



Rizzetta & Company

Trails Community Development District

Board of Supervisors' Special Meeting November 29, 2022

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

www.trailscdd.org

TRAILS COMMUNITY DEVELOPMENT DISTRICT

District Office · St. Augustine, Florida · (904) 436-6270

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

www.trailsccd.org

District Board of Supervisors	Terence Douglas	Chairman
	Douglas Pope	Vice Chairman
	Patricia Acree	Assistant Secretary
	Corina Buck	Assistant Secretary
	Ashley Guioa	Assistant Secretary
District Manager	Lesley Gallagher	Rizzetta & Company, Inc.
District Counsel	Katie Buchanan	Kutak Rock LLP
District Engineer	Vince Dunn	Dunn & Associates

All Cellular phones and pagers must be silenced while in the meeting room.

The District Agenda is comprised of five different sections:

The meeting will begin promptly at 6:30 p.m. and the second section which is called **Audience Comments on Agenda Items**. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to three (3) minutes for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. **IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT MANAGER OUTSIDE THE CONTEXT OF THIS MEETING.** The third section is called **Business Items**. The business items section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. If any member of the audience would like to speak on one of the business items, they will need to register with the District Manager prior to the presentation of that agenda item. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. During the Public Hearing portion of the agenda item, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion and vote. Agendas can be reviewed by contacting the Manager's office at (904) 436-6270 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The fourth section is called **Staff Reports**. This section allows the District Manager, Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. The fifth section is called **Business Administration**. The Business Administration section contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The final section is called **Supervisor Requests and Audience Comments**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs and provides members of the audience the opportunity to comment on matters of concern to them that were not addressed during the meeting.

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically no motions or votes are made during these sessions.

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

Any person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same 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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Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
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Board of Supervisors Trails Community Development District

November 21, 2022

AGENDA

Dear Board Members:

The **special** meeting of the Board of Supervisors of the Trails Community Development District will be held on **November 29, 2022 at 6:30 p.m.**, at the Winchester Ridge Amenity Center, located at 15431 Spotted Stallion Trail, Jacksonville, Florida 32234.

1. **CALL TO ORDER/ROLL CALL**
2. **AUDIENCE COMMENTS ON AGENDA ITEMS**
3. **BUSINESS ITEMS**
 - A. Oath of Office.....Tab 1
 - B. Consideration of Easement Variance Policy and Application.....(Under Separate Cover)
 - 1.) Discharging into Stormwater Pond
 - 2.) Fence Installation
 - 3.) Landscaping
 - C. Consideration of Proposal(s) for Repair/Replacement of Pool Filtration System.....Tab 2
 - 1.) Crown Pools Proposal
 - 2.) Epic Pools Proposal Equipment Change
 - 3.) Oak Wells Aquatics Proposal
 - D. Consideration of Poolsure Rate Increase Notice.....Tab 3
 - E. Consideration of Proposal for Annual Engineer's Report.....Tab 4
 - F. Consideration of Resolution 2023-01 Amending Fiscal Year 2021-2022 General Fund Budget.....Tab 5
 - G. Consideration of Resolution 2023-02 Amending Records Retention Policy.....Tab 6
 - H. Consideration of Fitness Pro Price Increase.....Tab 7
4. **STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. Landscape Manager.....Tab 8
 - D. Amenity and Field Operation Managers.....Tab 9
 - 1.) Update Regarding District Debit Cards
 - E. District Manager
5. **BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Special Meeting held October 5, 2022.....Tab 10
 - B. Consideration of the Minutes of the Regular Meeting held September 13, 2022.....Tab 11
 - C. Ratification of the Operation and Maintenance Expenditures for August 2022.....Tab 12
6. **AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**
7. **ADJOURNMENT**

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.

Kindly yours,
Lesley Gallagher
District Manager

Tab 1

**TRAILS COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
OATH OF OFFICE**

I, _____, A CITIZEN OF THE STATE OF FLORIDA AND OF THE UNITED STATES OF AMERICA, AND BEING EMPLOYED BY OR AN OFFICER OF TRAILS COMMUNITY DEVELOPMENT DISTRICT AND A RECIPIENT OF PUBLIC FUNDS AS SUCH EMPLOYEE OR OFFICER, DO HEREBY SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND OF THE STATE OF FLORIDA.

Board Supervisor

ACKNOWLEDGMENT OF OATH BEING TAKEN

STATE OF FLORIDA
COUNTY OF DUVAL

The foregoing oath was administered before me by means of ☐ physical presence or ☐ online notarization this _____ day of _____, 20____, by _____, who personally appeared before me, and is personally known to me or has produced _____ as identification, and is the person described in and who took the aforementioned oath as a Member of the Board of Supervisors of _____ District and acknowledged to and before me that he/she took said oath for the purposes therein expressed.

(NOTARY SEAL)

Notary Public, State of Florida

Print Name: _____

Commission No.: _____ Expires: _____

Tab 2



*3002 Phillips Highway
Jacksonville, FL 32207
Phone: 904.858.4300
CPC1456979*

November 7, 2022

Re: Winchester Ridge Equipment Modifications
Vesta Property Services – David Anderson
Jacksonville, FL

Crown Pools, Inc. is pleased to provide you with a proposal for the above-mentioned project. Our Proposal includes the equipment modifications at 15431 Spotted Stallion Trail, Jacksonville, FL 32234 at Winchester Ridge Amenity Center based upon the Wet Engineering set dated April 5, 2022. The proposal includes the following.

Equipment Replacement for Pool -

\$193,347.00

Please Note:

Permit modification will be pulled prior to commencing work. New Pump and Sand filter system on slab will be installed with all associated equipment to meet current Florida Department of Health Requirements. Existing equipment vaults to be removed and hauled off. Collector tanks to remain. Area to be filled with 57 stone for ease of maintenance.

This bid is based on a set of drawings that have not yet been approved by the county. Therefore, this bid could change based on the requirements of the plan review. However, we feel this bid should provide you with a number you can be reasonably sure of based on our experience with this type of project.

Please be aware that Crown Pools will be held harmless for damage to any existing underground or existing conditions.

Thank you for the opportunity to provide you with a proposal. Should you have any questions or concerns please contact us.

Regards,

Crown Pools Estimation Department
Crown Pools
CPC1456979
(904) – 858 – 4300

Winchester Ridge Equipment Replacement Inclusions/Exclusions

Included on Bid:

All labor and materials to replace equipment within designated area
Electric hook up of pump(s) and CAT chemical system
Re-attach existing plumbing to new equipment
Connect waste lines to existing yard drains
Dewater to facilitate plumbing move if necessary
Necessary dumpsters
Start up and instructions for new equipment

Not Included on Bid:

Power on jobsite (use of generators will be at Owners Expense)
Water on jobsite
Repair, replace, or moving of any existing underground in the way and/or damaged
Repair, replace, or moving of any existing landscaping
Installation or liability of any Landscaping
Owner to supply lay down area for equipment and dumpster
Removal and Repour of any sidewalks
Removal and Replacement of any fence

BID-PROPOSAL



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

DATE: 10/5/22
PROPOSAL NO: 1

	NAME: WINCHESTER CDD			
<i>and</i>				
BUYER/	PROJECT ADDRESS: 15431 SPOTTED STALLION TRAIL	CITY JACKSONVILLE	STATE/ZIP FL 32234	PHONE
OWNER				
	ALTERNATE ADDRESS (IF ANY)	CITY	STATE/ZIP	PHONE

We hereby propose to furnish the following work:

Epic Pools proposes to supply and install the following items per Wet Engineer plans,

Remove existing equipment, fill voids, and compact area thoroughly. Form and pour a concrete slab for new sand filter and pump, we will have a outside source provided by Epic Pools to perform & documented density test prior to pouring concrete slab for equipment ensuring the most stable ground for filter to sit on. New 3phase power will be ran to operate the 10 hp pool pump, a 12" equalizing line between the two existing collector tanks will be installed, Variable frequency drive will be installed to control pool pump, the 31 sq' Mermade filter will be installed using all specified valves, unions, fittings, etc. Two chemical tanks with chemical controller plus auto feeder will also be installed. All equipment will be started and programmed to ensure maximum performance.

- **This quote was quoted using all items specified by Wet Engineering.**
- **Price is valid for 45 days.**

Total: \$256,300.00

Terms: 50% down & final payment due at completion.

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

X _____ Date _____
Customer

X _____ Date _____
Customer

X _____ Date _____
Contractor



Florida LDS & Excavation dba Oak Wells Aquatics

8608 Beach Blvd
Jacksonville, FL 32216

Tel (904) 619-3281

CPC1458530

tony@oakwellsaquatics.com

www.oakwellsaquatics.com

Winchester Ridge / Trails CDD

15431 Spotted Stallion Trail

Jacksonville FL. 32234

Attn; Mr. Anderson

Scope Of Work: Equipment Pack Replacement System

Oak Wells Aquatics Will Demo and Dispose of existing Equipment Packs.

This will require major machine excavation. If flooding in the equipment area is from the pool plumbing, we will repair it as part of your new equipment set.

At this time, we will have to drain pool to the bottom of the filtration tank and start the installation new equipment. This Pump and Filtration system is designed by Wet Engineering and will be duplicated at site to engineered plans. All electrical, and programming will be included.

Cost: \$139,356.15

Assumptions:

Winchester/ Trails CDD will be responsible for the removal and rebuild of the fence once job is completed.

Winchester/ Trails CDD will pay for the refill of water, we are not liable for pool surface.

Dumpster at site for Pool Debris Only, if debris is added the dumpster cost will be charge to the CCD or Board.

Oak Wells Aquatics is not responsible for removal of trees or bushes to gain access to pump yard.

- **. Building Materials Price Escalation and Supply Chain Delays: If, during the performance of the Work, the price of building material significantly increases, through**
- **no fault of the Contractor, the price shall be equitably adjusted by an amount reasonably necessary to cover the actual price increases, without any markup for profit or**
- **overhead. As used herein, a significant price increase shall mean an increase of 5% or more in the price of any building materials from the date of the Contract signing. Such**
- **price increases shall be documented through quotes, invoices, or receipts. Where the delivery of material is delayed, through no fault of the Contractor, as a result of the**
- **shortage or unavailability of building materials and/or supply chain issues, the Contract price and/or time shall be equitably adjusted for the actual additional costs and/or time**
- **associated with such delay(s).**

DRAW SCHEDULE: Payments will be as followed:

25% Deposit: \$34,839.04

30% when pack is demoed: \$41,806.85

30% when new pump and filter is installed: \$41,806.85

15% water enters the pool. \$20903.42

GENERAL EXCLUSIONS (May not be specific to this job unless expressly stated above)

- Dewatering of any kind. Entire job site pertaining to pool, plumbing routes, and collection tank area must be dewatered dry for the entire duration of construction.
- De-mucking of pool area
- Potable water for ADA chair by others (if water powered)
- Backwash Sump and tie in
- GC Electrician to bring power to equipment area with sub panel
- Hauling of excavated spoils by others
- Tie into storm drain by others
- Additional fill dirt and compaction for pool floor
- Perimeter structural walls
- Equipment room/area barrier
- Cost to fill pool
- Pool deck by others
- Pool deck drain by others
- Automation on equipment packs
- Fencing by others
- Gas hookup by others
- Outdoor Shower
- Eye wash stations
- Zypex additive to the concrete
- Excavation is under normal soil conditions. Any rock, stone or other material that can't be excavated in normal conditions will be at the cost of the General Contractor (or others) to remove.

AGREED CONDITION: Engineered plans provided by Owner will form a part of this contract. The contract document defines the scope of work to be performed by Oak Wells Aquatics for the stated contract amount. Items not covered list are the owner's responsibility and are not part of the contract amount

2. **PERMITS:** Contractor will obtain and pay for local building permit required on his work. Owner shall furnish any necessary variances. **Contractor will pay sales tax on all equipment and materials used in his work.**
3. **CONSTRUCTION SCHEDULE:** Contractor agrees to do all work provided in this contract in a good and workmanlike manner, but shall not be held responsible for delay or failure to perform work when due to acts of God, weather, government prohibition or reasons beyond his control.
4. **LOCATION:** Owner to confirm pool location being within his property lines, taking into account all set back lines. When contractor begins work, the owner or his authorized agent will approve the layout of the pool and other improvements to be constructed under this contract. The owner or his agent shall verify his approval of layout, location, and finish grade by signature on plans and/or excavation foreman's check sheet.
5. **ACCESS:** It is understood that the owner will permit and maintain free access to the pool site and adequate working room. It is further understood that contractor will not be held responsible when it is necessary to cross sidewalks, curbs, driveways, grassed areas, or any terrain which might be damaged or marred by equipment passage to reach job site. Contractor will at all times exercise reasonable care to prevent needless damage to owner's property and property of others.
6. **SITE PREPARATION:** Contractor is not responsible for moving fences or replanting of shrubs or trees. If clearing of land, removal of stumps, or any special site preparation is required, owner will perform it unless fully detailed in section entitled "Additional Work".
7. **UTILITIES:** Owner will furnish, at no charge to the contractor, electricity and water for building and filling the pool.

8. **GRADING & EXCAVATION:** Contractor's responsibility for grading of site under this contract shall be limited to the immediate pool area including space for piping. Without exact data to the contrary, contractor assumes that topographic variation of the above delineated pool site will not exceed two (2) feet vertical measurement at the time construction is initiated.

Contractor will perform all normal excavation for pool installation as covered under this contract. The following are to be considered as abnormal conditions and are additional work to be paid for by the owner in accordance with paragraph 12, "Additional Work" of this contract:

- 1) Rock formations, boulders, mass concrete or any conditions requiring blasting of air tool work.
- 2) Inadequate soil-bearing capacity requiring such means of support as piling, grade beams or any other special methods including over-excavation with sand and/or stone backfill.
- 3) Underground utilities requiring relocation or removal.

In the absence of written acknowledgement to the contrary, contractor assumes that the site is not fill ground and that there are no underground obstructions of any kind that will interfere with his phase of the work. Contractor will not be held liable for floatation of the pool shell if such should occur because of conditions beyond his control. The owner will be informed, soon as possible, of any abnormal conditions encountered in grading and/or excavation. Contractor will use excavated earth to rough grade backfill against pool shell. Owner will furnish and install additional fill required to complete backfill for patio when constructed by others.

Stage completion invoices are due upon presentation. In the event of default in the payment schedule above set out, work will cease and the owner will be liable for the payment of the amount then due plus 10% of the unpaid balance plus any expenses incurred in collecting the same including 18% attorney's fees. Any loss resulting from delay in construction caused by the owner through obstruction or desire for change shall be paid for by the owner.

9. **WARRANTY:** When final stage completion invoice is rendered, owner will complete and sign Acceptance and Warranty Certification. Warranty is void unless

Acceptance and Warranty Certificate is completed, signed by owner and dated by an
authorized representative of contractor.

10. **ADDITIONAL WORK:** This proposal includes only work expressed in writing. If owner desires changes or if additional work is required to accomplish excavation as set forth under Section 9, "Grading and Excavation", for owner protection supplemental written agreement must be signed prior to doing the work. Our estimating department must make all price quotations. No one on the job is qualified or authorized to quote prices. Payment for additional work is due upon completion of the work.

11. **EXCEPTIONS:** In order to be honored, any exceptions including changes, additions, and/or deletions affecting this contract must be clearly specified and responsibility firmly fixed below.

Your acceptance of this proposal by signature below, and return of this form to our office, will constitute a contract entered into in accordance with the specifications, conditions, and remarks stated herein.

Dated: _____

Florida LDS and Excavation, Inc. dba Oak Wells Aquatics

By: _____

Accepted this _____ day of _____ 2022

Signature: _____

Owner:

By: _____

Accepted this _____ day of _____ 2022

Signature: _____

Tab 3



10/6/2022

C/O Rizzetta & Company
3434 Colwell Ave, Suite 200
Tampa, FL 33614

1707 Townhurst Drive
Houston, Texas 77043
800.858.7665
www.poolsure.com

RECEIVED

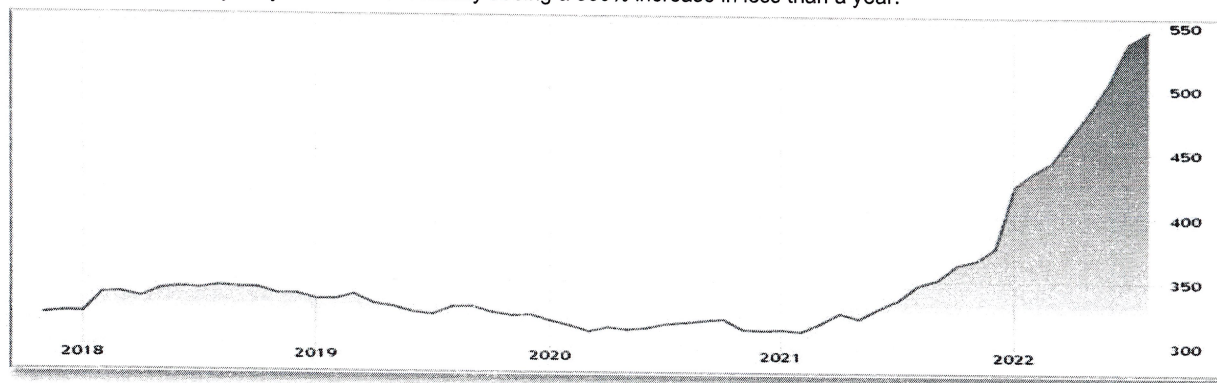
OCT 17 2022

Re: Trails CDD: Annual Account Evaluation and Price Adjustment

Dear Customer,

We would like to sincerely thank you for your continued partnership as we wrap up the most challenging year in the aquatics industry. Throughout this year, we have learned some valuable lessons and have invested heavily in resources that will ensure the highest level of our services now and into the future.

October is budget season for most of our customers and Poolsure wants to continue our commitment to transparency as you project your expenses for 2023. Like all sectors of the economy, pool chemical and logistics companies have experienced significant increases over the past 14 months. As demonstrated by the chart below, the price index for Alkalies and Chlorine, including Natural Sodium Carbonate and Sulfate, reached an all-time record high of 483.79600 in May of 2022 (pool chemicals). The chemicals we provide are a commodity subject to market volatility seeing a 300% increase in less than a year.



*Pool Magazine Source – tradingeconomics.com

As a result, Poolsure has had to make significant changes to our pricing structure. We know the below rates are higher than previous years, but for us to keep providing the highest level of contracted services, we had to make these adjustments. Even with this increase, our products, and services, which include the repair and maintenance of your automated chemical controllers, the delivery of your needed goods, will still be less expensive and safer than your community's ability to purchase trichlor or cal-hypo elsewhere. As recently as a year and a half ago you could purchase a 50-pound bucket of trichlor for an average of \$100. That same bucket is now averaging \$300 and is expected to continue increasing by the summer of 2023. Adjustments to your monthly Water Management billing for the 2023 fiscal year are based on careful individual analysis.

Your new rate, which will be effective starting January 1st, 2023, can be found below:
2023 Flat Rate: \$1,119.69

A prepayment discount of 5% is available if the entire amount for 2023 is paid by December 31st, 2022. Please contact us at ar@poolsure.com or 1-800-858-7665 if you have any questions. Poolsure is committed to making our partnership one built on trust, transparency, and service. Thank you!

Sincerely,

Alan Falik
President

Vincent Flaviani
Vice President of Sales

Houston • Dallas – Ft. Worth • San Antonio • Austin • Corpus Christi • Baton Rouge • New Orleans • Lafayette
Phoenix • Biloxi • Gulfport • Tampa • Jacksonville • Orlando • Melbourne • Daytona • St. Augustine • Gainesville

Tab 4



Dunn & Associates, Inc.

CIVIL ENGINEERS / LAND PLANNERS
8647 Baypine Road, Suite 200 Jacksonville, Florida 32256
Phone: (904) 363-8916 Fax: (904) 363-8917

November 2, 2022

Lesley Gallagher, 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
Annual Report
Job Number 0906-252-10

Dear Ms. Gallagher:

Dunn & Associates, Inc. is pleased to offer this proposal for engineering services related to preparation of the Annual Report for the Trails Community Development District. Being familiar with the project, we offer the following scope of work and related fees.

1. We will visit the project to inspect the District improvements and the stormwater system. We will prepare a report noting items that need repair.
2. We will respond to any questions regarding the report.

Hourly, Upset Limit:

\$4,000.00 *

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, P.E.
President

Accepted By

Company

Date

VJD/rto

Tab 5

RESOLUTION 2023-01

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF TRAILS
COMMUNITY DEVELOPMENT DISTRICT AMENDING THE FISCAL
YEAR 2021/2022 GENERAL FUND BUDGET; AND PROVIDING FOR AN
EFFECTIVE DATE**

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

WHEREAS, the Board of Supervisors of the District (hereinafter the “Board”), adopted a General Fund Budget for Fiscal Year 2021/2022; and

WHEREAS, the Board desires to reallocate funds budgeted to reflect reappropriated Revenues and Expenses approved during the Fiscal Year.

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

Section 1. The General Fund Budget is hereby amended in accordance with Exhibit “A” attached hereto.

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

PASSED AND ADOPTED THIS 29th DAY OF NOVEMBER 2022.

TRAILS COMMUNITY

DEVELOPMENT DISTRICT

CHAIRMAN / VICE CHAIRMAN

ATTEST:

ASSISTANT SECRETARY

Exhibit A

The Fiscal Year 2021-2022 Amended General Fund Budget



Rizzetta & Company

Trails Community Development District

trailscdd.org

Ameded Budget for Fiscal Year 2021-2022

Presented by: Rizzetta & Company, Inc.

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

rizzetta.com

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

Chart of Accounts Classification	Adopted Budget Fiscal Year 2021/2022	Change	Amended Budget Fiscal Year 2021/2022
REVENUES			
Special Assessments			
Tax Roll*	\$ 326,466		\$ 326,466
Off Roll*	\$ 128,796		\$ 128,796
TOTAL REVENUES	\$ 455,262		\$ 455,262
Balance Forward from Prior Year	\$ -	\$ 25,000	\$ 25,000
TOTAL REVENUES AND BALANCE FORWARD	\$ 455,262	\$ 25,000	\$ 480,262
EXPENDITURES - ADMINISTRATIVE			
Legislative			
Supervisor Fees	\$ 6,000		\$ 6,000
Financial & Administrative			
Administrative Services	\$ 5,562		\$ 5,562
District Management	\$ 28,119		\$ 28,119
District Engineer	\$ 4,500		\$ 4,500
Disclosure Report	\$ 5,000		\$ 5,000
Trustees Fees	\$ 4,000		\$ 4,000
Assessment Roll	\$ 5,408		\$ 5,408
Financial & Revenue Collections	\$ 5,408		\$ 5,408
Accounting Services	\$ 21,321		\$ 21,321
Auditing Services	\$ 4,300		\$ 4,300
Arbitrage Rebate Calculation	\$ 500		\$ 500

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

Chart of Accounts Classification	Adopted Budget Fiscal Year 2021/2022	Change	Amended Budget Fiscal Year 2021/2022
Public Officials Liability Insurance	\$ 3,256		\$ 3,256
Legal Advertising	\$ 2,100		\$ 2,100
Dues, Licenses & Fees	\$ 175		\$ 175
Miscellaneous Fees	\$ 500		\$ 500
Website Hosting, Maintenance, Backup	\$ 2,749		\$ 2,749
Legal Counsel			
District Counsel	\$ 19,000		\$ 19,000
Administrative Subtotal	\$ 117,898		\$ 117,898
EXPENDITURES - FIELD OPERATIONS			
Electric Utility Services			
Utility Services	\$ 20,500		\$ 20,500
Garbage/Solid Waste Control Services			
Garbage - Recreation Facility	\$ 2,300		\$ 2,300
Water-Sewer Combination Services			
Utility Services	\$ 9,500		\$ 9,500
Stormwater Control			
Fountain Service Repairs & Maintenance	\$ 2,500		\$ 2,500
Lake/Pond Bank Maintenance	\$ 12,500		\$ 12,500
Miscellaneous Expense	\$ 1,000		\$ 1,000
Other Physical Environment			
General Liability/Property Insurance	\$ 11,722		\$ 11,722
Entry Lighting, Walls & Fence Maintenance	\$ 4,000		\$ 4,000
Landscape & Irrigation Maintenance Contract	\$ 95,000		\$ 95,000
Irrigation Repairs	\$ 5,000		\$ 5,000
Landscape Replacement Plants, Shrubs, Trees	\$ 5,000		\$ 5,000
Miscellaneous Expense	\$ 1,000		\$ 1,000

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

Chart of Accounts Classification	Adopted Budget Fiscal Year 2021/2022	Change	Amended Budget Fiscal Year 2021/2022
Parks & Recreation			
Amenity Management Contract- Field & Facility	\$ 33,572		\$ 33,572
Amenity Janitorial & Facility Maintenance Contract	\$ 25,744		\$ 25,744
Amenity Facility Monitors - Seasonal	\$10,252		\$10,252
Amenity Maintenance & Repairs	\$ 8,000		\$ 8,000
Pool Services - Chemicals/Permits/Supplies	\$ 9,750		\$ 9,750
Cable, Phone & Internet	\$ 3,800		\$ 3,800
Amenity Supplies & Equipment	\$ 2,000		\$ 2,000
Pest Control & Termite Bond	\$ 675		\$ 675
Fitness Equipment Maintenance & Repairs	\$ 2,000		\$ 2,000
Amenity Miscellaneous Expenses	\$ 1,000		\$ 1,000
Special Events			
Special Events	\$ 2,500		\$ 2,500
Contingency			
Miscellaneous Contingency	\$ 60,000	\$ 25,000	\$ 85,000
Capital Outlay	\$ 8,049	\$ -	\$ 8,049
Field Operations Subtotal	\$ 337,364		\$ 362,364
TOTAL EXPENDITURES	\$ 455,262	\$ 25,000	\$ 480,262
EXCESS OF REVENUES OVER EXPENDITURES	\$ -	\$ -	\$ -

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

Chart of Accounts Classification	Budget for 2021/2022
REVENUES	
Special Assessments	
Tax Roll*	\$ 12,500
Off Roll*	\$ 12,500
TOTAL REVENUES	\$ 25,000
Balance Forward from Prior Year	\$ -
TOTAL REVENUES AND BALANCE FORWARD	\$ 25,000
*Allocation of assessments between the Tax Roll and Off Roll are estimates only and	
EXPENDITURES	
Contingency	
Capital Reserves	\$ 25,000
TOTAL EXPENDITURES	\$ 25,000
EXCESS OF REVENUES OVER EXPENDITURES	\$ -

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

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

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

Gross assessments \$497,187.29

Notes:

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

⁽¹⁾ Maximum Annual Debt Service less Prepaid Assessments received.

Tab 6

MEMORANDUM

TO: Trails Community Development District

FROM: Katie S. Buchanan

DATE: January 10, 2023

RE: Retention Requirements for Transitory Messages and Electronic Records Updates

On May 20, 2010, the District approved Resolution 2010-08, adopting a policy relating to the retention and disposition of its public records. The District's Record Retention Policy currently remains in full force and effect. In order to ensure the District's record retention practices remain economically feasible and technologically practical, we are offering some clarification regarding the retention period for records of short-term value. Additionally, we propose modifications to designate the electronic record as the official record of the district and allow for disposal of paper duplicate copies unless prohibited by any law, rule or ordinance.

According to the *General Records Schedule for State and Local Government Agencies* ("GS1-SL")¹ with which all community development districts must comply, records retention requirements "apply to records regardless of the format in which they reside."² This means that electronic communications, which include emails, instant messages, text messages, multimedia messages, chat messages, social networking, voicemail/ voice messaging, or other communications via electronic messaging technology or device, must be retained in accordance with the applicable section of the GS1-SL. Retention periods for electronic communications "are determined by the content, nature, and purpose of records, and are set based on their legal, fiscal, administrative, and historical values, regardless of the format in which they reside or the method by which they are transmitted."³

Electronic communications "created primarily to communicate information of short-term value" may fall under the Transitory Messages schedule set forth in GS1-SL.⁴ Transitory Messages do not "formalize or perpetuate knowledge and do not set policy, establish guidelines or

¹ Incorporated by reference in Rule 1B-24.003(1)(a), F.A.C.

² *General Records Schedule for State and Local Government Agencies*, Section V, Electronic Records.

³ *Id.* at Records Retention Schedules, Electronic Communications.

⁴ *Id.* at Records Retention Schedules, Transitory Messages, Item #146.

procedures, certify a transaction, or become a receipt.” Examples of Transitory Messages include, but are not limited to:

- reminder messages (“don’t forget the upcoming meeting”);
- email messages with short-lived or no administrative value (“thank you”)
- telephone messages lacking content (“Ms. Smith called – please return her call”);
- recipient copies of announcements of District sponsored events (“daily events email”); and,
- news releases received by the District strictly for informational purposes and unrelated to District programs or activities.

The retention requirement for Transitory Messages is “[r]etain until obsolete, superseded or administrative value is lost.”⁵ For example, an email message notifying employees of an upcoming meeting would only have value until the meeting has been attended or the employee receiving the message has marked the date and time in the calendar, at which time the message could be disposed of. In other words, an electronic communication intended for short-term value does not need to be retained once it is no longer needed. Unlike most other public records, the District may dispose of a transitory message once it is obsolete, superseded, or has lost its administrative value without having to document the disposition of the record, unless the record has been microfilmed or scanned and will serve as the record copy.⁶

⁵ *Id.*

⁶ *See* Rule 1B-24.003(9)(d), F.A.C.

RESOLUTION 2023-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF TRAILS COMMUNITY DEVELOPMENT DISTRICT ADOPTING CERTAIN AMENDMENTS TO THE DISTRICT'S RECORD RETENTION POLICY; ADDRESSING CONFLICTS AND SEVERABILITY; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, Chapter 190, Florida Statutes, authorizes the Trails Community Development District ("**District**") to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of district business; and

WHEREAS, on May 20, 2010, the Board of Supervisors of the Trails Community Development District ("**Board**"), adopted Resolution 2010-08 providing for the adoption of the District's Record Retention Policy ("**Policy**"); and

WHEREAS, the Policy requires the District "retain all public records relating to District business until the Board of Supervisors amends the Records Retention Policy to address the disposition of the same"; and

WHEREAS, the Board finds that it is in the best interest of the District to amend the Record Retention Policy as described in more detail in paragraph 2 below; and

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

1. CONFLICTS. This Resolution is intended to amend, in part, Resolution 2010-08, which remains in full force and effect except as otherwise provided herein. All terms of Resolution 2010-08 that are not amended by this Resolution apply as if those terms were fully set forth herein. All District resolutions or parts thereof in actual conflict with this Resolution are, to the extent of such conflict, superseded and repealed.

2. AMENDMENT. The Records Retention Policy is hereby amended by inserting the language indicated in single underlined text (indicated textually in the same manner as the following example: underlined text) and by deleting the language indicated by strikethrough text (indicated textually in the same manner as the following example: ~~stricken text~~) as set forth herein:

The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5), Florida Statutes, the rules adopted by the Division of Library and Information Services of the Department of State ("Division") pursuant to Section 257.36, Florida Statutes, and the General Records Schedules established by the Division. However, the District hereby extends the minimum retention guidelines contained in the General Records Schedules so that the District will retain all public records relating to District business until the Board of Supervisors

amends the Records Retention Policy to address the disposition of the same. Notwithstanding the foregoing, the District shall retain Transitory Messages until the Transitory Message is obsolete, superseded or administrative value is lost in accordance with the General Records Schedule for State and Local Government Agencies, Item #146, as incorporated by reference in Rule 1B-24.003(1)(a), Florida Administrative Code. The District hereby determines the electronic record shall be considered the official record of all public records relating to District business and any paper originals are designated as duplicates which may be disposed of unless prohibited by any law, rule or ordinance. To the extent the above statute, rules, or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic amendment does not permit the disposition of District records without further action of the Board. The Records Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.

3. 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.

4. EFFECTIVE DATE. This Resolution shall take effect as of November 29, 2022.

Introduced, considered favorably, and adopted this 29th day of November 2022.

ATTEST:

**TRAILS COMMUNITY DEVELOPMENT
DISTRICT**

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

Tab 7



1400 Village Square Boulevard
#3-293
Tallahassee, FL 32312
www.fitnessproinc.com

Contract: Quarterly Preventative Maintenance

CUSTOMER	BILL TO
Trails CCD c/o Rizzetta & Company Lesley Gallagher (904) 436-6270 lgallagher@rizzetta.com	Trails CCD c/o Rizzetta & Company Trails CDD 3434 Colwell Avenue Suite 200 Tampa, FL 33614

START DATE	EXPIRES	CONTRACT TYPE	P.O. NO.	CONTRACT NO.
Jan 1, 2023	None	Quarterly Preventative Maintenance		Pay Per Visit

CONTRACT LIMIT:	Unlimited
SUBTOTAL:	\$175.00
TAX:	\$0.00
TOTAL:	\$175.00

CONTRACT DESCRIPTION
<p>This Preventative Maintenance Agreement will cover the servicing of the listed equipment at your facility.</p> <p>This service will be as follows:</p> <p>1) Operational Inspection, 2) Visual Inspection, 3) Lubrication, 4) Calibration, 5) Internal inspection & Cleaning as needed, 6) Adjust to manufacturers specifications, 7) Repairs that can be done at time of PM that would not require additional parts or tools, 8) Notation of Service in Logbook (if customer requires and provides the logbook), and 8) Notation of equipment status.</p> <p>Fitness Pro will provide further product support with the following services:</p> <ol style="list-style-type: none">1. An emailed summary of status and work done on equipment listed.2. Access to customers service file online through our service website.3. Will use only factory replacement parts on any repair, unless other specified or approved by customer or manufacturer. We will always let you know what your lowest price option is and let you choose. <p>Preventative Maintenance fee does not include additional repairs. Customer will be notified of any additional repairs that are diagnosed at time of preventative maintenance. We require customer to approve of all additional repairs and fees.</p> <p>This agreement is strictly preventive in nature, intended to keep your facility as operational as possible by drawing attention to its present status. This agreement does not cover abuse, vandalism, normal wear and tear, external cleaning, or any acts of God resulting in failure of equipment, nor does it include the cost of parts, shipping, or labor charges associated with a repair not specified by this agreement. Fitness Pro reserves the right to refuse service on certain manufacturers.</p>

CONTRACT TERMS

Quarterly Terms: \$175.00 per visit, 4 visits per year

This agreement is subject to the fitness equipment located on property at the time the agreement was accepted. Any additions to your fitness center will require a new signed agreement.

Also, if your ownership requires any additional insurance coverage (i.e. waiver of subrogation or to be named an additional insured) or pre qualification these charges will be billed in addition to this estimated total. All compliance fees and/or monitoring fees required by the customer will be invoiced back to the customer.

Prices are subject to change with a 30-day notice.

THIS AGREEMENT MAY BE CANCELED BY EITHER PARTY WITH A 30-DAY WRITTEN NOTICE. Account payment terms will be agreed upon before first visit. A delinquent account will void this agreement.

Please remit payment to: Fitness Pro 1400 Village Square #3-293 Tallahassee, FL 32312

Billing Contact: Tracy Parmer
tracy@wearefitnesspro.com

Signature: _____

Printed Name: _____

Date: _____

Tab 8

Quality Site Assessment

Prepared for: Trails Community Development D

General Information

DATE: Tuesday, Oct 25, 2022

NEXT QSA DATE: Tuesday, Oct 17, 2023

CLIENT ATTENDEES:

BRIGHTVIEW ATTENDEES: Willie Perez Davila

Customer Focus Areas

Quality you can count on.

7

Seven
Standards of
Excellence

1



Site Cleanliness

2



Weed Free

3



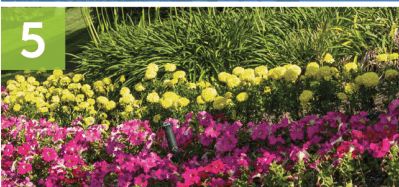
Green Turf

4



Crisp Edges

5



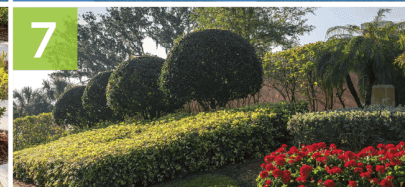
Spectacular Flowers

6



Uniformly Mulched Beds

7



Neatly Pruned Trees & Shrubs

Maintenance Items



- 1** This area will be proposed to include in the contract

QUALITY SITE ASSESSMENT

Trails Community Development D

Notes to Owner / Client



1 We recommend also including this area in the contract.

2 This area does not have any irrigation which we should just rake it out and let it fill back in.



Completed Items



1 Annual Installation is
lookin
healthy

Quality Site Assessment

Prepared for: Trails Community Development D

General Information

DATE: Thursday, Nov 17, 2022

NEXT QSA DATE: Tuesday, Nov 07, 2023

CLIENT ATTENDEES: Lesley Gallagher

BRIGHTVIEW ATTENDEES: Willie Perez Davila

Customer Focus Areas

Quality you can count on.

7 Seven Standards of Excellence



Site Cleanliness



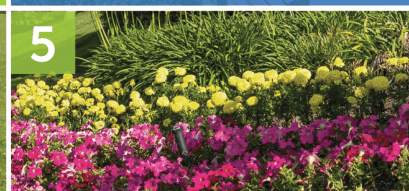
Weed Free



Green Turf



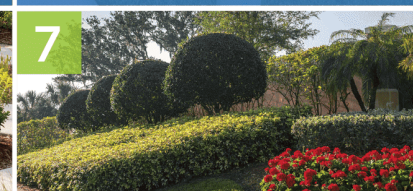
Crisp Edges



Spectacular Flowers



Uniformly Mulched Beds



Neatly Pruned Trees & Shrubs

Maintenance Items



- 1** All this area will need to be included

Recommendations for Property Enhancements



- 1** We recommend Bush hogging the back entrance to then include an amendment for maintaining

Notes to Owner / Client



- 1 Someone has spray painted the sign at the front entrance

Tab 9

Trails CDD

Managers Report

Date of meeting: 11.8.2022

Submitted by: Mark Insel

POOL AND FACILITY:

- Fall festival preparation ongoing at time of report. We have all the paperwork, and confirmation for an event from 12-4, have Bounce Houses, and free food while supplies last.
- Envera PM was completed mid-October, some evening voice downs in parking lot and intruders left within 2 minutes and no other issues so far!
- Pool ropes replaced.
- We have made progress with approved jobs and upcoming tasks. Tim has been busy with many small tasks and is tackling the larger jobs.
- Safety checks on the Playground, Volleyball Court, and Boardwalk completed daily.
- The pool pump rebuild from Wet engineering is in process.
- QR Codes are placed in Bulletin Board and Playground, residents have been using to survey each area.
- Tim added shelving in back storage closet to accommodate more items, looks great.
- We replaced and changed out some door handles where needed.
- Touch up painting around the building where needed.
- Gate repair made, new welds on corners. Obtaining fence and gate re location options.
- Pressure washing on building and entrance monuments complete!

GYM AND EQUIPMENT:

- The multi-use machine part has been ordered, at time of report it was backordered, 4 weeks.
- All equipment has been checked; PM was completed last month. Janitorial crew has been cleaning the fitness center when onsite as well.
- The machines are in great shape all working properly!
- Temperature is perfect, the new thermostat in place and is working great.

COMPLETED PROJECTS / No Board action required:

- Shelving put in back storage closet.
- Pressure washing complete. Curbs, sidewalks, building, monuments, all white fencing along road, playground, tables and chairs.
- We have seen more residents coming into the office for access cards and/or rentals. There have been many residents giving us positive feedback in regard to the overall appearance of Facility.
- Routine maintenance and janitorial continues throughout facility.
- Checks on playground for safety and functionality.
- We continue to ride the community monitoring signs, drains, road conditions, etc.
- Minor Repairs made to Boardwalk, ongoing.

- Will coincide fence install/replacement when pool pump work is going on; will be obtaining pricing to replace.

POND AND LAKE MANAGEMENT:

- The technician has been onsite monthly. Derek was on site Oct 17th. His report had no major issues and treatments were focused basically on shoreline growth. They fill us in on which have algae, grass and weed issues, which needed dye and the ponds seeing the most trash. Our Tech is very attentive and always doing a great job.
- Will inquire as to the need of carp or tilapia and requirements.

LANDSCAPE MANAGEMENT:

- Flowers that were installed are looking good.
- Weeded the beds at entrance.
- Awaiting proposal or report for field damage.
- Fertilization was completed on Oct 18.
- Landscaping Management Tool, and weekly drive checklist is in place for reporting. Brightview's tasks are being completed daily. The crews are working the summer schedule. Picking up more trash around ponds. They are prioritizing work throughout the community and are keeping things maintained. The last report reflected basic rotations completed, blew the property, and picked up trash. They mowed and line trimmed all the lakes.

WHAT TO EXPECT IN THE UPCOMING MONTHS:

- Will continue sending Policy Highlight reminders and updates.
- 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.
- Pool equipment replacement.
- Pool lights replacement.
- Landscape proposals for repairs if needed.
- Fence proposals.
- Holiday Lighting will be purchased and installed
- Holiday Event, movie and treats!

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

Mark Insel 904-408-7716



Tab 10

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, October 5, 2022 at 4:30 p.m.** at the Winchester Ridge Amenity Center, located at 15431 Spotted Stallion Trail, Jacksonville, Florida 32234.

Present and constituting quorum include:

Terence Douglas	Board Supervisor, Chairman
Douglas Pope	Board Supervisor, Vice Chairman
Patty Acree	Board Supervisor, Assistant Secretary
Corina Buck	Board Supervisor, Assistant Secretary
Ashley Guioa	Board Supervisor, Assistant Secretary

Also present were:

Lesley Gallagher	District Manager, Rizzetta & Co., Inc.
Katie Buchanan	District Counsel, Kutak Rock, LLP
Vince Dunn	District Engineer, Dunn & Associates (speaker phone)
Mark Insel	Director of Amenity Manager, Vesta Inc.
Tim Harden	Operations Manager, Vesta Inc.
Rodney Hicks	Branch Manager, BrightView Landscaping
Willie Perez	Account Manager, Bright View Landscaping

Audience Members Present

FIRST ORDER OF BUSINESS

CALL TO ORDER

Ms. Gallagher called the meeting to order at 4:31 p.m.

SECOND ORDER OF BUSINESS

AUDIENCE COMMENTS ON AGENDA ITEMS

No audience comments.

THIRD ORDER OF BUSINESS

Consideration of Easement Variance Policy and Application

1.) Discharging into Stormwater Pond

2.) Fence Installation

3.) Landscaping

Ms. Buchanan provided a recap which outlined phase 2 covenants and the St. Johns River Water Management Permit explaining that the permit would place the liability for alternations on the CDD but the District would have no easements or enforcement rights as these had been provided to the HOA. She also updated the Board that D.R. Horton has since recorded a transfer from the HOA to the CDD, which provides the CDD the same rights that the HOA previously had for easements, repairs etc. in phase 2.

Discussion ensued regarding the entity that should be named as the maintenance entity and the Board was in unanimous agreement that the maintenance entity of the phase 2 ponds should be the CDD. It was also discussed that the CDD would, at this time continue to mow the pond banks in phase 2.

The Board then went on to discuss alternations that have taken place to the pond banks throughout the entire community for drains and fences and the need for a variance policy and application process. This would allow a variance to be recorded on the property if an alternation was approved that would run with the property holding the property owner, (current or future), responsible for the installation and maintenance of the improvement and any damage that the improvement may cause in the easement and would not interfere with the District's rights under the easement.

Further discussion occurred regarding the application fee, the implementation timeline and a mailed notice being sent to the community regarding this process with the understanding there would be a cost associated with such mailed notice.

It was also discussed the best method of inspections of these areas and the District Engineer did note that the Annual District Engineer's inspection for their report would be limited to outfall structures and known issues.

No further action was taken on the easement variance policy or application at this time and it was noted that this would be tabled to the November meeting for consideration.

SEVENTEENTH ORDER BUSINESS

ADJOURNMENT

On a motion by Mr. Douglas, seconded by Ms. Guioa, with all unanimously in favor, the Board adjourned the meeting at 5:59 PM, for Trails Community Development District.
--

95
96
97
98
99
100
101
102
103
104
105
106

Secretary/Assistant Secretary

Chairman/Vice Chairman

DRAFT

Tab 11

MINUTES OF MEETING

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

**TRAILS
COMMUNITY DEVELOPMENT DISTRICT**

The **regular** meeting of the Board of Supervisors of Trails Community Development District was held on **Tuesday, September 13, 2022 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	Board Supervisor, Chairman
Douglas Pope	Board Supervisor, Vice Chairman
Patty Acree	Board Supervisor, Assistant Secretary
Corina Buck	Board Supervisor, Assistant Secretary
Ashley Guioa	Board Supervisor, Assistant Secretary

Also present were:

Lesley Gallagher	District Manager, Rizzetta & Co., Inc.
Katie Buchanan	District Counsel, Kutak Rock, LLP
Vince Dunn	District Engineer, Dunn & Associates (speaker phone)
Mark Insel	Director of Amenity Manager, Vesta Inc.
Tim Harden	Operations Manager, Vesta Inc.
Rodney Hicks	Branch Manager, BrightView Landscaping
Willie Perez	Account Manager, Bright View Landscaping

Audience Members Present

FIRST ORDER OF BUSINESS**CALL TO ORDER**

Ms. Gallagher called the meeting to order at 12:01 p.m.

SECOND ORDER OF BUSINESS**AUDIENCE COMMENTS ON AGENDA
ITEMS**

Audience commented on pond issues, crosswalks and variance.

THIRD ORDER OF BUSINESS**Consideration of Easement Variance
Policy and Application**

- 1.) Discharging into Stormwater Pond
- 2.) Fence Installation
- 3.) Landscaping

Discussion ensued regarding the responsible entity for operation and maintenance of the ponds under that SJRWMD permit. This item was tabled, and direction provided to contact DR Horton to determine if the O&M obligation would be transferred to the CDD or HOA. If it was the HOA, would they assign their rights to the CDD? At this time the direction was also provided to continue mowing the pond banks throughout the community.

FOURTH ORDER OF BUSINESS**Consideration of Fiscal Year 2022-2023
District Insurance Renewal Policy**

On a motion by Mr. Douglas, seconded by Ms. Guioa, with all unanimously in favor, the Board approved the Fiscal Year 2022-2023 Florida Insurance Alliance District Insurance Renewal Policy, in the amount of \$15,922.00, for Trails Community Development District.

FIFTH ORDER OF BUSINESS**Acceptance of 3rd Addendum to
Professional District Services
Agreement**

Ms. Gallagher reviewed that the fees that were adopted with the FY 22/23 budget.

Supervisor Acree made the motion to solicit bids for district management services. Discussion ensued regarding Rizzetta's history and commitment to the community and substantial proposed increases by other vendors within the district that were not opposed. There was no second to Supervisor Acree's motion.

On a motion by Ms. Acree, seconded by Ms. Guioa, with all unanimously in favor, the Board accepted the 3rd Addendum to Professional District Services, for Trails Community Development District.

SIXTH ORDER OF BUSINESS**Consideration of Vesta Property
Services Renewal Options**

The Board reviewed two options for FY 22/23 services provided by Vesta.

On a motion by Ms. Acree, seconded by Ms. Guioa, with all unanimously in favor, the Board approved Option 1, which included 56 hours of weekly services and 36 hours of weekly facility attendant coverage from Memorial Day through Labor Day, as well as pressure washing twice annually with an annual expense of \$99,282.00, for Trails Community Development District.

SEVENTH ORDER OF BUSINESS

Consideration of BrightView Renewal Agreement

On a motion by Mr. Pope, seconded by Ms. Guioa, with all unanimously in favor, the Board approved the BrightView Renewal proposal, in the annual amount of \$80,748.00, for Trails Community Development District.

Board moved to Agenda Item 4C.

EIGHTH ORDER OF BUSINESS

Staff Reports (1 of 2)

C. Landscape Manager

- 1.) Landscape Manager's Report, dated August 2022
- 2.) BrightView Hydro Seeding Map

The Board reviewed the Landscape Manager's Report. It was requested that BrightView review the mowing at the second entrance, specifically on the right side as you exit the community.

Board moved to Agenda Item 3F.

NINTH ORDER OF BUSINESS

Consideration of Poolsure Renewal Agreement

On a motion by Ms. Acree, seconded by Mr. Douglas, with all unanimously in favor, the Board approved the Poolsure Renewal Agreement, in the amount of \$11,497.20, for Trails Community Development District.

TENTH ORDER OF BUSINESS

Consideration of Future Horizon Renewal Agreement

On a motion by Ms. Guioa, seconded by Ms. Acree, with all unanimously in favor, the Board approved the Future Horizon's renewal proposal, in the annual amount of \$13,321.84, for pond maintenance and quarterly fountain preventative maintenance, for Trails Community Development District.

ELEVENTH ORDER OF BUSINESS

**Ratification of Star Fire
Sprinklers, Inc. Proposal**

On a motion by Mr. Douglas, seconded by Ms. Acree, with all unanimously in favor, the Board ratified the annual inspection for the fire extinguishers, for Trails Community Development District.

TWELFTH ORDER OF BUSINESS

**Consideration of Resolution
2022-08, Designating Date,
Time & Location of FY 22-23
Meetings**

Ms. Gallagher and Ms. Buchanan presented a proposed schedule for the FY 22/23 meetings. Discussion ensued.

On a motion by Ms. Guioa, seconded by Mr. Pope, with all unanimously in favor, the Board adopted Resolution 2022-08, Designating Date, Time & Location of FY 22-23 Meetings, as discussed, with the FY 22/23 meeting schedule as follows: November 8, 2022; January 10, 2023; February 13, 2023; March 14, 2023; April 11, 2023; May 9, 2023; July 17, 2023; September 12, 2023 and all meetings to convene at 6:30 p.m. in the Winchester Ridge Amenity Center, for Trails Community Development District.

THIRTEENTH ORDER OF BUSINESS

Staff Reports (2 of 2)

A. District Counsel

Ms. Buchanan was present, did not have a report and was available to answer questions from the Board.

B. District Engineer

Mr. Dunn was present, did not have a report and was available to answer questions.

C. Amenity and Field Operation Managers

- 1.) **Amenity Manager's Report, dated September 2022**
- 2.) **Field Operations Manager's Report, dated September 2022**

Mr. Insel provided an update on events that Vesta was coordinating for the fall.

Direction was provided for staff to adjust the run times of the pond fountains to be from 8 am to 11 pm only unless Future Horizons has any concerns with them not running constantly.

The Board then discussed holiday lighting. Tim recommended purchasing lights and allowing Vesta to install them, in an effort to save costs.

The Board approved Staff to purchase holiday lights, with a not-to-exceed amount of \$500.00, authorizing Staff to determine the lighting colors and overall design, lights to come on after Thanksgiving and removed the first week of January, for Trails Community Development District.

The Board noted that should either HOA request to make a donation to the CDD for special events, they would accept it.

Mr. Pope noted that he was waiving his compensation for the 9/13/22 meeting.

3.) Discussion of a Hip Shade Proposal(s)

A proposal for a hip shade structure for the playground was presented for informational purposes since audience members in July noted that this would be an item they would be interested in seeing installed in the future. The proposed amount was \$24,069.70. Since the district would be making a significant repair to the pool this fiscal year and the budget had been reduced to not contemplate any special projects or capital improvements, no action was taken.

4.) Update & Discussion on Fitness Equipment

On a motion by Mr. Douglas, seconded by Ms. Acree, with all unanimously in favor, the Board approved the Fitness Pro Hoist Machine Repair proposal (Exhibit A), in the amount of \$647.50, with it noted that the color would not be an exact match and this part was on an 8 week back order, for Trails Community Development District.

No action was taken on the proposals for dumbbells or rack sets.

Ms. Gallagher updated the Board on continued billing challenges with Fitness Pro. She also noted that the District received a credit for the water rower charge in the amount of \$165.80.

A. District Manager

Rizzetta & Company Management Report (Under Separate Cover)

Ms. Gallagher updated the Board that Turner Pest Control had notified the district of a 10% increase to their fees. She also noted that should the District be over budget at the end of the fiscal year as previously projected, there will be a budget amendment Resolution presented prior to November 30th.

FOURTEENTH ORDER OF BUSINESS

**Consideration of the Minutes of
the Board of Supervisors'
Special Meeting held July 25,
2022**

On a motion by Mr. Douglas, seconded by Ms. Acree, with all unanimously in favor, the Board approved the Minutes of the Board of Supervisors' Special Meeting held July 25, 2022, for Trails Community Development District.

FIFTEENTH ORDER OF BUSINESS

**Ratification of the Operation
and Maintenance Expenditures
for June 2022 & July 2022**

On a motion by Ms. Acree, seconded by Mr. Douglas, with all unanimously in favor, the Board ratified the Operation and Maintenance Expenditure for June 2022, in the amount of \$35,175.16 and July 2022, in the amount of \$34,097.63, for Trails Community Development District.

Mr. Harden also informed the Board that he was following up with Fitness Pro regarding a credit for the July invoice in the amount of \$472.03 that was billed in error.

SIXTEENTH ORDER OF BUSINESS

**SUPERVISOR REQUESTS AND
AUDIENCE COMMENTS**

SUPERVISORS

A request was made to review if fish were needed to help with the conditions in the ponds.

AUDIENCE

An audience member had comments on the adopted FY 22/23 budget and capital expenditures or special projects lack of funding as well as funds available for unforeseen expenditures.

SEVENTEENTH ORDER BUSINESS

ADJOURNMENT

On a motion by Mr. Douglas, seconded by Mr. Pope, with all unanimously in favor, the Board adjourned the meeting at 2:27 PM, for Trails Community Development District.

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Secretary/Assistant Secretary

Chairman/Vice Chairman

DRAFT

Exhibit A



1400 Village Square Boulevard
#3-293
Tallahassee, FL 32312
(850) 523-8882 tel

QUOTE #34740

CUSTOMER	BILL TO
Trails CCD c/o Rizzetta & Company 15431 Spotted Stallion Trail Jacksonville, FL 32234 Tim Harden (904) 612-6668	Trails CCD c/o Rizzetta & Company Trails CDD 3434 Colwell Avenue Suite 200 Tampa, FL 33614

DATE CREATED	TYPE	PO #	ASSIGNED TO
Sep 2,2022	Problem		

SERVICE NOTES
Broken HOIST H4400 - see pictures Tim Harden sent pictures of a broken HOIST H4400 - looks like a broken weld.

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
1.25	Commercial Labor: Install press arm on H4400, Estimate 1.25 hours	\$110.00	\$137.50
1.00	Shipping and Handling Estimate: Large and bulky	\$75.00	\$75.00
1.00	Parts for Repair: HF Press Arm 26-STD-4400-13 Platinum color only, no longer have Charcoal (6-8 weeks lead time-manufactured part)	\$435.00	\$435.00
		SUBTOTAL	\$647.50
		(0.0%) TAX	\$0.00
		TOTAL	\$647.50

*** Please note that a 20% restocking fee plus shipping, if applicable, will be charged on all approved quotes that are canceled after the approval has been given. ***

Please confirm acceptance of quote and acknowledgement of restocking fee by signing and dating below .

CUSTOMER SIGNATURE

DATE

Tab 12

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 August 2022

Attached please find the check register listing the Operation and Maintenance expenditures paid from August 1, 2022 through August 31, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: **\$48,662.50**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Trails Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2022 Through August 31, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Above & Beyond Heating and Air LLC	100000	1790	Heat Pump Unit Installation - 50% Deposit 08/22	\$ 7,225.00
BrightView Landscape Services, Inc.	100007	7997452	Landscape Maintenance 08/22	\$ 6,576.83
BrightView Landscape Services, Inc.	100008	8032893	Pond Maintenance 08/22	\$ 7,522.30
BrightView Landscape Services, Inc.	100008	8032900	Washingtonian Installation / Remove Palm Tree 08/22	\$ 1,277.12
COMCAST	EFR	8495 74 120 1695610 08/22 - Autopay	15431 Spotted Stallion Trail 08/22	\$ 347.09
Constant Contact, Inc	EFR	1661068883 - Autopay	Constant Contact Monthly Pmt 08/22	\$ 45.00
Food Addictz on the Run LLC	100014	Food for Event 090322	Food for Event on 09/03/22	\$ 395.00
Halcyon AV, LLC	100001	1798	Multi-Door Access Controller 08/22	\$ 2,090.00
Halcyon AV, LLC	100002	1799	AWID Access Card 08/22	\$ 489.00
Hidden Eyes, LLC	100009	081122 - Envera Serial # 22-05318D PO/File 1000247518	Balance For Additional Equipment Inv #2361	\$ 500.10
Jacksonville Daily Record	100010	08/22 Serial# 22-05552D PO/File 1000247518	Legal Advertisement 08/22	\$ 52.63
Jacksonville Daily Record	100015	08/22	Legal Advertising 08/22	\$ 89.75
JEA	EFR	Utility Summary 07/22 525 - Autopay	Utility Summary 07/22 525 - Autopay	\$ 3,808.00
Kutak Rock, LLP	100003	3082875	Legal Services 06/22	\$ 952.50
Poolsure	100004	131295608479	Monthly Pool Chemicals 08/22	\$ 809.99
Republic Services	EFR	0687-001243442 - Autopay	Monthly Trash Removal 08/22 - Autopay	\$ 244.11
Rizzetta & Company, Inc.	100006	INV0000070165	District Management Fees 08/22	\$ 5,134.17
Rizzetta & Company, Inc.	100005	INV0000070252	Excess Meeting Time 07/22	\$ 437.50
Vesta Property Services, Inc.	100011	401120	Management Services 08/22	\$ 5,797.33

Trails Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2022 Through August 31, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Vesta Property Services, Inc.	100011	401801	Misc. Expenses 08/22	\$ 349.08
Wet Engineering Inc.	100013	2022-202	Engineer for Pool Modifications 08/22	<u>\$ 4,520.00</u>
Report Total				<u>\$ 48,662.50</u>