-2020

Richard Cone 173 Wilkinson Rd Palatka, FL 32177 386-916-1993

Trails CDD 15431 Spotted Stallion Trail Orange Park FL, 32234 **Estimate:**\$ 2,800

Stucco & House Repairs

	Estimated Time	Estimated Cost
Job Description: Repair the top return of 6 columns bases due to settling. Repair several other stucco discrepancies such as gaps, cracks, chips and breaks. Add stucco to these columns bases where the fencing enters the columns. Paint these areas using Elastomeric product for masonry applications Area of concern: Entrance of subdivision Columns and Stucco fencing Total 2,800 All debris created by 5 Star Stucco will be removed and disposed of properly.		\$ 2,800.00
	Subtotal	\$ 2,800.00
	Deposit	0
	TOTAL	\$ 2,800.00

Payment will be due upon completion of work.

Richard Cone 1-13-2022 John Williams 1-13-2022

Date Client's Name Date



CertaPro Painters of First Coast - St Augustine 2807 North Tenth St. Suite 10 St Augustine, FL 32084 (904) 687-4203 http://St-Augustine.certapro.com License: ST-9498 COMMERCIAL EXTERIOR

Proposal #: John Williams- Vesta Properties Job #: JOB-1319-4403 Date 12/05/2021



We proudly feature Sherwin-Williams paints and stains.

JOB SITE PREPARED BY

John Willams Vesta property services - Playground

15431 Spotted Stallion Trail **(**904) 755**-**1996

Jacksonville, FL 32234

Brad Taylor

Franchise Owner (904) 687-4203

CLIENT

Vesta property services

 15431 Spotted Stallion Trail
 Jacksonville, FL 32234 **(**904) 755-1996

Jwilliams@vestapropertyservices.com

CLIENT CONTACTS

John Williams John Williams

Field Operations Manager Field Operations Manager

W: 904 755 1996

E: jwilliams@vestapropertyservices.com

PRICING:

Palyground Equipment	\$1,720.83
Subtotal:	\$1,720.83
Total:	\$1,720.83
Balance	\$1,720.83

GENERAL SCOPE OF WORK

We will power wash the playground equipment to make sure the substrate is ready to accept paint We will scrape loose paint and prime any unprotected metal

We will paint to metal parts of the large playground equipment and the adjacent picnic table with two coats of alkyd based paint

The cost of the large playground structure is \$1,225.79 and the adjacent Picnic table is \$411.41

SURFACE PREPARATION

STANDARD LEVEL OF PREP

Unless stated otherwise in pictures and/or text in this proposal, this project is priced to include our standard level of prep. This includes the following:

- Wash or wipe down surfaces being painted.
- Sealing stucco cracks** this may result in a different stucco finish than the original. Applying a sealant is intended to keep moisture out. The natural rough surface of the stucco is different than the sealant. There will be adifference.
- Masonry Patching where needed. Please Note** Masonry patching will not mimic the current texture of the masonry surface.
- Rusted will spots will be sanded/wire brush, primed and painted. In our Florida environment rust does and will return.

This level of prep DOES NOT include (Unless specified otherwise in this proposal) the following:

- Wood replacement
- Fixing imperfections that require feather sanding and bondo application.

- Full recaulking if caulk is not failing or missing.
- Resculpting trim and siding where damaged.
- Stripping existing surface coating.

CLEAN UP

Ladders are taken down and stored in a designated area along with all other tools and supplies. All debris will be swept and removed from the property or deposited in the appropriate trash receptacle according to the customer's preference. Upon Completion: All tools, supplies & equipment will be removed from the property.

PROPOSAL AND COLOR SPECIFICATIONS

Surface/Item	Product	Paint / Primer Coats	Color
Palyground Equipment			
Large Pay area Structure including Bike rack	Pro Industrial-Epoxy-Semi-Gloss	2/0	Match existing
Separate Picnic Table			Color Match

ADDENDUM - ALL PICTURES



Palyground Equip...



Palyground Equip...



Palyground Equip...



Palyground Equip...

Picnic table 1



Palyground Equip...

Picnic Table 2

NOTES

OUR CERTAINTY SERVICES SYSTEM: To ensure that the project meets your expectations, we will:

- Meet with you at the beginning of the project to ensure all information is up to date and accurate.
- Communicate with you daily to inform you of what has been completed, what will be done tomorrow and any possible
- issues
- . And finally, have you do a final inspection with us to make sure that you are completely satisfied with the completed
- project.

ADDITIONAL NOTES

PICKING YOUR COLORS

To pick your colors, please go to the nearest Sherwin Williams paint store. We will need to color name, color number, and sheen that you would like us to use. Color choices should be given to CertaPro no later than 5 days before your projects start date to avoid delays.

ROTTING WOOD

If rotted wood is identified during the painting project, you will be notified. It is not always possible to identify rotting wood during the estimating process.

GUARANTEED COVERAGE

WHITE paint colors which require a 3rd coat of paint for 100% coverage will be at the owner's expense.

SIGNATURES			
CertaPro Painters Authorized Signature	Date	Authorized Client Signature	Date
		Authorized Client Representative Na	me & Title
		Client	
		PAYMENT	
Payment is due: In full upon job completio	n		

COMMERCIAL DEFINITIONS AND CONDITIONS OF THIS CONTRACT

RELATIONSHIP — The individual giving you this proposal is an independent contractor licensed by CertaPro Painters® to use its systems and trademarks to operate a painting franchise. The work will be completed by the independent franchised contractor. Please make any check payable to the franchise shown on the front of this proposal.

COLORS — Colors may be chosen by the client prior to commencement of work. If, after the job starts, a color change is required, the independent Contractor will have to charge for time and material expenses incurred on the original color.

UNFORESEEN CONDITIONS — Should conditions arise which could not be determined by visual inspection prior to starting work, the client must pay an agreed upon extra for the completion of such work.

PROPOSAL — This proposal is valid for 60 days after it was written. In addition, the Independent Franchised Contractor should be informed of your desire to have the work done and receive a signed copy of the proposal before work is to be started.

ATTENTION CLIENT:

YOU, THE BUYER, MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE THE BELOW NOTICE OF CANCELLATION FOR AN EXPLANATION OF THIS RIGHT. (SATURDAY IS A LEGAL BUSINESS DAY IN CONNECTICUT.) THIS SALE IS SUBJECT TO THE PROVISIONS OF THE HOME SOLICITATION SALES ACT AND THE HOME IMPROVEMENT ACT. THIS INSTRUMENT IS NOT NEGOTIABLE.

NOTICE OF CANCELLATION

YOU MAY CANCEL THIS TRANSACTION, WITHOUT ANY PENALTY OR OBLIGATION, WITHIN THREE BUSINESS DAYS FROM THE ABOVE DATE. IF YOU CANCEL, ANY PROPERTY TRADED IN, ANY PAYMENTS MADE BY YOU UNDER THE CONTRACT OR SALE, AND ANY NEGOTIABLE INSTRUMENT EXECUTED BY YOU WILL BE RETURNED WITHIN TEN BUSINESS DAYS FOLLOWING RECEIPT BY THE SELLER OF YOUR CANCELLATION NOTICE, AND ANY SECURITY INTEREST ARISING OUT OF THE TRANSACTION WILL BE CANCELLED. IF YOU CANCEL, YOU MUST MAKE AVAILABLE TO THE SELLER AT YOUR RESIDENCE IN SUBSTANTIALLY AS GOOD CONDITION AS WHEN RECEIVED, ANY GOODS DELIVERED TO YOU UNDER THIS CONTRACT OR SALE; OR YOU MAY, IF YOU WISH, COMPLY WITH THE INSTRUCTIONS OF THE SELLER REGARDING THE RETURN SHIPMENT OF THE GOODS AT THE SELLER'S EXPENSE AND RISK. IF YOU DO MAKE THE GOODS AVAILABLE TO THE SELLER AND THE SELLER DOES NOT PICK THEM UP WITHIN TWENTY DAYS OF THE DATE OF CANCELLATION, YOU MAY RETAIN OR DISPOSE OF THE GOODS WITHOUT ANY FURTHER OBLIGATION. IF YOU FAIL TO MAKE THE GOODS AVAILABLE TO THE SELLER, OR IF YOU AGREED TO RETURN THE GOODS AND FAIL TO DO SO, THEN YOU REMAIN LIABLE FOR PERFORMANCE OF ALL OBLIGATIONS UNDER THE CONTRACT. TO CANCEL THIS TRANSACTION, MAIL OR DELIVER A SIGNED AND DATED COPY OF THIS CANCELLATION NOTICE OR ANY OTHER WRITTEN NOTICE, OR SEND A TELEGRAM TO:

Name of Seller **CertaPro Painters of First Coast - St Augustine**

DATE OF TRANSACTION NOT LATER THAN MIDNIGHT OF		
I HEREBY CANCEL THIS TRANSACTION		
(Buver's Signature)	(Date)	

LIMITED TWO YEAR WARRANTY

Subject to the limitation set forth below, for a period of 24 months from the date of completion of the work described on the front of this contract, the Independent Franchise Owner named on the front of this contract (the "Contractor") will repair peeling, blistering or chipping paint resulting from defective workmanship.

THIS LIMITED WARRANTY DOES NOT COVER:

- Any work where the Contractor did not supply the paint or other materials.
- · Any work which was not performed by the Contractor.
- Varnished surfaces.
- · Surfaces made of, or containing, galvanized metal.
- The cost of paint required to perform the repairs.
- Repairs to horizontal surfaces or any surface that, by virtue of its design permits moisture to collect. Surfaces include, but are not limited to, decks, railings, stairs, porches, roofs and wood gutters.
- Exact paint match as environmental conditions will affect the color and finish of all paints over time.
- · Any repairs which are necessitated as a result of a defect in the paint regardless of whether the paint was supplied by the Contractor or the customer.
- Bleeding caused by knots, rust or cedar.
- · Cracks in drywall, plaster or wood.
- Peeling, blistering or chipping where they are caused by:
 - mill-glazing from smooth cedar
 - ordinary wear and tear.
 - abnormal use or misuse.
 - peeling of layers of paint existing prior to the work performed by the Contractor.
 - structural defects.
 - settling or movement.
 - moisture content of the substrate.
 - abrasion, mechanical damage, abrasive cleaning, abuse or damage resulting from use of chemicals or cleaning agents or exposure to harmful solids, liquids or gases.
 - damage or defects caused in whole or in part by reason of fire, explosion, flood, acts of God, extreme weather conditions, misuse, alteration, abuse, vandalism, negligence, or any other similar causes beyond the control of the Contractor.

Repairs under this limited warranty will be performed only on the specific areas where peeling, blistering or chipping has occurred and only to the level of surface preparation described in the preparation section of the Contract.

FOR THIS WARRANTY TO BE VALID, YOU MUST:

- · Pay the full contract price.
- Retain a copy of the original contract.
- · Retain a copy of your cancelled check or other evidence of payment in full.
- Pay for all materials used to perform the repairs.
- · Make the property accessible to the Contractor, or his employees, to perform the repairs.

THIS LIMITED WARRANTY IS THE ONLY EXPRESS WARRANTY MADE BY THE CONTRACTOR AND IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED. THIS WARRANTY COVERS ONLY THOSE SERVICES PROVIDED BY THE CONTRACTOR TO THE ORIGINAL PURCHASER NAMED ON THE FRONT OF THIS CONTRACT. IN NO EVENT SHALL THE CONTRACTOR BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES IN EXCESS OF THE ORIGINAL CONTRACT PRICE. THIS WARRANTY MAY NOT BE ALTERED OR EXTENDED FOR ANY PURPOSE UNLESS DONE SO IN WRITING IN A DOCUMENT EXECUTED BY ALL PARTIES TO THIS CONTRACT.

This warranty gives you specific legal rights. Some jurisdictions do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to you. Some jurisdictions do not allow the exclusion or limitation of incidental or consequential damages, so the above limitations or exclusions may not apply to you.

For warranty service, you should contact your Contractor to schedule an inspection of your property by calling CertaPro Painters® at 800.462.3782.



TOTAL	\$5,600.00
	10:00am
SCHEDULED DATE	Tue Oct 26, 2021
ESTIMATE	#12436

Investment Painting Of North Florida

John Williams 15431 Spotted Stallion Trail Jacksonville, FL 32234

(904) 755-1996

jwilliams@vestapropertyservices.com

CONTACT US

229 S Torwood Drive Saint Johns, FL 32259

(904) 307-6649

Investmentpaintingfl@yahoo.com

ESTIMATE

Services	qty	unit price	amount
Quote - Exterior painting quote Playground	1.0	\$4,800.00	\$4,800.00
Pressure wash playground, prep and and repaint all metal surfaces with sherwin William maximum durability, apply rejuvenator to plastic areas to remove as much oxidation as pos	. ,		
Price includes labor, materials and taxes.			
Optional Pressure Wash And Paint Metal Pavilion Next To Playground	1.0	\$800.00	\$800.00
Pressure wash and paint metal with sherwin Williams pro industrial direct to metal paint. Pr	rice includes labor, materials and	taxes	
	Subtotal		\$5,600.00
	Total		\$5,600.00

We will match or beat a written formal estimate from a reputable company with proof of estimate!

To accept our estimate and schedule a start date please simply press the accept button on the email you received!

Please see our terms and Conditions for Agreements, Payment Schedules, Scheduling, Cancellation policies and more.

Like us on Facebook! Write us a review on Facebook, Nextdoor & Our Website!

Thank you for your Business!

AUDIENCE COMMENTS AND SUPERVISOR REQUESTS

ADJOURNMENT