

TRAILS
COMMUNITY DEVELOPMENT DISTRICT

Advanced Meeting Package

Regular Meeting

Tuesday
September 9, 2025
6:30 p.m.

Location:
Winchester Ridge Amenity Center,
15431 Spotted Stallion Trail,
Jacksonville, FL 32234

*Note: The Advanced Meeting Package is a working document and thus all materials are considered **DRAFTS** prior to presentation and Board acceptance, approval, or adoption.*

Trails

Community Development District

250 International Parkway, Suite 208
Lake Mary, FL 32746
(904) 386-0186

Board of Supervisors
Trails Community Development District

Dear Board Members:

The Regular Meeting of the Board of Supervisors of the Trails Community Development District is scheduled for **Tuesday, September 9, 2025, at 6:30 p.m.** at the **Winchester Ridge Amenity Center, 15431 Spotted Stallion Trail Jacksonville, FL 32234.**

An advanced copy of the agenda for the meeting is attached along with associated documentation for your review and consideration. Any additional support material will be distributed at the meeting.

Should you have any questions regarding the agenda, please contact me at (904) 386-0186 or Howard@fcsmanagementgroup.com. We look forward to seeing you at the meeting.

Sincerely,

Howard McGaffney

Howard McGaffney
District Manager

Cc: Attorney
Engineer
District Records

Trails Community Development District

Meeting Date: Tuesday, September 9, 2025
Time: 6:30 PM
Location: Winchester Ridge Amenity Center, 15431 Spotted Stallion Trail
Jacksonville, FL 32234.

Revised Agenda

- I. Roll Call**
- II. Audience Comments** – (limited to 3 minutes per individual for agenda items)
- III. Presentation of Proof of Publication(s)** [Exhibit 1](#)
[Pg. 7](#)
- IV. Consent Agenda**
 - A. Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting and Budget Public Hearing Held on July 8, 2025 [Exhibit 2](#)
[Pgs. 9-13](#)
 - B. Consideration for Acceptance – The June 2025 Unaudited Financial Statements [Exhibit 3](#)
[Pgs. 15-25](#)
 - C. Consideration for Acceptance – The July 2025 Unaudited Financial Statements [Exhibit 4](#)
[Pgs. 27-37](#)
 - D. Consideration for Acceptance – The June 2025 Operation & Maintenance Expenditures [Exhibit 5](#)
[Pgs. 39-76](#)
 - E. Consideration for Acceptance – The July 2025 Operation & Maintenance Expenditures [Exhibit 6](#)
[Pgs. 78-110](#)
 - F. Ratification of Emergency Purchase & Agreement - Pool Lift Specialists ADA Pool Lift Proposal - \$11,799.00 [Exhibit 7](#)
[Pgs. 112-125](#)
 - G. Ratification of Vesta District Services – District Management Agreement [Exhibit 8](#)
[Pgs. 127-150](#)
 - H. Ratification of Vesta District Services – Amenity Management Agreement [Exhibit 9](#)
[Pgs. 152-166](#)
 - I. Ratification of JEA Easement Purchase Agreement – *Under Separate Cover*
- V. Business Items**
 - A. Discussion & Consideration of Resident Easement Form & Agreement [Exhibit 10](#)
[Pgs. 168-175](#)
 - B. Consideration of Social Hall Chair Replacement Proposal Options [Exhibit 11](#)
[Pgs. 177-179](#)

V. Business Items – continued

C. Consideration of Pressure Washing Proposal Options

[Exhibit 12](#)
[Pgs. 181-193](#)

1. GrimePro
2. Hydro Wash 360
3. Jblubs Pressure Washing LLC

D. Authorization of Informal Independent Auditing Services RFP

E. Consideration & Adoption of **Resolution 2025-14**, Appointing Auditor Selection Committee

[Exhibit 13](#)
[Pgs. 195-196](#)

1. Presentation of Current Auditor Contract
2. Review of RFP & Evaluation Criteria
3. Authorization to Proceed with Publication of RFP
4. Schedule Audit Committee Meeting Date – October 14, 2025

[Exhibit 14](#)
[Pgs. 198-208](#)

[Exhibit 15](#)
[Pgs. 210-213](#)

[Exhibit 16](#)
[Pg. 215](#)

F. Consideration & Adoption of **Resolution 2025-15**, Designating Registered Agent

[Exhibit 17](#)
[Pg. 217](#)

G. Consideration of FY 2026 Performance Standards & Measures

[Exhibit 18](#)
[Pgs. 219-220](#)

VI. Discussion Topics

- A. 7 Day/Week Staffing
- B. Pond Fountains & Maintenance

VII. Staff Reports

A. Operations Manager

1. **MaintainX Workorder Report – July & August**

[Exhibit 19](#)
[Pgs. 222-582](#)

B. District Engineer

C. District Counsel

D. District Manager

1. Landscape Maintenance Update
2. Off-Season Staffing Update
3. Discussion on Fountains

VIII. Supervisors' Requests

IX. Audience Comments (*limited to 3 minutes per individual for non-agenda items*)

X. Next Meeting Quorum Check: October 14th at 6:00PM

Terence Douglas	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> REMOTE	<input type="checkbox"/> NO
Chantel Douglas	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> REMOTE	<input type="checkbox"/> NO
Emilio Gonzalez	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> REMOTE	<input type="checkbox"/> NO
Corina Buck	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> REMOTE	<input type="checkbox"/> NO
Richard Bergeron	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> REMOTE	<input type="checkbox"/> NO

XI. Adjournment

EXHIBIT 1

**TRAILS COMMUNITY
DEVELOPMENT DISTRICT
NOTICE OF BOARD OF
SUPERVISORS**

REGULAR MEETING

Notice is hereby given that a regular meeting of the Board of Supervisors of the Trails Community Development District (the "**District**") will be held on Tuesday, September 9, 2025, at 6:30 p.m. at Winchester Ridge Amenity Center, 15431 Spotted Stallion Trail Jacksonville, FL 32234. The purpose of the meeting is to discuss any topics presented to the board for consideration.

Copies of the agenda may be obtained from the District Manager, Vesta District Services, 250 International Parkway, Suite 208, Lake Mary, Florida 32746, Telephone (904) 386-0186.

The meeting is open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. The meeting may be continued in progress without additional notice to a date, time, and place to be specified on the record at the meeting. There may be occasions when Staff and/or Supervisors may participate by speaker telephone.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in the meeting is asked to advise the District Manager's office at least forty-eight (48) hours before the meeting by contacting the District Manager at (904) 386-0186. If you are hearing or speech impaired, please contact the Florida Relay Service at 711, for assistance in contacting the District Manager's office.

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

**Trails Community
Development District**

Howard McGaffney,
District Manager

(904) 386-0186

Aug. 28 00 (25-05046D)

EXHIBIT 2

1 **MINUTES OF MEETING**

2 **TRAILS**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting and Budget Public Hearing of the Board of Supervisors of the Trails
5 Community Development District was held on Tuesday, July 8, 2025 at 6:30 p.m., at the Winchester Ridge
6 Amenity Center, 15431 Spotted Stallion Trail Jacksonville, FL 32234.

7 **FIRST ORDER OF BUSINESS – Roll Call**

8 Mr. McGaffney called the meeting to order and conducted roll call.

9 Present and constituting a quorum were:

10	Terence Douglas	Board Supervisor, Chairman
11	Corina Buck	Board Supervisor, Vice Chairperson
12	Chantel Douglas	Board Supervisor, Assistant Secretary
13	Emilio Gonzalez	Board Supervisor, Assistant Secretary
14	Richard Bergeron	Board Supervisor, Assistant Secretary

15 Also, present were:

16	Howard McGaffney	District Manager, FCS Management Group
17	Harold Burns	Operations Manager, Vesta Property Services
18	Wes Haber	District Counsel, Kutak Rock

19 *The following is a summary of the discussions and actions taken at the July 8, 2025 Trails CDD Board of*
20 *Supervisors Regular Meeting. Audio for this meeting is available upon public records request by emailing*
21 PublicRecords@vestapropertyservices.com.

22 **SECOND ORDER OF BUSINESS – Audience Comments – (limited to 3 minutes per individual for**
23 *agenda items)*

24 A resident stated that he would like to see the receipts for all of the District’s expenditures.

25 **THIRD ORDER OF BUSINESS – Exhibit 1: Presentation of Proof of Publication(s)**

26 **FOURTH ORDER OF BUSINESS – FY 2026 Budget Public Hearings**

27 Mr. Haber provided some background information on budget public hearings.

28 A. FY 2026 Budget Public Hearing

29 1. Open the Public Hearing

30 On a MOTION by Mr. Bergeron, SECONDED by Ms. Douglas, WITH ALL IN FAVOR, the Board opened
31 the FY 2026 Budget Public Hearing and the FY 2026 O&M Assessments Public Hearing, for the Trails
32 Community Development District.

33 2. Exhibit 2: Presentation of FY 2025-2026 Budget

34 A resident asked who the representative for the District was, and Mr. McGaffney clarified what
35 his role was and what Mr. Haber’s role was for the District.

36 Mr. McGaffney provided an overview of the budget being presented for adoption.

37

38

39 3. Public Comments

40 A resident asked if it was possible to find a more local District Counsel due to the cost for the
41 current one to travel to the meetings. Mr. Haber provided background information regarding
42 the costs. Discussion ensued regarding cutting back on costs for District Counsel.

43 Mr. McGaffney continued walking the Board and audience through the budget.

44 A resident asked about the police presence in the District on the budget.

45 Discussion ensued regarding various other questions from the audience, including utilities,
46 landscaping, fountain maintenance, pressure washing, amenity management, future budget
47 planning, rental charges, adding other amenities, special events, and capital reserves.

48 4. Close the Public Hearing

49 On a MOTION by Mr. Douglas, SECONDED by Ms. Douglas, WITH ALL IN FAVOR, the Board closed
50 the FY 2026 Budget Public Hearing and the FY 2026 O&M Assessments Public Hearing, for the Trails
51 Community Development District.

52 Discussion ensued among the Board members regarding the sale of property to JEA and the
53 budget, which included several of the same topics as discussed during the audience comments
54 period of the public hearing.

55 5. Exhibit 3: Consideration & Adoption of **Resolution 2025-09**, Adopting Fiscal Year 2025-2026
56 Budget

57 On a MOTION by Ms. Buck, SECONDED by Ms. Douglas, WITH ALL IN FAVOR, the Board adopted
58 **Resolution 2025-09**, Adopting Fiscal Year 2025-2026 Budget, in substantial form, for the Trails
59 Community Development District.

60 B. FY 2026 O&M Assessments Public Hearing

61 1. Open the Public Hearing

62 2. Public Comments

63 3. Close the Public Hearing

64 4. Exhibit 4: Consideration & Adoption of **Resolution 2025-10**, Annual Assessments

65 On a MOTION by Mr. Douglas, SECONDED by Ms. Buck, WITH ALL IN FAVOR, the Board adopted
66 **Resolution 2025-10**, Annual Assessments, for the Trails Community Development District.

67 **FIFTH ORDER OF BUSINESS – Consent Agenda**

68 Mr. McGaffney provided an explanation of how the consent agenda would be handled now and
69 going forward, as well as going over the financials. Discussion ensued.

70 A. Exhibit 5: Consideration for Approval – The Minutes of the Board of Supervisor Regular Meeting
71 Held on May 6, 2025

72 B. Exhibit 6: Consideration for Approval – The Minutes of the Board of Supervisor Continued
73 Meeting Held on May 21, 2025

74 C. Exhibit 7: Consideration for Acceptance – The May 2025 Unaudited Financial Statements

75 D. Exhibit 8: Ratification of District Management Agreement

76 E. Exhibit 9: Ratification of Amenity Operations Agreement

77 On a MOTION by Ms. Douglas, SECONDED by Mr. Bergeron, WITH ALL IN FAVOR, the Board
78 approved Option 2 for staff level and the cost-plus model, authorizing District Counsel to negotiate the final
79 terms of the District Management Agreement and the Amenity Operations Agreement to be ratified at the
80 following meeting, for the Trails Community Development District.

81

82 On a MOTION by Ms. Buck, SECONDED by Mr. Gonzalez, WITH ALL IN FAVOR, the Board approved
83 the Consent Agenda items A-C, for the Trails Community Development District.

84 **SIXTH ORDER OF BUSINESS – Business Matters**

85 A. Exhibit 10: Consideration & Adoption of **Resolution 2025-11**, Approving FY 2025-2026 Meeting
86 Schedule

87 On a MOTION by Mr. Bergeron, SECONDED by Ms. Buck, WITH ALL IN FAVOR, the Board adopted
88 **Resolution 2025-11**, Approving FY 2025-2026 Meeting Schedule, for the Trails Community Development
89 District.

90 B. Exhibit 11: Consideration & Adoption of **Resolution 2025-12**, Approving Spending Authority

91 Mr. McGaffney provided a brief explanation. Discussion ensued and the following changes were
92 made.

93 Operation’s Manager - \$3,000.00 for Repairs & Maintenance

94 District Manager - \$7,500.00 for Repairs & Maintenance

95 Chair’s Approval & Ratification at the Next Meeting - \$7,500.00-\$10,000.00 for
96 Critical/Emergency Items

97 On a MOTION by Mr. Bergeron, SECONDED by Mr. Douglas, WITH ALL IN FAVOR, the Board
98 adopted **Resolution 2025-12**, Approving Spending Authority, as amended, for the Trails Community
99 Development District.

100 1. Operation’s Manager - \$5,000.00 for Repairs & Maintenance

101 2. District Manager - \$10,000.00 for Repairs & Maintenance

102 3. Chair’s Approval & Ratification at the Next Meeting - \$10,000.00+ for Critical/Emergency
103 Items

104 C. Exhibit 12: Consideration & Adoption of **Resolution 2025-13**, Authorization to Open New Bank
105 Account

106 On a MOTION by Ms. Douglas, SECONDED by Mr. Bergeron, WITH ALL IN FAVOR, the Board
107 adopted **Resolution 2025-13**, Authorization to Open New Bank Account, for the Trails Community
108 Development District.

109

110

111

112

113 D. Exhibit 13: Consideration of Mulch Proposal Options

114 Discussion ensued.

115 On a MOTION by Ms. Douglas, SECONDED by Mr. Bergeron, WITH ALL IN FAVOR, the Board
116 approved Bland Landscaping proposal option for medium, at a not-to-exceed of \$8,850.00, or red cypress
117 mulch, for the Trails Community Development District.

118 1. Bland Landscaping

119 2. Mulch Master's

120 3. Yard Depot

121 E. Exhibit 14: Consideration of Bland Landscaping Lantana Proposal

122 Mr. McGaffney provided a brief explanation. Discussion ensued.

123 On a MOTION by Ms. Buck, SECONED by Ms. Douglas, WITH ALL IN FAVOR, the Board approved
124 the Bland Landscaping Lantana proposal, in the amount of \$2,455.00, for the Trails Community
125 Development District.

126 F. Exhibit 15: Presentation of Supervisor Information Form

127 **SEVENTH ORDER OF BUSINESS – Staff Reports**

128 A. Exhibit 16: Operations Manager

129 Mr. McGaffney provided a brief overview of what the Board should expect from these reports
130 going forward. Discussion ensued.

131 B. District Engineer

132 The District Engineer was not present, the next item followed.

133 C. District Counsel

134 Mr. Haber provided an update on the JEA easement sale issue. Discussion ensued.

135 On a MOTION by Ms. Buck, SECONDED by Chantel Douglas, WITH ALL IN FAVOR, the Board
136 appointed Supervisor Gonzalez to work with District staff in the negotiations and approval of the Utility
137 Easement sale to JEA to be ratified at a future meeting date, for the Trails Community Development
138 District.

139 D. District Manager

140 1. Transition Update

141 **EIGHTH ORDER OF BUSINESS – Supervisors' Requests**

142 There being none, the next item followed.

143 **NINTH ORDER OF BUSINESS – Audience Comments – New Business/Non-Agenda (limited to 3**
144 *minutes per individual)*

145 There being none, the next item followed.

146 **TENTH ORDER OF BUSINESS – Next Meeting Quorum Check: September 9, 6:30 PM**

147 Four of the five Board members in attendance stated that they would be attending the next Board
148 meeting on September 9 at 6:30 PM. Supervisor Buck was unsure at the time.

149 **ELEVENTH ORDER OF BUSINESS – Adjournment**

150 Mr. McGaffney asked for final questions, comments, or corrections before requesting a motion to
151 adjourn the meeting. There being none, Ms. Douglas made a motion to adjourn the meeting.

152 On a MOTION by Ms. Douglas, SECONDED by Mr. Bergeron, WITH ALL IN FAVOR, the Board
153 adjourned the meeting at 9:33 p.m. for the Trails Community Development District.

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

157 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
158 **meeting held on September 19, 2025.**

159
160
161
162

Signature

Signature

Printed Name

Printed Name

163 **Title:** **Secretary** **Assistant Secretary**

Title: **Chairman** **Vice Chairman**

EXHIBIT 3

**TRAILS
COMMUNITY DEVELOPMENT DISTRICT**

**FINANCIAL STATEMENTS
UNAUDITED**

JUNE 30, 2025



**Trails CDD
Balance Sheet
June 30, 2025**

	General Fund	Reserve Fund	Series 2007 Debt Service Fund	Total
ASSETS:				
Cash:				
Valley Bank - Operating Fund	\$ 79,065	\$ -	\$ -	\$ 79,065
Investments:				
Bank United - Money Market Account	1,004,601			1,004,601
Prepayment Account			1,621	1,621
Reserve Account			231,047	231,047
Revenue Account			206,284	206,284
Due from Other Funds	-	313,569	4,342	317,912
Prepaid Items	900			900
Deposits	14,358			14,358
TOTAL ASSETS:	<u>1,098,923</u>	<u>313,569</u>	<u>443,295</u>	<u>1,855,787</u>
 LIABILITIES:				
Accounts Payable	\$ 44,294			44,294
Accrued Expenses	7,674			7,674
Sales Tax Payable				-
Due to Other Funds	317,912			317,912
TOTAL LIABILITIES:	<u>369,880</u>	<u>-</u>	<u>-</u>	<u>369,880</u>
 FUND BALANCE:				
Nonspendable:				
Prepaid Items	900			900
Restricted for:				
Capital Projects	264,914			264,914
Working Capital (3 months)	135,655			135,655
Debt Service	-	-	443,295	443,295
Unassigned	327,575	313,569	-	641,144
TOTAL FUND BALANCE:	<u>729,044</u>	<u>313,569</u>	<u>443,295</u>	<u>1,485,908</u>
 TOTAL LIABILITIES AND FUND BALANCE:	 <u>\$ 1,098,923</u>	 <u>\$ 313,569</u>	 <u>\$ 443,295</u>	 <u>\$ 1,855,787</u>

Trails CDD
General Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
For the period of October 1, 2024 to June 30, 2025

	<u>FY 2025 Adopted Budget</u>	<u>FY 2025 Month of June</u>	<u>FY 2025 Actual Year-to-Date</u>	<u>Over (Under) Amt to FY Budget</u>	<u>% of Budget</u>
Revenues:					
Special Assessments	\$ 542,621	\$ 4,618	\$ 543,965	\$ 1,344	100.25%
Interest	-	3,389	34,255	34,255	0.00%
Room Rentals	-	(18)	833	833	0.00%
Other Misc Revenues	-	-	2,413	2,413	0.00%
Access Cards	-	-	23	23	0.00%
Total Revenues:	<u>542,621</u>	<u>7,989</u>	<u>581,491</u>	<u>38,870</u>	<u>107.16%</u>
Expenditures:					
Administration					
P/R - Board of Supervisors	6,000	600	5,600	(400)	93.33%
Arbitrage Rebate	500	-	500	-	100.00%
Trustee Fees	4,000	-	4,256	256	106.40%
Assessment Roll	5,906	-	5,906	-	100.00%
Disclosure Report	5,000	-	-	(5,000)	0.00%
District Counsel	35,000	5,422	17,654	(17,346)	50.44%
District Engineer	10,000	-	3,153	(6,848)	31.53%
Administrative Services	6,074	-	8	(6,066)	0.14%
District Management	30,706	6,143	32,450	1,744	105.68%
Accounting Services	23,283	-	-	(23,283)	0.00%
Auditing Services	4,200	-	4,200	-	100.00%
Public Officials Insurance	3,675	-	4,264	589	116.03%
Legal Advertising	3,500	1,059	1,425	(2,075)	40.71%
Miscellaneous Services	1,500	-	199	(1,301)	13.28%
Financial & Revenue Collections	5,906	-	-	(5,906)	0.00%
Website Administration	2,749	-	999	(1,750)	36.33%
Dues, Licenses, Subscriptions	520	1,024	1,940	1,420	373.08%
Total Administration	<u>148,519</u>	<u>14,249</u>	<u>82,553</u>	<u>(65,966)</u>	<u>55.58%</u>
Electric Utility Service					
Utility Services	32,000	1,890	12,324	(19,676)	38.51%
Total Electric Utility Service	<u>32,000</u>	<u>1,890</u>	<u>12,324</u>	<u>(19,676)</u>	<u>38.51%</u>
Garbage/Solid Waste Services					
Garbage - Recreation Facility	4,100	-	3,127	(973)	76.26%
Total Garbage/Solid Waste Services	<u>4,100</u>	<u>-</u>	<u>3,127</u>	<u>(973)</u>	<u>76.26%</u>
Water- Sewer Comb Service					
Utility Services	10,000	801	5,578	(4,422)	55.78%
Total Water- Sewer Comb Service	<u>10,000</u>	<u>801</u>	<u>5,578</u>	<u>(4,422)</u>	<u>55.78%</u>
Stormwater Control					
Contracts - Lake/Pond Bank	14,782	952	9,816	(4,966)	66.41%
Fountain Maintenance	1,900	-	5,943	4,043	312.81%

Trails CDD
General Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
For the period of October 1, 2024 to June 30, 2025

	FY 2025 Adopted Budget	FY 2025 Month of June	FY 2025 Actual Year-to-Date	Over (Under) Amt to FY Budget	% of Budget
Miscellaneous Expenses	2,500	-	-	(2,500)	0.00%
Total Stormwater Control	19,182	952	15,760	(3,422)	82.16%
Other Physical Environment					
Contracts - Landscape/Irrigation	75,000	7,074	65,869	(9,131)	87.82%
Liability/Property Insurance	18,229	-	18,355	126	100.69%
R&M - Irrigation	5,000	-	432	(4,568)	8.63%
Landscape Replacement	5,000	-	-	(5,000)	0.00%
R&M - Entry Lighting, Walls & Fence	4,000	-	850	(3,150)	21.25%
Miscellaneous Expenses	1,000	-	-	(1,000)	0.00%
Total Other Physical Environment	108,229	7,074	85,505	(22,724)	79.00%
Security Operations					
Security Patrol Services	3,934	-	1,704	(2,230)	43.32%
Security Monitoring Services	8,064	624	6,331	(1,733)	78.51%
R&M - Security Cameras	1,000	-	-	(1,000)	0.00%
Total Security Operations	12,998	624	8,035	(4,963)	61.82%
Parks and Recreation					
Pest Control	872	-	1,226	354	140.63%
Amenity Management Service Contract	129,921	16,178	101,078	(28,843)	77.80%
Janitorial Services & Supplies	5,000	-	918	(4,082)	18.36%
Telephone, Cable & Internet Service	4,800	478	4,757	(43)	99.11%
R&M - Fitness Equipment	2,000	1,083	2,506	506	125.31%
R&M - Amenity Center	8,000	314	19,696	11,696	246.20%
Pool Supplies - Chemical/Permits/Supplies	15,000	835	9,368	(5,632)	62.45%
Miscellaneous Expenses	2,000	-	-	(2,000)	0.00%
Amenity Supplies & Equipment	2,000	-	3,417	1,417	170.87%
Total Parks and Recreation	169,593	18,888	142,967	(26,626)	84.30%
Special Events					
Special Events	5,000	-	603	(4,397)	12.06%
Total Special Events	5,000	-	603	(4,397)	12.06%
Reserves					
Misc - Contingency	33,000	-	29,500	3,500	89.39%
Total Reserves	33,000	-	29,500	3,500	89.39%
Total Expenditures:	542,621	44,478	385,953	(149,668)	71.13%
Revenues Over (Under) Expenditures:		(36,489)	195,537		
Other Financing Sources (Uses)					
Transfer In					
Transfers Out					
Total Other Financing Sources (Uses)		-	-		

Trails CDD

General Fund

Statement of Revenues, Expenditures and Changes in Fund Balance

For the period of October 1, 2024 to June 30, 2025

	<u>FY 2025 Adopted Budget</u>	<u>FY 2025 Month of June</u>	<u>FY 2025 Actual Year-to-Date</u>	<u>Over (Under) Amt to FY Budget</u>	<u>% of Budget</u>
Net Change in Fund Balance		(36,489)	195,537		
Fund Balance - Beginning			533,506		
Fund Balance Ending			<u>729,043</u>		

Trails CDD
Reserve Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
For the period of October 1, 2024 to June 30, 2025

	FY 2025 Adopted Budget	FY 2025 Month of June	FY 2025 Actual Year-to-Date	Over (Under) Amt to FY Budget	% of Budget
Revenues:					
Special Assessments	124,107	1,056	124,415	308	100.25%
Interest	-			-	0.00%
Total Revenues:	<u>124,107</u>	<u>1,056</u>	<u>124,415</u>	<u>308</u>	<u>100.25%</u>
Reserves					
Capital Reserve	124,107	-	-	(124,107)	0.00%
Total Reserves	<u>124,107</u>	<u>-</u>	<u>-</u>	<u>(124,107)</u>	<u>0.00%</u>
Revenues Over (Under) Reserves:		<u>1,056</u>	<u>124,415</u>		
Other Financing Sources (Uses)					
Transfer In					
Transfers Out					
Total Other Financing Sources (Uses)		<u>-</u>	<u>-</u>		
Net Change in Fund Balance		1,056	124,415		
Fund Balance - Beginning			<u>189,154</u>		
Fund Balance Ending			<u>313,569</u>		

Trails CDD
Series 2007 Debt Service Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
For the period of October 1, 2024 to June 30, 2025

	FY 2025 Adopted Budget	FY 2025 Month of June	FY 2025 Actual Year-to-Date	Over (Under) Amt to FY Budget	% of Budget
Revenues:					
Special Assessments	459,898	3,914	461,037	1,139	100.25%
Interest	-	1,456	15,780	15,780	0.00%
Total Revenues:	<u>459,898</u>	<u>5,370</u>	<u>476,817</u>	<u>16,919</u>	<u>103.68%</u>
Expenditures:					
Debt Service					
Principle Debt Retirement	210,000	-	225,000	15,000	0.00%
Interest Expense	249,898	-	242,950	(6,948)	0.00%
Total Reserves	<u>459,898</u>	<u>-</u>	<u>467,950</u>	<u>8,052</u>	<u>101.75%</u>
Revenues Over (Under) Reserves:		<u>5,370</u>	<u>8,867</u>		
Other Financing Sources (Uses)					
Transfer In					
Transfers Out					
Total Other Financing Sources (Uses)		<u>-</u>	<u>-</u>		
Net Change in Fund Balance		5,370	8,867		
Fund Balance - Beginning			434,428		
Fund Balance Ending			<u>443,295</u>		

Trails CDD
Notes to Financial Statements
June 30, 2025

General Fund

Assets

Cash and Investments - District's funds are held at Bank United (Money Market account) and Valley Bank (Operating account).

Due From Other Funds - Assessments received from the tax collector and allocated to/from other funds.

Prepaid Items - Special events - July 4th pool party.

Liabilities

Accounts Payable - Invoices for current month not paid in current month.

Accrued Expense - May Supervisor Pay (\$600), June Landscaping Contract (\$7,074.33)

Due To Other Funds - Assessments received from the tax collector and allocated to/from other funds.

Financial Overview / Highlights

> Total Non-Ad valorem special assessments are at 100.25% collected and total revenue is 107% of adopted budget.

> Total expenditures are 71.13% of adopted budget.

> Significant variances explained below.

Variance Analysis

Account Name	Annual Budget	YTD Actual	% of Budget	Explanation
Expenditures				
<i>Administrative</i>				
P/R - Board of Supervisors	6,000	5,600	93.33%	Supervisor pay YTD.
Arbitrage Rebate	500	500	100.00%	Arbitrage fees paid in full.
Trustee Fees	4,000	4,256	106.40%	Trustee fees paid in full.
Assessment Roll	5,906	5,906	100.00%	Assessment roll paid in full.
District Management	30,706	32,450	105.68%	Inframark fees - additional services for Oct 24 & Nov 24.
Auditing Services	4,200	4,200	100.00%	Auditing fees paid in full.
Public Officials Insurance	3,675	4,264	116.03%	Egis insurance pd in full.
Dues, Licenses, Subscriptions	520	1,940	373.08%	District filing fees & email services.
<i>Stormwater Control</i>				
Fountain Maintenance	1,900	5,943	312.81%	New 3HP pump, aerator services, and various repairs.
<i>Other Physical Environment</i>				
Contracts - Landscape/Irrigation	75,000	65,869	87.82%	New vendor, Koehn Outdoor, higher than budgeted amount.
Liability/Property Insurance	18,229	18,355	100.69%	Egis insurance pd in full.
<i>Parks and Recreation</i>				
Pest Control	872	1,226	140.63%	Hawkins pest control fees YTD and termite bond renewal.
Telephone, Cable & Internet Service	4,800	4,757	99.11%	Comcast fees higher than budget.
R&M - Fitness Equipment	2,000	2,506	125.31%	Equipment repairs approved in May (treadmill belts)
R&M - Amenity Center	8,000	19,696	246.20%	Chase lounge chairs, HVAC repairs, roof replacement.
Amenity Supplies & Equipment	2,000	3,417	170.87%	New TV, Xmas décor and maintenance supplies.
<i>Reserves</i>				
Misc - Contingency	33,000	29,500	89.39%	Roof replacement.

Trails CDD
Non-Ad Valorem Special Assessments
Duval County Tax Collector
For the Fiscal Year Ending September 30, 2025

Date Received	Net Amount Received	Allocation by Fund		
		General Fund	Reserve Fund	Series 2007 DS Fund
Assessments Levied	\$ 1,126,626	\$ 542,621	\$ 124,107	\$ 459,898
Allocation %		48.16%	11.02%	40.82%
11/06/24	\$ 4,288	\$ 2,065	\$ 472	\$ 1,750
11/15/24	4,642	2,236	511	1,895
11/21/24	8,489	4,089	935	3,465
11/29/24	15,200	7,321	1,674	6,205
12/05/24	29,482	14,200	3,248	12,035
12/10/24	1,019,849	491,193	112,345	416,311
12/19/24	15,253	7,346	1,680	6,226
01/07/25	5,300	2,553	584	2,164
01/21/25	3,050	1,469	336	1,245
02/06/25	9,374	4,515	1,033	3,827
02/21/25	2,215	1,067	244	904
03/06/25	1,638	789	180	669
04/03/25	1,049	505	116	428
06/06/25	1,092	526	120	446
06/26/25	8,496	4,092	936	3,468
TOTAL	\$ 1,129,417	\$ 543,965	\$ 124,414	\$ 461,038

% Collected	100.25%	100.25%	100.25%	100.25%
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Total Outstanding	\$ (1,344)	\$ (307)	\$ (1,139)
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Total Amount Transferred to Trustee	
1/28/2025	450,051
2/21/2025	5,072
4/11/2025	1,573
Total Transferred	456,695
Total Remaining to Transfer	\$ 4,343

Trails CDD
Cash & Investment Report
June 30, 2025

Account Name	Bank Name	Investment Type	Maturity	Yield	Balance
General Fund					
Checking Account - Operating	Valley Bank	Public Funds Checking	N/A	4.33%	\$ 79,065
Money Market Account	BankUnited	MMA	N/A	3.75%	1,004,601
			General Fund Subtotal		<u>\$ 1,083,665</u>
Debt Service Funds					
Series 2007 Prepayment Account	U.S. Bank	First American FD SHS Treasury Note	N/A	3.90%	\$ 1,621
Series 2007 Reserve Account	U.S. Bank	First American FD SHS Treasury Note	N/A	3.90%	231,047
Series 2007 Revenue Account	U.S. Bank	First American FD SHS Treasury Note	N/A	3.90%	206,284
			Debt Service Fund Subtotal		<u>\$ 438,952</u>
				Total	<u><u>\$ 1,522,618</u></u>

**Trails CDD
Check Register
FY2025**

Date	Check #	Payee	Transaction	Deposit	Disbursement	Balance
						-3,355.64
05/01/2025	ACH05012025	Republic Services - ACH	O/S checks		423.60	-3,779.24
05/06/2025	100069	Bland Landscaping Company Inc	May 2025 landscape		7,074.33	-10,853.57
05/06/2025	1062	City of Jacksonville	4/22/25 JFRD Fire inspection		45.76	-10,899.33
05/06/2025	100066	Envera Systems dba Hidden Eyes	May 2025 Security Monitoring		623.92	-11,523.25
05/06/2025	100067	Future Horizons Inc	4/16 Aquatic Weed Control		951.82	-12,475.07
05/06/2025	1063	Jimmy Dale West	4th of July Event Pool Party		900.00	-13,375.07
05/06/2025	100068	Kutak Rock LLP			12,231.63	-25,606.70
05/06/2025	DD141	Republic Services - ACH	05/01-05/31 Trash pickup		422.16	-26,028.86
05/08/2025	100070	Hawkins Inc	Pool Azone supplies		796.09	-26,824.95
05/09/2025	300012	Comcast Business - ACH	4/28-5/27 phone, cable & internet		491.90	-27,316.85
05/12/2025	DD142	Chantel Douglas - EFT	Board 5/6/25		200.00	-27,516.85
05/12/2025	DD143	Corina Kay Buck - EFT	Board 5/6/25		200.00	-27,716.85
05/12/2025	DD144	Emilio Gonzalez - EFT	Board 5/6/25		200.00	-27,916.85
05/12/2025	DD145	Richard A Bergeron - EFT	Board 5/6/25		200.00	-28,116.85
05/12/2025	DD146	Terrance Douglas - EFT	Board 5/6/25		200.00	-28,316.85
05/14/2025	300013	Valley Bank ACH	Pool Chemicals, Misc Supplies		3,301.80	-31,618.65
05/15/2025	100071	Hawkins Inc	May 2025 pool chemicals		203.75	-31,822.40
05/15/2025	100072	Inframark LLC	Amenity & District Mgmt May 2025 thru 05/27/2025		12,047.03	-43,869.43
05/19/2025	ACH05192025	Fia Dept of Revenue			13.60	-43,883.03
05/19/2025			Deposit	44,288.85		405.82
05/21/2025			Deposit	250.00		655.82
05/27/2025	300014	JEA	Billing		2,408.78	-1,752.96
05/28/2025	1		Beginning balance per trial balance provided in turnover	91,468.63		89,715.67
05/28/2025	100073	Hawkins Inc	Beginning balance per trial balance provided in turnover		692.84	89,022.83
05/31/2025			Interest	420.13		89,442.96
Total May 2025				136,427.61	43,629.01	89,442.96
06/06/2025	120000	Future Horizons Inc	Invoice: 89909 (Reference: Quarterly Fountain maintenance.)		475.00	88,967.96
06/06/2025	120001	Commercial Fitness Products	Invoice: AC03117 (Reference: Fitness Center Wipes.)		179.99	88,787.97
06/06/2025	01ACH060625	Republic Services - ACH	06/01-06/30 Trash pickup		422.16	88,365.81
06/06/2025			Deposit	1,092.10		89,457.91
06/10/2025	120002	Vesta District Services	Invoice: 427170 (Reference: District Management Services - Prorated May 28th-May31st.) Invoic...		6,935.84	82,522.07
06/10/2025	120003	Allways Improving LLC	Invoice: 35060 (Reference: SERVICE REQUEST 43314 - MAY PREVENTATIVE MAINTENANCE.)		175.00	82,347.07
06/12/2025	120004	Allways Improving LLC	Invoice: 35183 (Reference: SERVICE REQUEST 43585 - REPAIRS IDENTIFIED DURING MAY PM.)		1,083.14	81,263.93
06/12/2025	120005	Crown Pools, Inc.	Invoice: Chem Lines (Reference: Replacement of Chemical Lines.)		500.00	80,763.93
06/12/2025	01ACH061225	Comcast Business - ACH	05.28.25-06.27.25 phone, cable & internet		491.90	80,272.03
06/20/2025	120006	Jacksonville Daily Record	Invoice: 25-03245D (Reference: Notice of Public Hearing.)		1,059.00	79,213.03
06/20/2025	120007	Beaches Electrical Service Inc.	Invoice: 14910 (Reference: Social Hall-control switch replacement.)		314.00	78,899.03
06/20/2025	EFT062025	Fia Dept of Revenue	May 2025 Sales Tax		18.28	78,880.75
06/23/2025	3000	U.S. Bank	Trustee and Incidental Expenses 05/01/25- 04/30/26		4,256.13	74,624.62
06/25/2025	01ACH062525	Valley Bank ACH			643.00	73,981.62
06/26/2025	120008	AlphaGraphics Tampa Print	Invoice: 251343 (Reference: Envelopes, letterhead, postage labels.)		1,024.49	72,957.13
06/26/2025			Deposit	8,496.18		81,453.31
06/27/2025	01ACH062725	JEA	Electric , Water, Sewer and Irrigation services 05/01/25- 06/02/25		2,691.14	78,762.17
06/30/2025			Interest	302.52		79,064.69
Total June 2025				9,890.80	20,269.07	79,064.69

EXHIBIT 4

**TRAILS
COMMUNITY DEVELOPMENT DISTRICT**

**FINANCIAL STATEMENTS
UNAUDITED**

JULY 31, 2025



**Trails CDD
Balance Sheet
July 31, 2025**

	General Fund	Reserve Fund	Series 2007 Debt Service Fund	Total
ASSETS:				
Cash:				
Valley Bank - Operating Fund	\$ 125,372	\$ -	\$ -	\$ 125,372
Investments:				
Bank United - Money Market Account	907,626			907,626
Prepayment Account			1,626	1,626
Reserve Account			231,047	231,047
Revenue Account			207,689	207,689
Due from Other Funds	-	313,569	4,342	317,912
Prepaid Items	-			-
Deposits	14,358			14,358
TOTAL ASSETS:	<u>1,047,355</u>	<u>313,569</u>	<u>444,705</u>	<u>1,805,629</u>
 LIABILITIES:				
Accounts Payable	\$ 7,358			7,358
Accrued Expenses	33,471			33,471
Sales Tax Payable	-			-
Due to Other Funds	317,912			317,912
TOTAL LIABILITIES:	<u>358,741</u>	<u>-</u>	<u>-</u>	<u>358,741</u>
 FUND BALANCE:				
Nonspendable:				
Prepaid/Deposit Items	14,358			14,358
Restricted for:				
Capital Projects	264,914			264,914
Working Capital (3 months)	135,655			135,655
Debt Service	-	-	444,705	444,705
Unassigned	273,687	313,569	-	587,257
TOTAL FUND BALANCE:	<u>688,614</u>	<u>313,569</u>	<u>444,705</u>	<u>1,446,888</u>
 TOTAL LIABILITIES AND FUND BALANCE:	 <u>\$ 1,047,355</u>	 <u>\$ 313,569</u>	 <u>\$ 444,705</u>	 <u>\$ 1,805,629</u>

Trails CDD
General Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
For the period of October 1, 2024 to July 31, 2025

	<u>FY 2025 Adopted Budget</u>	<u>FY 2025 Month of July</u>	<u>FY 2025 Actual Year-to-Date</u>	<u>Over (Under) Amt to FY Budget</u>	<u>% of Budget</u>
Revenues:					
Special Assessments	\$ 542,621	\$ -	\$ 543,965	\$ 1,344	100.25%
Interest	-	3,447	37,702	37,702	0.00%
Room Rentals	-	200	1,033	1,033	0.00%
Other Misc Revenues	-	-	2,413	2,413	0.00%
Access Cards	-	100	123	123	0.00%
Total Revenues:	<u>542,621</u>	<u>3,747</u>	<u>585,238</u>	<u>42,617</u>	<u>107.85%</u>
Expenditures:					
Administration					
P/R - Board of Supervisors	6,000	1,000	6,600	600	110.00%
Arbitrage Rebate	500	-	500	-	100.00%
Trustee Fees	4,000	-	4,256	256	106.40%
Assessment Roll	5,906	492	6,398	492	108.33%
Disclosure Report	5,000	909	909	(4,091)	18.18%
District Counsel	35,000	-	17,654	(17,346)	50.44%
District Engineer	10,000	-	3,153	(6,848)	31.53%
Administrative Services	6,074	506	514	(5,560)	8.47%
District Management	30,706	2,559	35,008	4,302	114.01%
Accounting Services	23,283	1,940	1,940	(21,343)	8.33%
Auditing Services	4,200	-	4,200	-	100.00%
Public Officials Insurance	3,675	-	4,264	589	116.03%
Legal Advertising	3,500	104	1,528	(1,972)	43.66%
Miscellaneous Services	1,500	-	199	(1,301)	13.28%
Financial & Revenue Collections	5,906	-	-	(5,906)	0.00%
Website Administration	2,749	675	1,674	(1,075)	60.90%
Dues, Licenses, Subscriptions	520	-	1,940	1,420	373.08%
Total Administration	<u>148,519</u>	<u>8,185</u>	<u>90,739</u>	<u>(57,780)</u>	<u>61.10%</u>
Electric Utility Service					
Utility Services	32,000	1,841	14,165	(17,835)	44.27%
Total Electric Utility Service	<u>32,000</u>	<u>1,841</u>	<u>14,165</u>	<u>(17,835)</u>	<u>44.27%</u>
Garbage/Solid Waste Services					
Garbage - Recreation Facility	4,100	420	3,547	(553)	86.50%
Total Garbage/Solid Waste Services	<u>4,100</u>	<u>420</u>	<u>3,547</u>	<u>(553)</u>	<u>86.50%</u>
Water- Sewer Comb Service					
Utility Services	10,000	718	6,296	(3,704)	62.96%
Total Water- Sewer Comb Service	<u>10,000</u>	<u>718</u>	<u>6,296</u>	<u>(3,704)</u>	<u>62.96%</u>
Stormwater Control					
Contracts - Lake/Pond Bank	14,782	952	10,768	(4,014)	72.85%
Fountain Maintenance	1,900	-	5,943	4,043	312.81%

Trails CDD
General Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
For the period of October 1, 2024 to July 31, 2025

	FY 2025 Adopted Budget	FY 2025 Month of July	FY 2025 Actual Year-to-Date	Over (Under) Amt to FY Budget	% of Budget
Miscellaneous Expenses	2,500	-	-	(2,500)	0.00%
Total Stormwater Control	<u>19,182</u>	<u>952</u>	<u>16,712</u>	<u>(2,470)</u>	<u>87.12%</u>
Other Physical Environment					
Contracts - Landscape/Irrigation	75,000	7,074	72,943	(2,057)	97.26%
Liability/Property Insurance	18,229	-	18,355	126	100.69%
R&M - Irrigation	5,000	2,510	2,941	(2,059)	58.83%
Landscape Replacement	5,000	-	-	(5,000)	0.00%
R&M - Entry Lighting, Walls & Fence	4,000	-	850	(3,150)	21.25%
Miscellaneous Expenses	1,000	-	-	(1,000)	0.00%
Total Other Physical Environment	<u>108,229</u>	<u>9,584</u>	<u>95,089</u>	<u>(13,140)</u>	<u>87.86%</u>
Security Operations					
Security Patrol Services	3,934	-	1,704	(2,230)	43.32%
Security Monitoring Services	8,064	624	6,955	(1,109)	86.25%
R&M - Security Cameras	1,000	-	-	(1,000)	0.00%
Total Security Operations	<u>12,998</u>	<u>624</u>	<u>8,659</u>	<u>(4,339)</u>	<u>66.62%</u>
Parks and Recreation					
Pest Control	872	-	1,226	354	140.63%
Amenity Management Service Contract	129,921	19,323	120,401	(9,520)	92.67%
Janitorial Services & Supplies	5,000	112	1,030	(3,970)	20.59%
Telephone, Cable & Internet Service	4,800	478	5,235	435	109.06%
R&M - Fitness Equipment	2,000	-	2,506	506	125.31%
R&M - Amenity Center	8,000	1,006	20,702	12,702	258.77%
Pool Supplies - Chemical/Permits/Supplies	15,000	-	9,368	(5,632)	62.45%
Miscellaneous Expenses	2,000	-	-	(2,000)	0.00%
Amenity Supplies & Equipment	2,000	34	3,452	1,452	172.59%
Total Parks and Recreation	<u>169,593</u>	<u>20,952</u>	<u>163,920</u>	<u>(5,673)</u>	<u>96.65%</u>
Special Events					
Special Events	5,000	900	1,503	(3,497)	30.06%
Total Special Events	<u>5,000</u>	<u>900</u>	<u>1,503</u>	<u>(3,497)</u>	<u>30.06%</u>
Reserves					
Misc - Contingency	33,000	-	29,500	3,500	89.39%
Total Reserves	<u>33,000</u>	<u>-</u>	<u>29,500</u>	<u>3,500</u>	<u>89.39%</u>
Total Expenditures:	<u>542,621</u>	<u>44,176</u>	<u>430,130</u>	<u>(105,491)</u>	<u>79.27%</u>
Revenues Over (Under) Expenditures:		<u>(40,429)</u>	<u>155,108</u>		
Other Financing Sources (Uses)					
Transfer In					
Transfers Out					
Total Other Financing Sources (Uses)		<u>-</u>	<u>-</u>		

Trails CDD

General Fund

Statement of Revenues, Expenditures and Changes in Fund Balance

For the period of October 1, 2024 to July 31, 2025

	<u>FY 2025 Adopted Budget</u>	<u>FY 2025 Month of July</u>	<u>FY 2025 Actual Year-to-Date</u>	<u>Over (Under) Amt to FY Budget</u>	<u>% of Budget</u>
Net Change in Fund Balance		(40,429)	155,108		
Fund Balance - Beginning			533,506		
Fund Balance Ending			688,614		

Trails CDD
Reserve Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
For the period of October 1, 2024 to July 31, 2025

	FY 2025 Adopted Budget	FY 2025 Month of July	FY 2025 Actual Year-to-Date	Over (Under) Amt to FY Budget	% of Budget
Revenues:					
Special Assessments	124,107	-	124,415	308	100.25%
Interest	-			-	0.00%
Total Revenues:	<u>124,107</u>	<u>-</u>	<u>124,415</u>	<u>308</u>	<u>100.25%</u>
Reserves					
Capital Reserve	124,107	-	-	(124,107)	0.00%
Total Reserves	<u>124,107</u>	<u>-</u>	<u>-</u>	<u>(124,107)</u>	<u>0.00%</u>
Revenues Over (Under) Reserves:		<u>-</u>	<u>124,415</u>		
Other Financing Sources (Uses)					
Transfer In					
Transfers Out					
Total Other Financing Sources (Uses)		<u>-</u>	<u>-</u>		
Net Change in Fund Balance		-	124,415		
Fund Balance - Beginning			<u>189,154</u>		
Fund Balance Ending			<u>313,569</u>		

Trails CDD
Series 2007 Debt Service Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
For the period of October 1, 2024 to July 31, 2025

	FY 2025 Adopted Budget	FY 2025 Month of July	FY 2025 Actual Year-to-Date	Over (Under) Amt to FY Budget	% of Budget
Revenues:					
Special Assessments	459,898	-	461,037	1,139	100.25%
Interest	-	1,410	17,190	17,190	0.00%
Total Revenues:	<u>459,898</u>	<u>1,410</u>	<u>478,227</u>	<u>18,328</u>	<u>103.99%</u>
Expenditures:					
Debt Service					
Principle Debt Retirement	210,000	-	225,000	15,000	0.00%
Interest Expense	249,898	-	242,950	(6,948)	0.00%
Total Reserves	<u>459,898</u>	<u>-</u>	<u>467,950</u>	<u>8,052</u>	<u>101.75%</u>
Revenues Over (Under) Reserves:		<u>1,410</u>	<u>10,277</u>		
Other Financing Sources (Uses)					
Transfer In					
Transfers Out					
Total Other Financing Sources (Uses)		<u>-</u>	<u>-</u>		
Net Change in Fund Balance		1,410	10,277		
Fund Balance - Beginning			434,428		
Fund Balance Ending			<u>444,705</u>		

Trails CDD
Notes to Financial Statements
July 31, 2025

General Fund

Assets

Cash and Investments - District's funds are held at Bank United (Money Market account) and Valley Bank (Operating account).

Due From Other Funds - Assessments received from the tax collector and allocated to/from other funds.

Prepaid Items - Special events - July 4th pool party.

Liabilities

Accounts Payable - Invoices for current month not paid in current month.

Accrued Expense - June & July Landscaping Contract (\$14,148.66); July Amenity Mgmt Services (\$19,322.76)

Due To Other Funds - Assessments received from the tax collector and allocated to/from other funds.

Financial Overview / Highlights

> Total Non-Ad valorem special assessments are at 100.25% collected and total revenue is 108% of adopted budget.

> Total expenditures are 79.27% of adopted budget.

> Significant variances explained below.

Variance Analysis

Account Name	Annual Budget	YTD Actual	% of Budget	Explanation
Expenditures				
<i>Administrative</i>				
P/R - Board of Supervisors	6,000	6,600	110.00%	Supervisor pay YTD.
Arbitrage Rebate	500	500	100.00%	Arbitrage fees paid in full.
Trustee Fees	4,000	4,256	106.40%	Trustee fees paid in full.
Assessment Roll	5,906	6,398	108.33%	Assessment roll paid in full.
District Management	30,706	35,008	114.01%	Inframark fees - additional services for Oct 24 & Nov 24.
Auditing Services	4,200	4,200	100.00%	Auditing fees paid in full.
Public Officials Insurance	3,675	4,264	116.03%	Egis insurance pd in full.
Dues, Licenses, Subscriptions	520	1,940	373.08%	District filing fees & email services.
<i>Stormwater Control</i>				
Fountain Maintenance	1,900	5,943	312.81%	New 3HP pump, aerator services, and various repairs.
<i>Other Physical Environment</i>				
Contracts - Landscape/Irrigation	75,000	72,943	97.26%	New vendor, Koehn Outdoor, higher than budgeted amount.
Liability/Property Insurance	18,229	18,355	100.69%	Egis insurance pd in full.
<i>Parks and Recreation</i>				
Pest Control	872	1,226	140.63%	Hawkins pest control fees YTD and termite bond renewal.
Telephone, Cable & Internet Service	4,800	5,235	109.06%	Comcast fees higher than budget.
R&M - Fitness Equipment	2,000	2,506	125.31%	Equipment repairs approved in May (treadmill belts)
R&M - Amenity Center	8,000	20,702	258.77%	Chase lounge chairs, HVAC repairs, Uline
Amenity Supplies & Equipment	2,000	3,452	172.59%	New TV, Xmas décor and maintenance supplies.
<i>Reserves</i>				
Misc - Contingency	33,000	29,500	89.39%	Roof replacement.

Trails CDD
Non-Ad Valorem Special Assessments
Clay County Tax Collector
For the Fiscal Year Ending September 30, 2025

Date Received	Net Amount Received	Allocation by Fund		
		General Fund	Reserve Fund	Series 2007 DS Fund
Assessments Levied	\$ 1,126,626	\$ 542,621	\$ 124,107	\$ 459,898
Allocation %		48.16%	11.02%	40.82%
11/06/24	\$ 4,288	\$ 2,065	\$ 472	\$ 1,750
11/15/24	4,642	2,236	511	1,895
11/21/24	8,489	4,089	935	3,465
11/29/24	15,200	7,321	1,674	6,205
12/05/24	29,482	14,200	3,248	12,035
12/10/24	1,019,849	491,193	112,345	416,311
12/19/24	15,253	7,346	1,680	6,226
01/07/25	5,300	2,553	584	2,164
01/21/25	3,050	1,469	336	1,245
02/06/25	9,374	4,515	1,033	3,827
02/21/25	2,215	1,067	244	904
03/06/25	1,638	789	180	669
04/03/25	1,049	505	116	428
06/06/25	1,092	526	120	446
06/26/25	8,496	4,092	936	3,468
TOTAL	\$ 1,129,417	\$ 543,965	\$ 124,414	\$ 461,038

% Collected 100.25% 100.25% 100.25% 100.25%

Total Outstanding	\$ (1,344)	\$ (307)	\$ (1,139)
-------------------	------------	----------	------------

Total Amount Transferred to Trustee	
1/28/2025	450,051
2/21/2025	5,072
4/11/2025	1,573
Total Transferred	456,695
Total Remaining to Transfer	\$ 4,343

Trails CDD
Cash & Investment Report
July 31, 2025

Account Name	Bank Name	Investment Type	Maturity	Yield	Balance
General Fund					
Checking Account - Operating	Valley Bank	Public Funds Checking	N/A	4.33%	\$ 125,372
Money Market Account	BankUnited	MMA	N/A	3.75%	907,626
			General Fund Subtotal		<u>\$ 1,032,997</u>
Debt Service Funds					
Series 2007 Prepayment Account	U.S. Bank	First American FD SHS Treasury Note	N/A	3.90%	\$ 1,626
Series 2007 Reserve Account	U.S. Bank	First American FD SHS Treasury Note	N/A	3.90%	231,047
Series 2007 Revenue Account	U.S. Bank	First American FD SHS Treasury Note	N/A	3.90%	207,689
			Debt Service Fund Subtotal		<u>\$ 440,362</u>
				Total	<u><u>\$ 1,473,360</u></u>

**Trails CDD
Check Register
FY2025**

Date	Check #	Payee	Transaction	Deposit	Disbursement	Balance
						-3,355.64
05/01/2025	ACH05012025	Republic Services - ACH	O/S checks		423.60	-3,779.24
05/06/2025	100069	Bland Landscaping Company Inc	May 2025 landscape		7,074.33	-10,853.57
05/06/2025	1062	City of Jacksonville	4/22/25 JFRD Fire inspection		45.76	-10,899.33
05/06/2025	100066	Envera Systems dba Hidden Eyes	May 2025 Security Monitoring		623.92	-11,523.25
05/06/2025	100067	Future Horizons Inc	4/16 Aquatic Weed CONTROL		951.82	-12,475.07
05/06/2025	1063	Jimmy Dale West	4th of July Event Pool Party		900.00	-13,375.07
05/06/2025	100068	Kutak Rock LLP			12,231.63	-25,606.70
05/06/2025	DD141	Republic Services - ACH	05/01-05/31 Trash pickup		422.16	-26,028.86
05/08/2025	100070	Hawkins Inc	Pool Azone supplies		796.09	-26,824.95
05/09/2025	300012	Comcast Business - ACH	4/28-5/27 phone, cable & internet		491.90	-27,316.85
05/12/2025	DD142	Chantel Douglas - EFT	Board 5/6/25		200.00	-27,516.85
05/12/2025	DD143	Corina Kay Buck - EFT	Board 5/6/25		200.00	-27,716.85
05/12/2025	DD144	Emilio Gonzalez - EFT	Board 5/6/25		200.00	-27,916.85
05/12/2025	DD145	Richard A Bergeron - EFT	Board 5/6/25		200.00	-28,116.85
05/12/2025	DD146	Terrance Douglas - EFT	Board 5/6/25		200.00	-28,316.85
05/14/2025	300013	Valley Bank ACH	Pool Chemicals, Misc Supplies		3,301.80	-31,618.65
05/15/2025	100071	Hawkins Inc	May 2025 pool chemicals		203.75	-31,822.40
05/15/2025	100072	Inframark LLC	Amenity & District Mgmt May 2025 thru 05/27/2025		12,047.03	-43,869.43
05/19/2025	ACH05192025	Fla Dept of Revenue			13.60	-43,883.03
05/19/2025			Deposit	44,288.85		405.82
05/21/2025			Deposit	250.00		655.82
05/27/2025	300014	JEA	Billing		2,408.78	-1,752.96
05/28/2025	1		Beginning balance per trial balance provided in turnover	91,468.63		89,715.67
05/28/2025	100073	Hawkins Inc	Beginning balance per trial balance provided in turnover		692.84	89,022.83
05/31/2025			Interest	420.13		89,442.96
Total May 2025				136,427.61	43,629.01	89,442.96
06/06/2025	120000	Future Horizons Inc	Invoice: 89909 (Reference: Quarterly Fountain maintenance.)		475.00	88,967.96
06/06/2025	120001	Commercial Fitness Products	Invoice: AC03117 (Reference: Fitness Center Wipes.)		179.99	88,787.97
06/06/2025	01ACH060625	Republic Services - ACH	06/01-06/30 Trash pickup		422.16	88,365.81
06/06/2025			Deposit	1,092.10		89,457.91
06/10/2025	120002	Vesta District Services	Invoice: 427170 (Reference: District Management Services - Prorated May 28th-May31st.) Invoic...		6,935.84	82,522.07
06/10/2025	120003	Always Improving LLC	Invoice: 35060 (Reference: SERVICE REQUEST 43314 - MAY PREVENTATIVE MAINTENANCE.)		175.00	82,347.07
06/12/2025	120004	Always Improving LLC	Invoice: 35183 (Reference: SERVICE REQUEST 43585 - REPAIRS IDENTIFIED DURING MAY PM.)		1,083.14	81,263.93
06/12/2025	120005	Crown Pools, Inc.	Invoice: Chem Lines (Reference: Replacement of Chemical Lines.)		500.00	80,763.93
06/12/2025	01ACH061225	Comcast Business - ACH	05.28.25-06.27.25 phone, cable & internet		491.90	80,272.03
06/20/2025	120006	Jacksonville Daily Record	Invoice: 25-03245D (Reference: Notice of Public Hearing.)		1,059.00	79,213.03
06/20/2025	120007	Beaches Electrical Service Inc.	Invoice: 14910 (Reference: Social Hall-control switch replacement.)		314.00	78,899.03
06/20/2025	EFT062025	Fla Dept of Revenue	May 2025 Sales Tax		18.28	78,880.75
06/23/2025	3000	U.S. Bank	Trustee and Incidental Expenses 05/01/25- 04/30/26		4,256.13	74,624.62
06/25/2025	01ACH062525	Valley Bank ACH			643.00	73,981.62
06/26/2025	120008	AlphaGraphics Tampa Print	Invoice: 251343 (Reference: Envelopes, letterhead, postage labels.)		1,024.49	72,957.13
06/26/2025			Deposit	8,496.18		81,453.31
06/27/2025	01ACH062725	JEA	Electric , Water, Sewer and Irrigation services 05/01/25-06/02/25		2,691.14	78,762.17
06/30/2025			Interest	302.52		79,064.69
Total June 2025				9,890.80	20,269.07	79,064.69
07/03/2025	120009	Envera Systems	Invoice: 757697 (Reference: Service & Maintenance and Active Video Monitoring.)		623.92	78,440.77
07/03/2025	120010	Future Horizons Inc	Invoice: 90290 (Reference: Aquatic Weed Control.)		951.82	77,488.95
07/03/2025	120011	Kutak Rock LLP	Invoice: 3584551 (Reference: Professional legal services rendered.)		5,422.47	72,066.48
07/07/2025	120012	Crown Pools, Inc.	Invoice: M5770 (Reference: BUCKET OF TRI-CHLOR.)		335.25	71,731.23
07/08/2025	01ACH070825	Republic Services - ACH	07/01-07/31 Trash pickup		419.79	71,311.44
07/11/2025	120013	Vesta District Services	Invoice: 427640 (Reference: Management Fees July 25.)		6,143.17	65,168.27
07/11/2025	120014	Vesta Property Services, Inc.	Invoice: 427622 (Reference: June Payroll Fees.)		30,535.70	34,632.57
07/14/2025	01ACH071425	Comcast Business - ACH	06.28.25-07.27.25 phone, cable & internet		477.70	34,154.87
07/14/2025	120015	Mason Property Service, LLC	Invoice: 3071 (Reference: JEA Annual Backflow Testing.)		45.00	34,109.87
07/15/2025	3001	Chantel Douglas	BOS Meeting 5/21/25		200.00	33,909.87
07/15/2025	3002	Richard A Bergeron	BOS Meeting 5/21/25		200.00	33,709.87
07/15/2025	3003	Terrance Douglas	BOS Meeting 5/21/25		200.00	33,509.87
07/15/2025	3004	Chantel Douglas	BOS Meeting 7/8/25		200.00	33,309.87
07/15/2025	3005	Corina Kay Buck	BOS Meeting 7/8/25		200.00	33,109.87
07/15/2025	3006	Emilio Gonzalez	BOS Meeting 7/8/25		200.00	32,909.87
07/15/2025	3007	Richard A Bergeron	BOS Meeting 7/8/25		200.00	32,709.87
07/15/2025	3008	Terrance Douglas	BOS Meeting 7/8/25		200.00	32,509.87
07/15/2025			Funds Transfer	100,000.00		132,509.87
07/16/2025			Deposit	150.00		132,659.87
07/16/2025			Deposit	150.00		132,809.87
07/25/2025	120016	Jacksonville Daily Record	Invoice: 25-04114D (Reference: Board of Supervisors Meeting Dates.)		103.50	132,706.37
07/25/2025	01ACH072525	Valley Bank ACH			3,441.90	129,264.47
07/30/2025	01ACH073025	JEA	Electric , Water, Sewer and Irrigation services 06.03.25- 07.02.25		2,559.32	126,705.15
07/31/2025	120017	Bland Landscaping Company Inc	Invoice: 326713 (Reference: Irrigation Inspection and repairs.)		1,755.61	124,949.54
07/31/2025			Interest	422.03		125,371.57
Total July 2025				100,722.03	54,415.15	125,371.57

EXHIBIT 5

Trails CDD
Check Detail
June 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3000	06/23/2025	U.S. Bank		1101000 · Operatin...		-4,256.13
Bill	7764390	05/23/2025			1510020 · Trustee F...	-4,256.13	4,256.13
TOTAL						-4,256.13	4,256.13
Bill Pmt -Check	3249	06/23/2025	U.S. Bank		1101000 · Operatin...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	01ACH060625	06/06/2025	Republic Services -...		1101000 · Operatin...		-422.16
Bill	0687-001532161	05/16/2025			1540000 · Garbage ...	-422.16	422.16
TOTAL						-422.16	422.16
Bill Pmt -Check	01ACH061225	06/12/2025	Comcast Business ...		1101000 · Operatin...		-491.90
Bill	052025-5610	05/20/2025			1580030 · Telephon...	-491.90	491.90
TOTAL						-491.90	491.90
Bill Pmt -Check	EFT062025	06/20/2025	Fla Dept of Revenue		1101000 · Operatin...		-18.28
Bill	May	06/19/2025			1362005 · Room Re...	-18.28	18.28
TOTAL						-18.28	18.28
Bill Pmt -Check	01ACH062525	06/25/2025	Valley Bank ACH		1101000 · Operatin...		-643.00
Bill	7431-May25	05/31/2025			1580080 · Amenity ...	-21.48	21.48
					1580060 · Pool Serv...	-480.00	480.00
					1580080 · Amenity ...	-25.70	25.70
					1510150 · Website ...	-56.00	56.00
					1580020 · Janitorial ...	-59.82	59.82
TOTAL						-643.00	643.00

11:09 AM
09/02/25

Trails CDD Check Detail June 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	01ACH062725	06/27/2025	JEA		1101000 · Operatin...		-2,691.14
Bill	JUN25-007480	06/05/2025			1530000 · Utility Ser...	-1,890.14	1,890.14
					1550000 · Utility Ser...	-801.00	801.00
TOTAL						-2,691.14	2,691.14
Bill Pmt -Check	120000	06/06/2025	Future Horizons Inc		1101000 · Operatin...		-475.00
Bill	89909	05/30/2025			1560010 · Fountain ...	-475.00	475.00
TOTAL						-475.00	475.00
Bill Pmt -Check	120001	06/06/2025	Commercial Fitnes...		1101000 · Operatin...		-179.99
Bill	AC03117	03/24/2025			1580040 · R&M - Fit...	-179.99	179.99
TOTAL						-179.99	179.99
Bill Pmt -Check	120002	06/10/2025	Vesta District Servi...		1101000 · Operatin...		-6,935.84
Bill	427170	05/31/2025			1510080 · District M...	-792.67	792.67
Bill	427171	06/01/2025			1510080 · District M...	-6,143.17	6,143.17
TOTAL						-6,935.84	6,935.84
Bill Pmt -Check	120003	06/10/2025	Allways Improving ...		1101000 · Operatin...		-175.00
Bill	35060	05/30/2025			1580040 · R&M - Fit...	-175.00	175.00
TOTAL						-175.00	175.00
Bill Pmt -Check	120004	06/12/2025	Allways Improving ...		1101000 · Operatin...		-1,083.14
Bill	35183	06/10/2025			1580040 · R&M - Fit...	-1,083.14	1,083.14
TOTAL						-1,083.14	1,083.14
Bill Pmt -Check	120005	06/12/2025	Crown Pools, Inc.		1101000 · Operatin...		-500.00
Bill	Chem Lines	06/09/2025			1580060 · Pool Serv...	-500.00	500.00
TOTAL						-500.00	500.00

11:09 AM
09/02/25

Trails CDD
Check Detail
June 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	120006	06/20/2025	Jacksonville Daily ...		1101000 · Operatin...		-1,059.00
Bill	25-03245D	06/12/2025			1510120 · Legal Adv...	-1,059.00	1,059.00
TOTAL						-1,059.00	1,059.00
Bill Pmt -Check	120007	06/20/2025	Beaches Electrical ...		1101000 · Operatin...		-314.00
Bill	14910	06/18/2025			1580050 · R&M - A...	-314.00	314.00
TOTAL						-314.00	314.00
Bill Pmt -Check	120008	06/26/2025	AlphaGraphics Ta...		1101000 · Operatin...		-1,024.49
Bill	251343	06/20/2025			1510160 · Dues, Lic...	-1,024.49	1,024.49
TOTAL						-1,024.49	1,024.49



Corporate Trust Services
 EP-MN-WN3L
 60 Livingston Ave.
 St. Paul, MN 55107

"Copy of Previously Printed Invoice" Invoice Number:

7764390
 Account Number: 7918891
 Invoice Date: 05/23/2025
 Direct Inquiries To: Duffy, Leanne M
 Phone: (407)-835-3807

The Trails CDD
 c/o Inframark
 5645 Coral Ridge Drive, no. 407
 Coral Springs, FL 33076
 United States

**TRAILS COMMUNITY DEVELOPMENT DISTRICT
 2007**

The following is a statement of transactions pertaining to your account. For further information, please review the attached.

STATEMENT SUMMARY

PLEASE REMIT BOTTOM COUPON PORTION OF THIS PAGE WITH CHECK PAYMENT OF INVOICE.

TOTAL AMOUNT DUE \$4,256.13

All invoices are due upon receipt.

Please detach at perforation and return bottom portion of the statement with your check, payable to U.S. Bank.

**TRAILS COMMUNITY DEVELOPMENT DISTRICT
 2007**

Invoice Number:	7764390
Account Number:	7918891
Current Due:	\$4,256.13
Direct Inquiries To:	Duffy, Leanne M
Phone:	(407)-835-3807

Wire Instructions:
 U.S. Bank
 ABA # 091000022
 Acct # 1-801-5013-5135
 Trust Acct # 7918891
 Invoice # 7764390
 Attn: Fee Dept St. Paul

Please mail payments to:
 U.S. Bank
 CM-9690
 PO BOX 70870
 St. Paul, MN 55170-9690



Corporate Trust Services
 EP-MN-WN3L
 60 Livingston Ave.
 "Copy of Previously Printed Invoice"

Invoice Number: 7764390
 Invoice Date: 05/23/2025
 Account Number: 7918891
 Direct Inquiries To: Duffy, Leanne M
 Phone: (407)-835-3807

TRAILS COMMUNITY DEVELOPMENT DISTRICT
 2007

Accounts Included 7918889 7918890 7918891 7918892 7918893 7918895
 In This Relationship: 7918896 7918897 7918898

CURRENT CHARGES SUMMARIZED FOR ENTIRE RELATIONSHIP

Detail of Current Charges	Volume	Rate	Portion of Year	Total Fees
04200 Trustee	1.00	3,950.00	100.00%	\$3,950.00
Subtotal Administration Fees - In Advance 05/01/2025 - 04/30/2026				\$3,950.00
Incidental Expenses 05/01/2025 to 04/30/2026	3,950.00	0.0775		\$306.13
Subtotal Incidental Expenses				\$306.13
TOTAL AMOUNT DUE				\$4,256.13



8619 Western Way
 Jacksonville FL 32256-036060
Customer Service (904) 731-2456
 RepublicServices.com/Support

Account Number 3-0687-0012356
Invoice Number 0687-001532161
Invoice Date May 16, 2025
Previous Balance \$845.76
Payments/Adjustments -\$845.76
Current Invoice Charges \$422.16

Important Information
 Your next invoice, dated 05/01/2025 may reflect a rate adjustment. If you have any questions after receiving your next invoice, please contact us.

Autopayment \$422.16	Payment Due Date June 05, 2025
--------------------------------	--

PAYMENTS/ADJUSTMENTS

Description	Reference	Amount
Payment - Thank You 04/30	5555555	-\$423.60
Payment - Thank You 05/06	5555555	-\$422.16

CURRENT INVOICE CHARGES

Description	Reference	Quantity	Unit Price	Amount
Trails Cdd 15431 Spotted Stallion Trl CSA A228841164				
Jacksonville, FL Contract: 9687025 (C50)				
1 Waste Container 2 Cu Yd, 1 Lift Per Week				
Pickup Service 06/01-06/30			\$254.34	\$254.34
Administrative Fee				\$5.95
Total Fuel/Environmental Recovery Fee				\$101.73
Total Franchise - Local				\$60.14
CURRENT INVOICE CHARGES, AutoPayment due on June 05, 2025				\$422.16

Simple account access at your fingertips.

Download the Republic Services app or visit RepublicServices.com today.



8619 Western Way
 Jacksonville FL 32256-036060

Do not Pay
 * Thank You For Your Automatic Payment *

Autopayment	\$422.16
Payment Due Date	June 05, 2025
Account Number	3-0687-0012356
Invoice Number	0687-001532161

Return Service Requested

For Billing Address Changes
 Check For mail Forwarding Requests

Make Checks Payable To:

TRAILS CDD
 C/O INFRAMARK
 11555 HERON BAY BLVD STE 201
 CORAL SPRINGS FL 33076

REPUBLIC SERVICES #687
 PO BOX 71068
 CHARLOTTE NC 28272-1068

Hello Trails Cdd,

Thanks for choosing Comcast Business.

Your bill at a glance

For 15431 SPOTTED STALLION TRL, JACKSONVILLE, FL,
32234-2399

Previous balance		\$491.90
EFT Payment - thank you	May 12	-\$491.90
Balance forward		\$0.00
Regular monthly charges	Page 3	\$450.85
One-time charges	Page 3	\$3.95
Taxes, fees and other charges	Page 3	\$37.10
New charges		\$491.90

Amount due \$491.90

Thanks for paying by Automatic Payment

Your automatic payment on Jun 11, 2025, will include your amount due, plus or minus any payment related activities or adjustments, and less any credits issued before your bill due date.

Need help?

Visit business.comcast.com/help or see page 2 for other ways to contact us.

Your bill explained

- Your one-time charges are \$3.95 due to Paper Statement Fee charge(s).
- This page gives you a quick summary of your monthly bill. A detailed breakdown of your charges begins on page 3.

Detach the bottom portion of this bill and enclose with your payment

Please write your account number on your check or money order

Do not include correspondence with payment

COMCAST
BUSINESS

1100 NORTHPOINT PKWY W PALM
BCH FL 33407-1937

TRAILS CDD
11555 HERON BAY BLVD, STE 201
CORAL SPRINGS, FL 33076

Account number **8495 74 120 1695610**

Automatic payment **Jun 11, 2025**

Please pay \$491.90

Electronic payment will be applied Jun 11, 2025

COMCAST
PO BOX 71211
CHARLOTTE NC 28272-1211

849574120169561000491902

Regular monthly charges **\$450.85**

Comcast Business		\$434.85
Bundled services		\$215.00
Data, Voice Package	\$334.95	
Package Includes: Business Internet 300+ and 1 Mobility Voice Line.		
Promotional Discount	-\$119.95	
TV services		\$115.00
TV Basic	\$65.95	
Business Video.		
TV Box + Remote	\$11.95	
Broadcast TV Fee	\$37.10	
Internet services		\$59.90
Static IP - 5	\$34.95	
Equipment Fee	\$24.95	
Internet.		
Voice services		\$44.95
Mobility Voice Line	\$44.95	
Business Voice.		

Service fees		\$16.00
Directory Listing Management Fee	\$8.00	
Voice Network Investment	\$8.00	

One-time charges **\$3.95**




Other charges		\$3.95
Paper Statement Fee	May 20	\$3.95

Taxes, fees and other charges **\$37.10**

Other charges		\$6.98
Federal Universal Service Fund	\$3.31	
Regulatory Cost Recovery	\$3.67	

Taxes & government fees		\$30.12
Sales Tax	\$2.77	
State Communications Services Tax	\$14.68	
Local Communications Services Tax	\$11.87	

What's included?

-  **Internet:** Fast, reliable internet on our Gig-speed network
-  **TV:** Keep your employees informed and customers entertained
-  **Voice Numbers:** (904)748-0051, (904)748-0052

Visit business.comcast.com/myaccount for more details

You've saved \$119.95 this month with your promotional discount.

...continued

911 Fees	\$0.80
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Additional information

The Regulatory Cost Recovery fee is neither government mandated nor a tax, but is assessed by Comcast to recover certain federal, state, and local regulatory costs.

Parental Controls: With parental controls, you can choose and manage the programming that is right for your family. Learn more at: business.comcast.com/support/article/tv/x1-parental-controls-safe-browse.

Recent and Upcoming Programming Changes: Information on recent and upcoming programming changes can be found at xfinity.com/programmingchanges/ or by calling 866-216-8634.



State of Florida Department of Revenue

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Sales Tax - [Click for Help](#)

NODE: 4

User ID: AF1879454901

Original Return

FOR YOUR RECORDS ONLY - DO NOT MAIL

Cancellations must be done before 5:00 p.m. ET on the submission date. If the submission is completed after 5:00 p.m. ET on the submission date, weekend, or holiday the cancellation must be done before 5:00 p.m. ET the next business day. All cancellations are permanently deleted from our database.

Access Source: AF1879454901

Confirmation Number: 250618472834

[Click Here for Survey](#)

DR-15

Certificate Number	Collection Period	Confirm Date and Time
26-8018794549-5	05/2025	06/18/2025 12:22:23 PM ET

Surtax Rate: 0.0150

Location Address

15431 SPOTTED STALLION TRL
JACKSONVILLE, FL 32234-2399

TRAILS COMMUNITY DEVELOPMENT
DISTRICT
SR 228
JACKSONVILLE, FL 32202-0000

Contact Information	
Name	Kayla Hoogenboom
Phone	(321) 263 - 0132
Email	khoogenboom@vestapropertyservices.com

Debit Date:	6/20/2025
Amount for Check:	\$18.28
Check here to use Bank info on file with DOR.	
Bank Routing Number:	021201383
Bank Account Number:	*****7901
Bank Account Type:	Checking
Corporate/Personal:	Corporate
Name on Bank Account:	TRAILS COMMUNITY DEVELOPMENT DISTRICT

Due to federal security requirements, we can not process international ACH transactions. If any portion of the money used in the payment you may be making today came from a financial institution located outside of the US or its territories for the purpose of funding this payment, please do not proceed and contact the Florida Department of Revenue at 850-488-6800 to make other payment arrangements. By continuing, you are confirming that this payment is not an international ACH transaction. If you are unsure, please contact your financial institution.

I hereby authorize the Department of Revenue to process this ACH transaction and to debit the checking account identified above. I understand there may be service charges assessed on any transactions not honored by my bank.

Signature: Kayla Hoogenboom
 Phone Number: 321-263-0132

E-Mail Address:**khoogenboom@vestapropertyservices.com**

Florida	1. Gross Sales	2. Exempt Sales	3. Taxable Amount	4. Tax Due
A. Sales/Services/Electricity	\$ 250.00	\$ 0.00	\$ 250.00	\$ 18.75
B. Taxable Purchases			\$ 0.00	\$ 0.00
C. Commercial Rentals	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
C(a). Less Sales Tax Scholarship Credits				\$ 0.00
D. Transient Rentals	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
E. Food & Beverage Vending	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
			5. Total Amount of Tax Due	\$ 18.75
			6. Less Lawful Deductions	\$ 0.00
			7. Net Tax Due	\$ 18.75
			8. Less Est Tax Pd/DOR Cr Memo	\$ 0.00
			9. Plus Est. Tax Due Current Month	\$ 0.00
			10. Amount Due	\$ 18.75
			11. Less Collection Allowance	\$ 0.47
			12. Plus Penalty	\$ 0.00
			13. Plus Interest	\$ 0.00
			14. Amount Due with Return	\$ 18.28

You have chosen not to donate your collection allowance to education.

		Payment you have authorized	18.28
15(a). Exempt Amount of Items Over \$5000 (included in Column 3)	15(a). \$	0.00	
15(b). Other Taxable Amounts NOT Subject to Surtax (included in Column 3)	15(b). \$	0.00	
15(c). Amounts Subject to Surtax at a Rate Different than Your County Surtax Rate (included in Column 3)	15(c). \$	0.00	
15(d). Total Amount of Discretionary Sales Surtax Due (included in Column 4)	15(d). \$	3.75	
16. Florida Tax Credit Scholarship Program Motor Vehicle Sales Tax Credits (included in Line 6)	16. \$	0.00	
17. Taxable Sales/Untaxed Purchases or Uses of Electricity (included in Line A)	17. \$	0.00	
18. Taxable Sales/Untaxed Purchases of Dyed Diesel Fuel (included in Line A)	18. \$	0.00	
19. Taxable Sales from Amusement Machines (included in Line A)	19. \$	0.00	
20. Rural or Urban High Crime Area Job Tax Credits	20. \$	0.00	
21(a). Scholarship Funding Tax Credit	21(a). \$	0.00	
21(b). Film and Entertainment Industry Credit	21(b). \$	0.00	
21(c). Economic Energy Zone Credit	21(c). \$	0.00	
21(d). Strong Families Tax Credit	21(d). \$	0.00	
21(e). New Worlds Reading Initiative Tax Credit	21(e). \$	0.00	
21(f). Child Care Tax Credits	21(f). \$	0.00	
21. Other Authorized Credits	21. \$	0.00	

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0 TRAILS COMMUNITY DEVEL 0

Account Number: XXXX XXXX XXXX 7431

ACCOUNT SUMMARY

Credit Limit \$7,000.00
 Credit Available \$5,692.00
 Statement Closing Date May 31, 2025
 Days in Billing Cycle 31
 Previous Balance \$3,301.80
 Payments & Credits \$3,301.80
 Purchases & Other Charges \$643.00
 Balance Transfer \$0.00
FEES CHARGED \$0.00
INTEREST CHARGED \$0.00
 New Balance \$643.00

PAYMENT INFORMATION

New Balance \$643.00
Minimum Payment Due \$643.00
Payment Due Date June 25, 2025

Questions? Call Customer Service
 Toll Free - 1-844-626-6581
 International Collect - 1-301-665-4442
 TTY 1-301-665-4443

Notice: SEE REVERSE SIDE FOR MORE IMPORTANT INFORMATION

TRANSACTIONS

Tran Date	Post Date	Reference Number	Transaction Description	Amount
TOTAL XXXXXXXXXXXX 7431				\$3,301.80-
05/26	05/26	F1515004J00CHGDDA HAROLD BURNS	AUTOMATIC PAYMENT - THANK YOU	3,301.80-
TOTAL XXXXXXXXXXXX 0940				\$643.00
05/05	05/05	55506293Y9JPGBT8A	ELISTWAY ACE HARDWARE JACKSONVILLE FL MCC: 5251 MERCHANT ZIP: 32221	21.48
05/08	05/08	827111640EHMQ8B3N	PARADISE POOL SERVICE JACKSONVILLE FL MCC: 7349 MERCHANT ZIP:	480.00
05/13	05/13	5550629469SVYQNQ4X	ELISTWAY ACE HARDWARE JACKSONVILLE FL MCC: 5251 MERCHANT ZIP: 32221	25.70
05/21	05/21	75418234D6MZ3HK6W	EIG*CONSTANTCONTACT.C WALTHAM MA MCC: 5968 MERCHANT ZIP:	56.00
05/30	05/30	05436844PHEST1EDP	DOLLAR GENERAL #17724 JACKSONVILLE FL MCC: 5331 MERCHANT ZIP:	59.82

1080 TVH 001 7 31 250531 0 PAGE 1 of 2 1 0 1515 0000 BASE

Please detach bottom portion and submit with payment using enclosed envelope



Valley Bank
 Deposit Operations
 350 Madison Ave 4th floor
 New York NY 10017

PAYMENT INFORMATION

Account Number: XXXX XXXX XXXX 7431
Payment Due Date June 25, 2025
New Balance \$643.00
 Minimum Payment Due \$643.00
 Past Due Amount \$0.00

Make Check
 Payable to:

Amount Enclosed:

\$

0 TRAILS COMMUNITY DEVEL 0
 TRAILS COMMUNITY DEVELOPMENT DISTR
 210 N UNIVERSITY DR SUITE 702
 CORAL SPRINGS FL 33071

Valley Bank
 Deposit Operations
 350 Madison Ave 4th floor
 New York NY 10017

00064300000643004

INFORMATION ABOUT YOUR VALLEY ONECARD ACCOUNT

As used below, *you* and *your* refer to the account holder (i.e., the corporate customer) and *we*, *our* and *us* refer to Valley National Bank. Your Valley OneCard is issued and credit is extended by Valley National Bank.

MAKING PAYMENTS

You will pay us the total amount shown as due on each Billing Statement on or before the Payment Due Date shown on that Billing Statement. If you do not make payment in full by the payment due date, in addition to our other rights under your Agreement, we may, at our option, assess a late fee and finance charge in accordance with your Agreement. There is no right to defer any payment due on an Account. In addition, you will pay us the amount of all fees and charges according to the schedule of charges currently in effect. All charges are subject to change upon 30 days prior notice, except that any increase in charges to offset any increase in fees charged to us by any supplier for services used in delivering the services covered by your Agreement may become effective in less than 30 days.

Payments will be automatically deducted from the Valley Bank [business checking account] that you have designated. Should payment not be received for any reason, you may incur additional fees and finance charges. All credits for payments to your Account are subject to final payment by the institution on which the item of payment was drawn. Payments on your Account will be applied in the following order: finance charges, fees, your Account balance.

BALANCE COMPUTATION METHOD

[We calculate the average daily balance on your Account in two categories: (1) Purchases and (2) Cash Advances. To get the "average daily balance" for each category, we take the beginning balance of your Account for that category each day. We then add any new transactions in that category, which may include Fees and Interest. We then subtract any new payments or credits. This gives us the daily balance for each category. We then add up all the daily balances for each category for the billing cycle. We then divide the total by the number of days in the billing cycle. This gives us the Average Daily Balance for Purchases and the Average Daily Balance for Cash Advances.]

INTEREST

In the event you do not pay your balance(s) in full by the due date, your balance(s) may be subject to an interest rate or interest charges, as further described in your Agreement. Your due date is the 25th of each month. If the 25th falls on a weekend or holiday, your payment will be due the business day before the weekend/holiday. We will not charge you interest if you pay your balance(s) in full by the due date each month.

CREDIT BALANCE

Any credit balance on your Account] is money we owe you. You can make charges against this amount or request a full refund of the amount by calling us at the Contact Us number on the front of this statement.

NOTICE TO PAST-DUE CUSTOMERS:

If there is a message on this statement that your account is past due, this is an attempt to collect a debt; any information we obtain will be used for that purpose.

WHAT TO DO IF YOU THINK YOU FIND A MISTAKE ON YOUR STATEMENT

If you or a Cardholder think there is an error on your statement, call us at (844) 626-6581 international (301) 665-4442. or write to us at: PO Box 2988 Omaha, NE 68103-2988 .

You must contact us within 60 days after the error appeared on your statement. Please provide us with the following information:

- *Account information:* Your name and account number.
- *Dollar amount:* The dollar amount of the suspected error.
- *Description of Problem:* Describe what you believe is wrong and why you believe it is a mistake.

While we investigate whether or not there has been an error, the following are true:

- We cannot try to collect the amount in question, or report you as delinquent on that amount.
- The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
- While you do not have to pay the amount in question, you are responsible for the remainder of your balance.
- We can apply any unpaid amount against your credit limit.

YOUR RIGHTS IF YOU ARE DISSATISFIED WITH YOUR VALLEY ONECARD PURCHASES

If you are dissatisfied with the goods or services that you have purchased with your Valley OneCard, and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase. To use this right, all of the following must be true:

1. The purchase must have been made in your home state or within 100 miles of your current mailing address, and the purchase price must have been more than \$50.
2. You must have used your Valley OneCard for the purchase. Purchases made with cash advances do not qualify.
3. You must not yet have fully paid for the purchase.

If all of the criteria above are met and you are still dissatisfied with the purchase, contact us *in writing* at PO Box 2988 Omaha, NE 68103-2988 or call us at (844) 626-6581 international (301) 665-444.

While we investigate, the same rules apply to the disputed amount as discussed above. After we finish our investigation, we will tell you our decision. At that point, if we think you owe an amount and you do not pay we may report you as delinquent.

TELEPHONE MONITORING AND RECORDING.

You acknowledge that telephone calls and other communications you provide to us may be monitored and recorded for training and quality control purposes. You agree that we may, and you authorize us to, monitor, record, retain and reproduce your telephone calls and any other communications you provide to us, regardless of how transmitted to us, as evidence of your authorization to act in connection with any Transaction, your Account or other service contemplated by this Agreement. We will not be liable for any losses or damages that are incurred as a result of these actions. We are not, however, under any obligation to monitor, record, retain or reproduce such items, unless required to do so by Applicable Law.

IMPORTANT ACCOUNT INFORMATION

\$0 - \$643.00 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 06/25/25. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

REWARDS SUMMARY

Previous Cashback Balance	\$14.56	THE MORE YOU SPEND, THE MORE YOU EARN
Cashback Earned this Statement	\$1.61	\$0-\$500,000 = 0.25%
New Cashback Balance	\$16.17	\$500,001-\$1,500,000 = 0.60%
Your cashback will be award on	Nov 2025	\$1,500,00-\$4,000,000 = 0.75%
		\$4,000,001-\$12,500,000 = 0.90%
		\$12,500,001+ = 1.00%

INTEREST CHARGE CALCULATION

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Type of Balance	ANNUAL PERCENTAGE RATE (APR)	Balance Subject to Interest Rate	Days in Billing Cycle	Interest Charge
Purchases	14.25% (v)	\$0.00	31	\$0.00

(v) = variable (f) = fixed

Paying Interest and Your Grace Period: We will not charge you any interest on your purchase balance on this statement if you pay your new balance amount in full by your payment due date.

THANK YOU FOR SHOPPING AT
ELIESTWAY ACE HARDWARE
7953 NORMANDY BLVD
JACKSONVILLE, FL 32221
(904) 813-7622

05/05/25 4:09PM RO 300 SALE
12787 2 EA \$9.99 EA
ACID MURIATIC GAL \$19.98
SUB-TOTAL:\$ 19.98 TAX: \$ 1.50
TOTAL: \$ 21.48
BC AMT: \$ 21.48

BK CARD#: XXXXXXXXXXXX0940
MID:*****9681 TID:***9925
AUTH: 005039 AMT: \$ 21.48
Host reference #:316245 Bat#

Authorizing Network: MASTERCARD

Contactless
CARD TYPE:MASTERCARD EXPR: XXXX
AID : A0000000041010
TVR : 000000001
IAD : 0110A040012200040000000000000
TSI :
ARC : 00
MODE : Issuer
CVM : No CVM
Name : Mastercard
ATC :0014
AC : AAB725A2796BDA66
TxnID/ValCode: 198645

Bank card USD\$ 21.48

Total Items:2



=>> JRN# D16245/1
CUST NO: *5
ACE REWARDS ID # 1962590302

Acct: CASH CUSTOMER

Customer Copy

Return Policy: Merchandise is returnable within 30 days with a valid receipt from our store. Merchandise must be unopened, unused and sellable for a refund. Custom paint, custom glass cutting, special online orders, and other services are non-refundable.



INVOICE #203168

ISSUED:
04/17/2025

DUE:
05/08/2025

PAID:
05/08/2025

RECIPIENT:

Harold Burns
15431 Spotted Stallion Trail
Jacksonville, Florida 32234

SENDER:

Paradise Pool Service
8638 Philips Highway #8,
Jacksonville, FL
32256

Phone: 904 449 2055
Email: pools@paradisepoolservice.com
Website: www.paradisepoolservice.com

New Ladder Anchors

Product/Service	Description	Qty.	Unit Price	Total
JB-New Ladder Anchors	Labor and materials to set new ladder anchors with new concrete. The old anchors will be dug out of the ground. The new anchors will be set with new concrete and will be bonded to the beam of the pool. The deck pavers will be re-installed and sanded around the new ladder anchors. Note: This price is for reusing the existing ladder. If the ladder is broken, a new ladder will be quoted and billed separately.	3	\$995.00	\$2,985.00*
JB-Credit from Invoice #203166		3	-\$195.00	-\$585.00
jb-Pay Schedule (3)	80% Due upon acceptance of quote 20% Due upon completion	1	\$0.00	\$0.00*

Agree and accept:

*Credit Card and ACH Fee waived



INVOICE #203168

ISSUED:
04/17/2025

DUE:
05/08/2025

PAID:
05/08/2025

Product/Service	Description	Qty.	Unit Price	Total
JB-Repairs Disclaimer P.1	<p>LIMITATIONS AND EXCLUSIONS: Paradise Pool Service is not liable for defects or damage caused by acts of God, accident, abuse, misuse, exposure to fire or hazards of nature, including floods, ground faults, shifting or settling soil, improper drainage, maintenance, winterization or any other occurrence that Paradise Pool Service has no control over. Paradise Pool Service is not liable for incidental or consequential damages caused by any defect including leakage.</p> <p>EXCLUSIVITY: During a pool remodel project, the area is an active job site operated by Paradise Pool Service. The Customer agrees to not interfere with any elements on the project during construction or to have other contractors interfere. All Paradise Pool Service staff and subcontractors have a non-solicitation clause. The Customer agrees to not contract with anyone associated with a Paradise Pool Service project for extra work not covered in the scope. Paradise Pool Service will determine if and how items or equipment shall be repaired or replaced. Paradise Pool Service reserves the right to substitute parts or items as deemed necessary. Paradise Pool Service will not be responsible for equipment purchased or installed by others, including Customer. Paradise Pool Service will not install any items not purchased by us through our trusted vendors and distributors. Any remaining materials are property of Paradise Pool Service and will not be left for the Customer. Cancelled projects will be refunded minus any labor and materials expensed including restocking fees for any special order products.</p> <p>PUNCH LIST: End of project walk-throughs or punch lists must be done from a distance of 6 feet away and not lingering in one place. Mosaic tile is not meant to be smooth enough to run your hands over it.</p>	1	\$0.00	\$0.00*



INVOICE #203168

ISSUED:
04/17/2025

DUE:
05/08/2025

PAID:
05/08/2025

Product/Service	Description	Qty.	Unit Price	Total
JB-Repairs Disclaimer P.2	<p>TIMELINE ESTIMATES: Any estimated timeframe provided for starting and completing the project is only an estimate. Many unpredictable occurrences happen during construction on older pools that can affect start and end dates.</p> <p>PHOTOGRAPHY: Customer agrees to allow Paradise Pool Service to take photographs or video of the project and pool area for training and/or marketing purposes.</p> <p>MUTUAL RESPECT: Paradise Pool Service and Customer agree to treat each other with respect before, during and after the project. Any unreasonable behavior by either party could warrant a parting of ways at the nearest stopping point during construction with the Customer paying for the portion of project completed.</p>	1	\$0.00	\$0.00*
JB-Repairs Disclaimer P.3	<p>ADDITIONAL WORK: Remodeling older pools comes with inherent risks. At quotation stage, Paradise Pool Service includes line items that can be observed by walking around the pool area. After the project begins, other items may be uncovered that need repaired, replaced or altered. These items will be communicated to the Customer once identified and offered for an additional fee. Examples include but are not limited to: surface delamination, cracked bond beams, shell fractures, broken main drains, rusted light niches, insufficient plumbing size or incorrectly plumbed equipment. Some projects may require engineering plans, permits, additional electrical work and dump and disposal in which separate fees will apply.</p> <p>BINDING ARBITRATION: Customer agrees to binding arbitration in the event of any dispute with Paradise Pool Services. Arbitration will be performed by the Florida Swimming Pool Association (FSPA) and governed by their alternative dispute resolution articles. The party requesting arbitration shall pay the arbitration fee at the time of filing the "Request for Arbitration".</p>	1	\$0.00	\$0.00*



INVOICE #203168

ISSUED:
04/17/2025

DUE:
05/08/2025

PAID:
05/08/2025

Product/Service	Description	Qty.	Unit Price	Total
JB-Repairs Disclaimer P.4	<p>MECHANICS' LIEN WARNING: Anyone who helps improve your property, but who is not paid, may record what is called a mechanics' lien on your property. A mechanics' lien is a claim, like a mortgage or home equity loan, made against your property and recorded with the county recorder. Even if you pay your contractor in full, unpaid subcontractors, suppliers, and laborers who helped to improve your property may record mechanics' liens and sue you in court to foreclose the lien. If a court finds the lien is valid, you could be forced to pay twice or have a court officer sell your home to pay the lien. Liens can also affect your credit. To preserve their rights to record a lien, each subcontractor and material supplier must provide you with a document called a "20-Day Preliminary Notice." This notice is not a lien. The purpose of the notice is to let you know that the person who sends you the notice has the right to record a lien on your property if he or she is not paid. You will not get Preliminary Notices from your prime contractor or from laborers who work on your project. The law assumes that you already know they are improving your property. After making payment on any completed phase of the project, and before any further payments, require your contractor to provide you with unconditional lien releases signed by each material supplier, subcontractor and laborer involved in that portion of the work for which payment was made. On projects involving improvements of a single family residence or a duplex owned by individuals, the persons signing these releases lose the right to file a claim against your property. In other types of construction this protection may be important, but may not be complete.</p> <p>THREE-DAY RIGHT TO CANCEL (Civil Code §1689.7(a)(4); Business and Professions Code §7159(e)(6)(B)): You, the buyer, have the right to cancel this contract within 3 business days. You may cancel by e-mailing, mailing, or delivering a written notice to the contractor at the contractor's place of business by midnight of the third business day after you received a signed and dated copy of the contract that includes this notice. Include your name, your address, and the date you received the signed copy of the contract and this notice.</p> <p>PRINT NAME _____</p>	1	\$0.00	\$0.00*

CUSTOMER SIGNATURE

DATE: _____



INVOICE #203168

ISSUED:
04/17/2025

DUE:
05/08/2025

PAID:
05/08/2025

* Non-taxable

Thank you for your business. Please contact us with any questions regarding this invoice.

Subtotal	\$2,400.00
Total	\$2,400.00
Deposit collected	- \$1,920.00
Paid	- \$480.00
Invoice balance	\$0.00
Account balance	\$0.00

THANK YOU FOR SHOPPING AT
ELISTWAY ACE HARDWARE
7955 NORMANDY BLVD
JACKSONVILLE, FL 32221
(904) 813-7622

05/13/25 5:00PM RO 300 SALE
5970919 3 EA \$1.99 EA
CO CARABINER W STRAP \$5.97
5929823 3 EA \$2.99 EA
KEYKRAFTER #6b BRASS KEY \$8.97
5073523 3 EA \$2.99 EA
KEY MASTER M1-ACE250PK \$8.97
SUB-TOTAL:\$ 23.91 TAX: \$ 1.79
TOTAL: \$ 25.70
BC AMT: \$ 25.70

BF CARD#: XXXXX0940
MID:*****9881 IID:***9925
AUTH: 013578 AMT: \$ 25.70
Host reference #:317228 Bat#

Authorizing Network: MASTERCARD

Contactless
CARD TYPE:MASTERCARD EXPR: XXXX
AID : A000000041010
TVR : 000008001
IAD : 0110A0400122000000000000000000
TSI :
ARC : 00
MODE : Issuer
CVM : No CVM
Name : Mastercard
ATC :0015
AC : B2CD/AA54350033
TxnID/ValCode: 199304

Bank card USD\$ 25.70

Total Items:9



==>> JRNL# D17228/1
CUST NO: 45
ACE REWARDS ID # 1962590302

Acct: CASH CUSTOMER

Customer Copy

Return Policy: Merchandise is returnable within 30 days with a valid receipt from our store. Merchandise must be unopened, unused and sellable for a refund. Custom paint, custom glass cutting, special online orders, and other services are non-refundable.



Print

Billing Activity - Invoices

*Trails Community Development District-Vesta Distr
Attn: Harold Burns
250 international Pkwy, Ste. 208
Suite 101
Lake Mary FL 32746
US
P.: 904 316-3075*

*Today's Date: 08/28/2025
User Name:*

Invoices from 05/21/2025 to 08/21/2025

Date	Description	Charge Amount	Credit Amount
08/21/2025	Invoice #1755765586		\$62.00
	Constant Contact - Core		
	501-1500 Contacts	\$62.00	
	Highest contact count: 518		
	From 07/21/2025 to 08/21/2025		
07/21/2025	Invoice #1753087176		\$62.00
	Constant Contact - Core		
	501-1500 Contacts	\$62.00	
	Highest contact count: 518		
	From 06/21/2025 to 07/21/2025		
06/21/2025	Invoice #1750495370		\$62.00
	Constant Contact - Core		
	501-1500 Contacts	\$62.00	
	Highest contact count: 516		
	From 05/21/2025 to 06/21/2025		
05/21/2025	Invoice #1747816567		\$56.00
	Constant Contact - Email		
	501-1500 Contacts	\$56.00	
	Highest contact count: 516		
	From 04/21/2025 to 05/21/2025		

Billing questions? Contact Support
Constant Contact - 890 Winter St - Waltham, MA 02451 US

DOLLAR GENERAL STORE #17724
 14837 NORMANDY BLVD,
 JACKSONVILLE, FL 32234
 (904) 717-0264
SALE TRANSACTION

S S S 3-ROLL JUMBO	806934301806	\$2.85
S S S 4ROLL BATH TI	36196796014	\$1.00
S S S 3-ROLL JUMBO	806934301806	\$2.85
S S S 4ROLL BATH TI	36196796014	\$1.00
S S S 4ROLL BATH TI	36196796014	\$1.00
S S S 4ROLL BATH TI	36196796014	\$1.00
S S S 4ROLL BATH TI	36196796014	\$1.00
S S S 3-ROLL JUMBO	806934301806	\$2.85
S S S 4ROLL BATH TI	36196796014	\$1.00
S S S 4ROLL BATH TI	36196796014	\$1.00
S SB HAND/NAIL BRUS	51141254838	\$3.50
S 50PK LATEX GLOVES	11171231193	\$8.25
S GAIN HONEY BERRY	30772088449	\$1.00
S GAIN HONEY BERRY	30772088449	\$1.00
S FABULOSO LAVENDER	35000530585	\$8.00
S S S 4ROLL BATH TI	36196796014	\$1.00
S S S 4ROLL BATH TI	36196796014	\$1.00
S S S 4ROLL BATH TI	36196796014	\$1.00
S S S 3-ROLL JUMBO	806934301806	\$2.85
S TL BLEACH CLEAN L	59647560033	\$6.25
Promotion		\$0.00
S TL BLEACH CLEAN L	59647560033	\$6.25

Tax: \$55.65 @ 7.5% \$4.17
 Balance to Pay \$59.82
 MasterCard \$59.82
 Quotient Scheme Number: ** **** 3075

Mastercard *****0940
 Type: CONTACTLESS Auth Code: 030514
 MID: *****27013 TID: ****6000
 TOTAL PURCHASE \$59.82

Save Time. Save Money.
 Every Day! At Dollar General

STORE TILL TRANS. DATE
 17724 1 373479 05-30-25 8:33 AM

Your cashier was: KEISHLA





225 N. Pearl St.
Jacksonville, FL
32202-4513

Phone: (904) 665-6000

Online: jea.com

TRAILS COMMUNITY DEVELOPMENT DISTRICT

Account #: 0715007480	Amount Due \$2,691.14 Do not pay. AutoPay will process your payment on 06/27/25.
Bill Date: 06/05/25	
Cycle: 06	

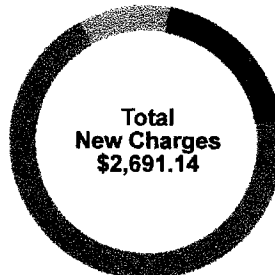
TOTAL SUMMARY OF CHARGES

Electric	\$	1,890.14
Water		264.48
Sewer		514.73
Irrigation		21.79
Total New Charges	\$	2,691.14

(A complete breakdown of charges can be found on the following pages.)

Previous Balance	\$	2,408.78
Payment(s) Received		-2,408.78
Balance Before New Charges		0.00
New Charges	\$	2,691.14

Do not pay. AutoPay will process your payment on 06/27/25. **\$ 2,691.14**



Electric \$1,890.14
Water \$264.48
Sewer \$514.73
Irrigation \$21.79

MESSAGES



Change your light bulbs to LEDs.



JEA's 2024 Annual Water Quality report is available at jea.com/WQR2024. For a paper copy, email your address to waterquality@jea.com or call 665-6000 to request one.

RECEIVED JUN 16 2025

PLEASE DETACH AND RETURN PAYMENT STUB BELOW WITH TOTAL DUE IN ENVELOPE PROVIDED.

Additional information on reverse side. →



- Check here for telephone/mail address correction and fill in on reverse side.
- Add \$_____ to my monthly bill: \$_____ for Neighbor to Neighbor and/or \$_____ for the Prosperity Scholarship Fund. I will notify JEA when I no longer wish to contribute.

Acct #: 0715007480	Bill Date: 06/05/25
Do not pay. AutoPay will process your payment on 06/27/25.	
\$2,691.14	TOTAL AMOUNT PAID:

000133 000010261

 TRAILS COMMUNITY DEVELOPMENT DISTRICT
 250 INTERNATIONAL PKWY STE 208
 LAKE MARY FL 32746-5062





TRAILS COMMUNITY DEVELOPMENT DISTRICT

Account #: 0715007480 Bill Date: 06/05/25 Cycle: 06

Phone: (904) 665-6000

Online: jea.com

ELECTRIC SERVICE

Billing Rate: General Service
 Service Address: 15431 SPOTTED STALLION TRL
 Service Period: 05/02/25 - 06/03/25 Reading Date: 06/03/25
 Service Point: Commercial - Electric

Meter Number	Days Billed	Current Reading	Reading Type	Meter Constant	Consumption
22953185	32	12560	Regular	40	7040 KWH
22953185	32	.55	Regular	40	22 KW

Basic Monthly Charge \$ 23.00
 Energy Charge (\$0.0667 per kWh) 469.57
 Tax Exempt Fuel Cost (\$0.0339 per kWh) 238.66
 Taxable Fuel Cost (\$0.00511 per kWh) 35.97
 City of Jacksonville Franchise Fee 23.02
 Gross Receipts Tax 20.26
Total Current Electric Charges \$ 810.48

WATER SERVICE

Billing Rate: Commercial Water Service
 Service Address: 15431 SPOTTED STALLION TRL
 Service Period: 05/01/25 - 06/02/25 Reading Date: 06/02/25
 Service Point: Commercial - Water/Sewer

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu.ft = 7.48 gal)
85979421	32	4155	Regular	1 1/2	68000 GAL

Basic Monthly Charge \$ 48.70
 Water Consumption Charge 208.08
 City of Jacksonville Franchise Fee 7.70
Total Current Water Charges \$ 264.48

SEWER SERVICE

Billing Rate: Commercial Sewer Service
 Service Address: 15431 SPOTTED STALLION TRL
 Service Period: 05/01/25 - 06/02/25 Reading Date: 06/02/25
 Service Point: Commercial - Water/Sewer

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu.ft = 7.48 gal)
85979421	32	4155	Regular	1 1/2	68000 GAL

Basic Monthly Charge \$ 167.90
 Sewer Usage Charge 331.84
 City of Jacksonville Franchise Fee 14.99
Total Current Sewer Charges \$ 514.73

ELECTRIC SERVICE

Billing Rate: General Service
 Service Address: 15796 NORMANDY BV APT SL01
 Service Period: 05/02/25 - 06/03/25 Reading Date: 06/03/25
 Service Point: Arealight 01- Metered

Meter Number	Days Billed	Current Reading	Reading Type	Meter Constant	Consumption
24111930	32	65	Regular	1	1 KWH

Basic Monthly Charge \$ 23.00
 Energy Charge (\$0.0667 per kWh) 0.07
 Tax Exempt Fuel Cost (\$0.0339 per kWh) 0.03
 Taxable Fuel Cost (\$0.00511 per kWh) 0.01
 City of Jacksonville Franchise Fee 0.89
 Gross Receipts Tax 0.61
Total Current Electric Charges \$ 24.41

ELECTRIC SERVICE

Billing Rate: General Service
 Service Address: 15796 NORMANDY BV APT SL02
 Service Period: 05/02/25 - 06/03/25 Reading Date: 06/03/25
 Service Point: Arealight 02 - Metered

Meter Number	Days Billed	Current Reading	Reading Type	Meter Constant	Consumption
24067363	32	3799	Regular	1	65 KWH

Basic Monthly Charge \$ 23.00
 Energy Charge (\$0.0667 per kWh) 4.34
 Tax Exempt Fuel Cost (\$0.0339 per kWh) 2.20
 Taxable Fuel Cost (\$0.00511 per kWh) 0.33
 City of Jacksonville Franchise Fee 0.90
 Gross Receipts Tax 0.79
Total Current Electric Charges \$ 31.56

ELECTRIC SERVICE

Billing Rate: General Service
 Service Address: 6021 WINDING MARE BV APT IR01
 Service Period: 05/02/25 - 06/03/25 Reading Date: 06/03/25
 Service Point: Irrigation 1 - Electric

Meter Number	Days Billed	Current Reading	Reading Type	Meter Constant	Consumption
24065140	32	10586	Regular	1	1544 KWH

Basic Monthly Charge \$ 23.00
 Energy Charge (\$0.0667 per kWh) 102.98
 Tax Exempt Fuel Cost (\$0.0339 per kWh) 52.34
 Taxable Fuel Cost (\$0.00511 per kWh) 7.89
 City of Jacksonville Franchise Fee 5.59
 Gross Receipts Tax 4.92
Total Current Electric Charges \$ 196.72





TRAILS COMMUNITY DEVELOPMENT DISTRICT

Account #: 0715007480 Bill Date: 06/05/25 Cycle: 06



Phone: (904) 665-6000



Online: jea.com

ELECTRIC SERVICE

Billing Rate: General Service
 Service Address: 6040 WINDING MARE BV APT IR01
 Service Period: 05/02/25 - 06/03/25 Reading Date: 06/03/25
 Service Point: Irrigation 1 - Electric

Meter Number	Days Billed	Current Reading	Reading Type	Meter Constant	Consumption
24067347	32	31739	Regular	1	533 KWH

Basic Monthly Charge	\$	23.00
Energy Charge (\$0.0667 per kWh)		35.55
Tax Exempt Fuel Cost (\$0.0339 per kWh)		18.07
Taxable Fuel Cost (\$0.00511 per kWh)		2.72
City of Jacksonville Franchise Fee		2.38
Gross Receipts Tax		2.10
Total Current Electric Charges	\$	83.82

ELECTRIC SERVICE

Billing Rate: General Service
 Service Address: 6070 WINDING MARE BV APT IR01
 Service Period: 05/02/25 - 06/03/25 Reading Date: 06/03/25
 Service Point: Irrigation 1 - Electric

Meter Number	Days Billed	Current Reading	Reading Type	Meter Constant	Consumption
26020424	32	15532	Regular	1	1406 KWH

Basic Monthly Charge	\$	23.00
Energy Charge (\$0.0667 per kWh)		93.78
Tax Exempt Fuel Cost (\$0.0339 per kWh)		47.66
Taxable Fuel Cost (\$0.00511 per kWh)		7.18
City of Jacksonville Franchise Fee		5.15
Gross Receipts Tax		4.53
Total Current Electric Charges	\$	181.30

ELECTRIC SERVICE

Billing Rate: General Service
 Service Address: 6186 WINDING MARE BV APT FS01
 Service Period: 05/02/25 - 06/03/25 Reading Date: 06/03/25
 Service Point: Commercial - Electric

Meter Number	Days Billed	Current Reading	Reading Type	Meter Constant	Consumption
24319193	32	29652	Regular	1	2178 KWH

Basic Monthly Charge	\$	23.00
Energy Charge (\$0.0667 per kWh)		145.27
Tax Exempt Fuel Cost (\$0.0339 per kWh)		73.83
Taxable Fuel Cost (\$0.00511 per kWh)		11.13
City of Jacksonville Franchise Fee		7.60
Gross Receipts Tax		6.69
Total Current Electric Charges	\$	267.52

ELECTRIC SERVICE

Billing Rate: General Service
 Service Address: 6187 WINDING MARE BV APT FS01
 Service Period: 05/02/25 - 06/03/25 Reading Date: 06/03/25
 Service Point: Commercial - Electric

Meter Number	Days Billed	Current Reading	Reading Type	Meter Constant	Consumption
24319269	32	53189	Regular	1	2418 KWH

Basic Monthly Charge	\$	23.00
Energy Charge (\$0.0667 per kWh)		161.28
Tax Exempt Fuel Cost (\$0.0339 per kWh)		81.97
Taxable Fuel Cost (\$0.00511 per kWh)		12.36
City of Jacksonville Franchise Fee		8.36
Gross Receipts Tax		7.36
Total Current Electric Charges	\$	294.33

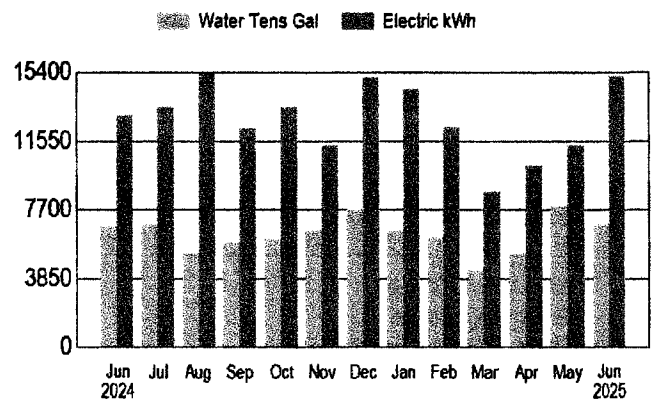
IRRIGATION SERVICE

Billing Rate: Commercial Irrigation Service
 Service Address: 8145 MCCLELLAND RD APT IR01
 Service Period: 05/06/25 - 06/05/25 Reading Date: 06/05/25
 Service Point: Irrigation 1 - Commercial

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
91398507	30	290	Regular	3/4	1000 GAL

Basic Monthly Charge	\$	17.67
Tier 1 Consumption (1 - 7 Kgal @ \$3.49 kgal)		3.49
City of Jacksonville Franchise Fee		0.63
Total Current Irrigation Charges	\$	21.79

CONSUMPTION HISTORY



	1 Year Ago	Last Month	This Month	Average Daily
Total kWh Used	12,990	11,319	15,185	479
Total Gallons Used	68,000	79,000	69,000	2,158

Future Horizons, Inc

403 N First Street
 PO Box 1115
 Hastings, FL 32145
 USA

Voice: 904-692-1187
 Fax: 904-692-1193

INVOICE

Invoice Number: 89909
 Invoice Date: May 30, 2025
 Page: 1

Bill To:
Trails Community Development District c/o Vesta Property Services 250 International Parkway, Ste 208 Lake Mary, FL 32746

Ship to:
Quarterly Fountain Maintenance

Customer ID	Customer PO	Payment Terms	
Trails01	Per Contract	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Hand Deliver	5/6/25	6/29/25

Quantity	Item	Description	Unit Price	Amount
1.00	Aerator Service	Quarterly Fountain maintenance within Trails CDD performed on May 6, 2025	475.00	475.00
Subtotal				475.00
Sales Tax				
Freight				
Total Invoice Amount				475.00
Payment/Credit Applied				
TOTAL				475.00

Check/Credit Memo No:

Overdue invoices are subject to finance charges.

CommercialFitnessProducts

Invoice

5034 N Hiatus Road 954-747-5128 Phone
 Sunrise, FL 33351 954-747-5131 Fax

Date	Invoice #
3/24/2025	AC03117

Sold To	Ship To
---------	---------

Trails-CDD c/o Vesta District services
 250 international Pkwy, STE 208
 Lake Mary, Fl 32746

Trails CDD
 Attn: Manager A/P
 15431 Spotted Stallion Trail
 Jacksonville, FL 32234

Rep	Account #	Sales Order No.	Ship Date	Purchase Order #	Terms	Due Date
CM	TCDD0124	CM2551	3/24/2025	Verbal	Net 30	4/23/2025
Qty	Item Code	Description		Price Each	Amount	
1	Athletix Wipes	Equipment cleaning wipes - 4 rolls/case; 900 wipes/roll		179.99	179.99	

Thank you for your business!	Total	\$179.99
	Payments/Credits	\$0.00
www.commfitnessproducts.com	Balance Due	\$179.99



250 International Parkway, Suite 208

Lake Mary, FL 32746

TEL: 321-263-0132

Invoice

Bill To

Trails Community Development District
c/o Vesta District Services
250 International Parkway, STE 208
Lake Mary FL 32746

Date 05/31/2025

Invoice # 427170

In Reference To:

Monthly contracted management fees, as follows:

**PLEASE REMIT PAYMENT TO CORPORATE HEADQUARTERS:
VESTA DISTRICT SERVICES
c/o Vesta Property Services, Inc.
245 Riverside Avenue, Suite 300
Jacksonville, FL 32202**

Description	Quantity	Rate	Amount
District Management Services - Prorated May 28th-May31st	1	792.67	792.67

Total 792.67



250 International Parkway, Suite 208

Lake Mary, FL 32746

TEL: 321-263-0132

Invoice

Date 06/01/2025

Invoice # 427171

Bill To

Trails Community Development District
c/o Vesta District Services
250 International Parkway, STE 208
Lake Mary FL 32746

In Reference To:

Monthly contracted management fees, as follows:

**PLEASE REMIT PAYMENT TO CORPORATE HEADQUARTERS:
VESTA DISTRICT SERVICES
c/o Vesta Property Services, Inc.
245 Riverside Avenue, Suite 300
Jacksonville, FL 32202**

Description	Quantity	Rate	Amount
District Management Services	1	6,143.17	6,143.17
Total			6,143.17

INVOICE

Allways Improving LLC dba
Fitness Pro
1400 Village Square Blvd #3-293
Tallahassee, FL 32312

tracy@wearefitnesspro.com
+1 (850) 523-8882
www.wearefitnesspro.com



1400 Village Square #3-293
Tallahassee, FL 32312
850-523-8882

Winchester Ridge - Trails CDD

Bill to
Trails CDD c/o Rizzetta & Company
Trails CDD
3434 Colwell Avenue
Suite 200
Tampa, FL 33614

Ship to
Trails CDD c/o Rizzetta & Company
15431 Spotted Stallion Trail
Jacksonville, FL 32234

Invoice details

Invoice no.: 35060
Terms: Net 15
Invoice date: 05/30/2025
Due date: 06/14/2025

#	Product or service	SKU	Description	Qty	Rate	Amount
1.			SERVICE REQUEST 43314 - MAY PREVENTATIVE MAINTENANCE			
2.	PM		Preventative Maintenance: Cleaned, Lubed, Calibrated, Inspected and Tested. - Winchester Ridge SERVICES PERFORMED 1. Tech checked/updated all equipment in BF. 2. Lubed and dusted all guide rods, weight stacks, and adjustment knobs. 3. Inspected 1x Strength Unit (4 Station Multi Gym) and 1x Bench. Inspected all pulleys, cables, attachments, connections, pads, adjustments, and weight stacks. SEE BELOW 4. Inspected 2x Elliptical, 1x Upright Bike, and 1x Recumbent Bike. Checked all pedals, sensors, cup holders, fans, handles, adjustments, buttons and general function. SEE BELOW 5. Inspected 2x Treadmills Checked belt and deck tightness and wear, checked strength and function of motor, checked incline functions, HR sensors, controls, general function. Dusted for debris around belt and under hoods	1	\$175.00	\$175.00

components. SEE BELOW

ISSUES FOUND

1. Performed routine calibration and tests on all Matrix Cardio Equipment.
2. 2x Matrix treadmills T-LS SNs: TM759C2106C00328 & TM759C2106C00389 decks showing signs of wear and reading additional amp strain on motor. Should replace belts and flip decks.
3. ALL UNITS TEST CORRECT.

Ways to pay



Total

\$175.00

View and pay

INVOICE

Allways Improving LLC dba
Fitness Pro
1400 Village Square Blvd #3-293
Tallahassee, FL 32312

tracy@wearefitnesspro.com
+1 (850) 523-8882
www.wearefitnesspro.com



1400 Village Square #3-293
Tallahassee, FL 32312
850-523-8882

Winchester Ridge - Trails CDD

Bill to

Trails-CDD c/o Vesta District services
250 international Pkwy, STE 208
Lake Mary, FL 32746

Ship to

Winchester Ridge - Trails CDD
15431 Spotted Stallion Trail
Jacksonville, FL 32234

Invoice details

Invoice no.: 35183
Terms: Net 15
Invoice date: 06/10/2025
Due date: 06/25/2025

#	Product or service	SKU	Description	Qty	Rate	Amount
1.			SERVICE REQUEST 43585 - REPAIRS IDENTIFIED DURING MAY PM			
2.	1. CS Return Labor with Contract/Purchase		Estimated Labor - Tech replaced 2x treadmill belts, vacuumed, and adjusted. THESE UNITS TEST CORRECT	2	\$90.00	\$180.00
3.	2b. Shipping/ Handling		Shipping and Handling Estimate:	1	\$19.18	\$19.18
4.	2a. Parts		Parts for Repair: Treadmill Belt- Extrawork;;;Beeswax;Geo T	2	\$441.98	\$883.96
5.			Service Request Details/Notes: 2. 2x Matrix treadmills T-LS SNs: TM759C2106C00328 & TM759C2106C00389 decks showing signs of wear and reading additional amp strain on motor. Should replace belts and flip decks.			

Total **\$1,083.14**

Ways to pay



[View and pay](#)



3002 PHILIPS HWY
 JACKSONVILLE, FL 32207

CROWNPOOLSINC.COM	
Phone #	904-858-4300

Invoice

Date	Invoice #
6/9/2025	Chem Lines
Terms	Due Date
Due upon receipt	6/9/2025

Bill To
Winchester Ridge-Trails CDD Trails-CDD c/o Vesta District services 250 international Pkwy, STE 208 Lake Mary, Fl 32746

Ship To
WINCHESTER RIDGE AMENITY CENTER 15431 SPOTTED STALLION TRAIL JACKSONVILLE, FL 32234

Quantity	Description	Rate	Serviced	Amount
	Replacement of Chemical Lines	500.00		500.00
			Total Invoice	\$500.00
All Credit Card Payments will have a 3% processing fee added. BANK Debit Card WILL REMAIN free.		Payment / Credits Applied		\$0.00
A \$25.00 LATE FEE will automatically be added to account.OVER 60 days.		Invoice Balance		\$500.00

Customer Account Balance **\$500.00**

Jacksonville Daily Record

A Division of

DAILY RECORD & OBSERVER, LLC

P.O. Box 1769
Jacksonville, FL 32201
(904) 356-2466

INVOICE

June 12, 2025

Date

Attn:

Trails Community Development District c/o Vesta District Services
250 International Parkway, Suite 208
Lake Mary FL 32746

Serial # <u>25-03245D</u>	PO/File # _____	<u>\$1,059.00</u>
Notice of Public Hearing to Consider the Adoption of the Fiscal Year 2026 Budget; etc.; and Notice of Regular Board of Supervisors' Meeting		Payment Due
Trails Community Development District		<u>\$1,059.00</u>
_____		Publication Fee
Case Number _____		Amount Paid
Publication Dates <u>6/12,19</u>		Payment Due Upon Receipt
County <u>Duval</u>		For your convenience, you may remit payment online at www.jaxdailyrecord.com/send-payment .

Payment is due before the Proof of Publication is released.

If your payment is being mailed, please reference Serial # 25-03245D on your check or remittance advice.

Your notice was published on both jaxdailyrecord.com and floridapublicnotices.com.

Terms: Net 30 days from date of invoice. Past due items will accrue a finance charge of 1.5% per month thereafter. Please remit any payment due upon receipt of this invoice.

Preliminary Proof Of Legal Notice
(This is not a proof of publication.)

Please read copy of this advertisement and advise us of any necessary corrections before further publications.

**TRAILS COMMUNITY DEVELOPMENT DISTRICT
 NOTICE OF PUBLIC HEARING TO CONSIDER THE ADOPTION OF THE FISCAL YEAR 2026 BUDGET; NOTICE OF PUBLIC HEARING TO CONSIDER THE IMPOSITION OF OPERATIONS AND MAINTENANCE SPECIAL ASSESSMENTS, ADOPTION OF AN ASSESSMENT ROLL, AND THE LEVY, COLLECTION, AND ENFORCEMENT OF THE SAME; AND NOTICE OF REGULAR BOARD OF SUPERVISORS' MEETING.**

Upcoming Public Hearings, and Regular Meeting
 The Board of Supervisors ("Board") for the Trails Community Development District ("District") will hold the following two public hearings and a regular meeting:

DATE:	Thursday, July 8, 2026
TIME:	6:30 p.m.
LOCATION:	Winchester Ridge Amenity Center 15431 Spotted Stallion Trail Jacksonville, Florida 32234

The first public hearing is being held pursuant to Chapter 190, Florida Statutes, to receive public comment and objections on the District's proposed budget ("Proposed Budget") for the fiscal year beginning October 1, 2026 and ending September 30, 2026 ("Fiscal Year 2026"). The second public hearing is being held pursuant to Chapters 190 and 197, Florida Statutes, to consider the imposition of operations and maintenance special assessments ("O&M Assessments") upon the lands located within the District, to fund the Proposed Budget for Fiscal Year 2026; to consider the adoption of an assessment roll; and, to provide for the levy, collection, and enforcement of assessments. At the conclusion of the hearings, the Board will, by resolution, adopt a budget and levy O&M Assessments as finally approved by the Board. A Board meeting of the District will also be held where the Board may consider any other District business.

Description of Assessments

The District imposes O&M Assessments on benefitted property within the District for the purpose of funding the District's general administrative, operations, and maintenance budget. A geographic depiction of the property potentially subject to the proposed O&M Assessments is identified in the map attached hereto. The table below shows the schedule of the proposed O&M Assessments, which are subject to change at the hearing:

Land Use	Total # of Units	EAU Factor	Proposed Annual O&M Assessment (including collection costs & early payment discounts)
SINGLE FAMILY	656	1.00	\$1,322.07

The proposed O&M Assessments as stated include collection costs and/or early payment discounts, which Duval County ("County") may impose on assessments that are collected on the County tax bill. Moreover, pursuant to Section 197.3632(4), Florida Statutes, the lien amount shall serve as the "maximum rate" authorized by law for O&M Assessments, such that no assessment hearing shall be held or notice provided in future years unless the assessments are proposed to be increased or another criterion within Section 197.3632(4), Florida Statutes, is met. Note that the O&M Assessments do not include any debt service assessments previously levied by the District and due to be collected for Fiscal Year 2026.

For Fiscal Year 2026, the District intends to have the County tax collector collect the assessments imposed on certain developed property. It is important to pay your assessment because failure to pay will cause a tax certificate to be issued against the property which may result in loss of title, or for direct billed assessments, may result in a foreclosure action, which also may result in a loss of title. The District's decision to collect assessments on the tax roll or by direct billing does not preclude the District from later electing to collect those or other assessments in a different manner at a future time.

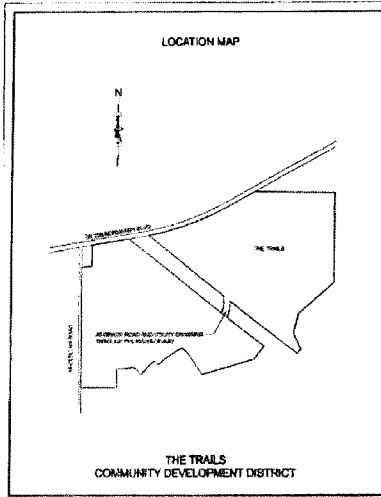
Additional Provisions

The public hearings and meeting are open to the public and will be conducted in accordance with the provisions of Florida law. A copy of the Proposed Budget, proposed assessment roll, and the agenda for the hearings and meeting may be obtained at the offices of the District Manager, located at c/o Vista District Services, 250 International Pkwy, Ste. 208, Lake Mary, FL 32746 ("District Manager's Office"), during normal business hours. The public hearings and meeting may be continued to a date, time, and place to be specified on the record at the hearings or meeting. There may be occasions when staff or board members may participate by speaker telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. 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), for aid in contacting the District Manager's Office.

Please note that all affected property owners have the right to appear at the public hearings and meeting, and may also file written objections with the District Manager's Office within twenty days of publication of this notice. Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearings or meeting is advised that person will need a record of 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 such appeal is to be based.

District Manager



BEACHES ELECTRICAL SERVICE INC.
 214 Cokesbury Ct.
 Green Cove Springs, FL 32043
 US
 +19046293182
 beacheselectricalserviceinc@gmail.com
 https://beacheselectricalserviceinc.com

Invoice



BILL TO
 Harold Burns
 Trails CDD C/O Vesta Property
 Services
 250 International Pkwy. #208
 Lake Mary, FL 32746

SHIP TO
 Harold Burns
 Trails CDD C/O Vesta Property
 Services
 15431 Spotted Stallion Trail
 Jacksonville, FL 32234

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
14910	06/18/2025	\$314.00	07/18/2025	Net 30	

SHIP DATE
 06/16/2025

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
06/16/2025	Service call	Minimum service call To replace 2 fan speed controls at the amenity center.	1	200.00	200.00
	materials	2 Fan speed controls	2	57.00	114.00

Payment is due upon completion.

BALANCE DUE

\$314.00

Total includes materials, labor and tax.
 1 year warranty

Pay invoice

VISIT OUR WEBSITE
<https://beacheselectricalserviceinc.com>

(904) 629-3182 MAIN
 (904) 406-0603 FAX

AlphaGraphics Tampa Print
4410 W Hillsborough Ave, Ste A
Tampa, FL 33614
813-875-7083
www.agtampa.com



Invoice Number: 251343

Pay Your Invoice Online
click here

Bill To:
Trails CDD c/o Vesta District Services
250 International Parkway Suite 208
Lake Mary FL 32746
Phone:
E-Mail: districtap@vestapropertyservices.com

Date: 6/20/25
Payment Due: 7/20/25
P.O.:
Taken By: Richard
Sales Rep: House Account
Account Type: Charge Account

Ship Via: USPS - Deliver to post office

Trails CDD

Quantity	Description	Price
656	Trails CDD Letter- 2 sided	\$ 200.13
656	Trails CDD #10 Window Envelopes - Print return address Validate and presort Mailing List, - Fold Insert Seal letters Deliver to post office with documentation.	\$ 465.51
656	Postage	\$ 358.85



Subtotal	1,024.49
Tax	0.00
Shipping	0.00
Total	1,024.49
Deposit (-)	0.00
Amount Due	\$1,024.49

PAYMENT TERMS: I understand all charged invoices are payable 30 days after invoice date and that a service fee of 1.5% per month will be added to all past due accounts. In the event payment is not made and account is referred to a collection agency, or if legal action is required I will pay collection and/or attorney's fees resulting from such action.
CHECK ACCEPTANCE POLICY: My signature indicates I understand and authorize AlphaGraphics to electronically debit my account on all dishonored checks plus a processing fee and any applicable taxes.
ALL DISPUTES must be addressed within 30 days of receipt of product. AlphaGraphics cannot research disputes on product older than 30 days.
CREDIT CARD ACCEPTANCE POLICY: Credit card payment may be accepted at the time of sale or within the first 30 days after release of merchandise. Credit card payments exempt from credit card payment without a processing fee.

Signature _____

Time _____

Print Name _____

Date _____

EXHIBIT 6

**Trails CDD
Check Detail
July 2025**

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3001	07/15/2025	Chantel Douglas		1101000 · Operatin...		-200.00
Bill	052125	07/14/2025			1510000 · Board of ...	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	3002	07/15/2025	Richard A Bergeron		1101000 · Operatin...		-200.00
Bill	052125	07/14/2025			1510000 · Board of ...	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	3003	07/15/2025	Terrance Douglas		1101000 · Operatin...		-200.00
Bill	052125	07/14/2025			1510000 · Board of ...	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	3004	07/15/2025	Chantel Douglas		1101000 · Operatin...		-200.00
Bill	070825	07/15/2025			1510000 · Board of ...	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	3005	07/15/2025	Corina Kay Buck		1101000 · Operatin...		-200.00
Bill	070825	07/15/2025			1510000 · Board of ...	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	3006	07/15/2025	Emilio Gonzalez		1101000 · Operatin...		-200.00
Bill	070825	07/15/2025			1510000 · Board of ...	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	3007	07/15/2025	Richard A Bergeron		1101000 · Operatin...		-200.00
Bill	070825	07/15/2025			1510000 · Board of ...	-200.00	200.00
TOTAL						-200.00	200.00

Trails CDD Check Detail July 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3008	07/15/2025	Terrance Douglas		1101000 · Operatin...		-200.00
Bill	070825	07/15/2025			1510000 · Board of ...	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	01ACH070825	07/08/2025	Republic Services -...		1101000 · Operatin...		-419.79
Bill	0687-001540866	07/01/2025			1540000 · Garbage ...	-419.79	419.79
TOTAL						-419.79	419.79
Bill Pmt -Check	01ACH071425	07/14/2025	Comcast Business ...		1101000 · Operatin...		-477.70
Bill	062025-5610	06/20/2025			1580030 · Telephon...	-477.70	477.70
TOTAL						-477.70	477.70
Bill Pmt -Check	01ACH072525	07/25/2025	Valley Bank ACH		1101000 · Operatin...		-3,441.90
Bill	7431- Jun25	05/31/2025			1580050 · R&M - A...	-665.00	665.00
					1580050 · R&M - A...	-2,671.36	2,671.36
					1510150 · Website ...	-62.00	62.00
					1580020 · Janitorial ...	-43.54	43.54
TOTAL						-3,441.90	3,441.90
Bill Pmt -Check	01ACH073025	07/30/2025	JEA		1101000 · Operatin...		-2,559.32
Bill	JUL25-007480	07/08/2025			1530000 · Utility Ser...	-1,841.09	1,841.09
					1550000 · Utility Ser...	-718.23	718.23
TOTAL						-2,559.32	2,559.32
Bill Pmt -Check	120009	07/03/2025	Envera Systems		1101000 · Operatin...		-623.92
Bill	757697	07/01/2025			1520010 · Security ...	-623.92	623.92
TOTAL						-623.92	623.92

Trails CDD Check Detail July 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	120010	07/03/2025	Future Horizons Inc		1101000 · Operatin...		-951.82
Bill	90290	06/30/2025			1560000 · Contracts...	-951.82	951.82
TOTAL						-951.82	951.82
Bill Pmt -Check	120011	07/03/2025	Kutak Rock LLP		1101000 · Operatin...		-5,422.47
Bill	3584551	06/30/2025			1510050 · District C...	-5,422.47	5,422.47
TOTAL						-5,422.47	5,422.47
Bill Pmt -Check	120012	07/07/2025	Crown Pools, Inc.		1101000 · Operatin...		-335.25
Bill	M5770	06/26/2025			1580060 · Pool Serv...	-335.25	335.25
TOTAL						-335.25	335.25
Bill Pmt -Check	120013	07/11/2025	Vesta District Servi...		1101000 · Operatin...		-6,143.17
Bill	427640	07/01/2025			1510080 · District M...	-2,369.08	2,558.88
					1510070 · Administr...	-468.63	506.17
					1510150 · Website ...	-212.09	229.08
					1510090 · Accountin...	-1,796.33	1,940.25
					1510040 · Disclosur...	-841.38	908.79
					1510030 · Assessm...	-455.66	492.17
TOTAL						-6,143.17	6,635.34
Bill Pmt -Check	120014	07/11/2025	Vesta Property Ser...		1101000 · Operatin...		-30,535.70
Bill	427622	06/30/2025			1580010 · Amenity ...	-16,177.65	16,177.65
					1156000 · Deposits	-14,358.05	14,358.05
TOTAL						-30,535.70	30,535.70
Bill Pmt -Check	120015	07/14/2025	Mason Property Se...		1101000 · Operatin...		-45.00
Bill	3071	05/22/2025			1570020 · R&M - Irri...	-45.00	45.00
TOTAL						-45.00	45.00

11:10 AM

09/02/25

Trails CDD
Check Detail
July 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	120016	07/25/2025	Jacksonville Daily ...		1101000 · Operatin...		-103.50
Bill	25-04114D	07/24/2025			1510120 · Legal Adv...	-103.50	103.50
TOTAL						-103.50	103.50
Bill Pmt -Check	120017	07/31/2025	Bland Landscaping...		1101000 · Operatin...		-1,755.61
Bill	326713	07/21/2025			1570020 · R&M - Irri...	-1,755.61	1,755.61
TOTAL						-1,755.61	1,755.61



8619 Western Way
 Jacksonville FL 32256-03606
Customer Service (904) 731-2456
 RepublicServices.com/Support

Important Information
 An upcoming invoice will reflect a rate adjustment.
 Please contact us with any questions.

Account Number 3-0687-0012356
Invoice Number 0687-001540866
Invoice Date June 16, 2025
Previous Balance \$422.16
Payments/Adjustments -\$422.16
Current Invoice Charges \$419.79

Autopayment \$419.79	Payment Due Date July 06, 2025
--------------------------------	--

PAYMENTS/ADJUSTMENTS

Description	Reference	Amount
Payment - Thank You 06/05	5555555	-\$422.16

CURRENT INVOICE CHARGES

Description	Reference	Quantity	Unit Price	Amount
Trails Cdd 15431 Spotted Stallion Trl CSA A228841164				
Jacksonville, FL Contract: 9687025 (C50)				
1 Waste Container 2 Cu Yd, 1 Lift Per Week				
Pickup Service 07/01-07/31			\$254.34	\$254.34
Administrative Fee				\$5.95
Total Fuel/Environmental Recovery Fee				\$99.70
Total Franchise - Local				\$59.80
CURRENT INVOICE CHARGES, AutoPayment due on July 06, 2025				\$419.79

Simple account access at your fingertips.

Download the Republic Services app or visit RepublicServices.com today.



8619 Western Way
 Jacksonville FL 32256-03606

Do not Pay
 * Thank You For Your Automatic Payment *

Autopayment	\$419.79
Payment Due Date	July 06, 2025
Account Number	3-0687-0012356
Invoice Number	0687-001540866

Return Service Requested

TRAILS CDD
 C/O INFRAMARK
 11555 HERON BAY BLVD
 SUITE 201
 CORAL SPRINGS FL 33076-3361

Make Checks Payable To:

REPUBLIC SERVICES #687
 PO BOX 71068
 CHARLOTTE NC 28272-1068

Hello Trails Cdd,

Thanks for choosing Comcast Business.

Your bill at a glance

For 15431 SPOTTED STALLION TRL, JACKSONVILLE, FL,
32234-2399

Previous balance		\$491.90
EFT Payment - thank you	Jun 12	-\$491.90
Balance forward		\$0.00
Regular monthly charges	Page 3	\$440.85
Taxes, fees and other charges	Page 3	\$36.85
New charges		\$477.70

Amount due \$477.70

! Thanks for paying by Automatic Payment

Your automatic payment on Jul 11, 2025, will include your amount due, plus or minus any payment related activities or adjustments, and less any credits issued before your bill due date.

Need help?

Visit business.comcast.com/help or see page 2 for other ways to contact us.

Your bill explained

- Regular monthly charges have decreased by \$10.00 as a result of service change(s) made to Internet services, Voice services, Bundled services and other regular monthly charges.
- This page gives you a quick summary of your monthly bill. A detailed breakdown of your charges begins on page 3.

Detach the bottom portion of this bill and enclose with your payment

Please write your account number on your check or money order

Do not include correspondence with payment

COMCAST
BUSINESS

1100 NORTHPOINT PKWY W PALM
BCH FL 33407-1937

TRAILS CDD
11555 HERON BAY BLVD, STE 201
CORAL SPRINGS, FL 33076

Account number	8495 74 120 1695610
Automatic payment	Jul 11, 2025
Please pay	\$477.70

Electronic payment will be applied Jul 11, 2025

COMCAST
PO BOX 71211
CHARLOTTE NC 28272-1211

849574120169561000477703




Regular monthly charges		\$440.85
Comcast Business		\$424.85
Bundled services		\$215.00
Data, Voice Package	\$334.95	
Package Includes: Business Internet 300+ and 1 Mobility Voice Line.		
Promotional Discount	-\$119.95	
TV services		\$115.00
TV Basic	\$65.95	
Business Video,		
TV Box + Remote	\$11.95	
Broadcast TV Fee	\$37.10	
Internet services		\$59.90
Static IP - 5	\$34.95	
Equipment Fee	\$24.95	
Internet.		
Voice services		\$44.95
Mobility Voice Line	\$44.95	
Business Voice.		
Other credits and discounts		-\$10.00
Automatic Payments Discount	-\$10.00	
Including Paperless Billing		

Service fees		\$16.00
Directory Listing Management	\$8.00	
Fee		
Voice Network Investment	\$8.00	

Taxes, fees and other charges		\$36.85
Other charges		\$6.91
Federal Universal Service Fund	\$3.26	
Regulatory Cost Recovery	\$3.65	

Taxes & government fees		\$29.94
Sales Tax	\$2.77	
State Communications Services	\$14.58	
Tax		
Local Communications Services	\$11.79	
Tax		
911 Fees	\$0.80	

What's included?

-  **Internet:** Fast, reliable internet on our Gig-speed network
-  **TV:** Keep your employees informed and customers entertained
-  **Voice Numbers:** (904)748-0051, (904)748-0052

Visit business.comcast.com/myaccount for more details

You've saved **\$129.95** this month with your promotional and automatic payments discounts.

INFORMATION ABOUT YOUR VALLEY ONECARD ACCOUNT

As used below, *you* and *your* refer to the account holder (i.e., the corporate customer) and *we*, *our* and *us* refer to Valley National Bank. Your Valley OneCard is issued and credit is extended by Valley National Bank.

MAKING PAYMENTS

You will pay us the total amount shown as due on each Billing Statement on or before the Payment Due Date shown on that Billing Statement. If you do not make payment in full by the payment due date, in addition to our other rights under your Agreement, we may, at our option, assess a late fee and finance charge in accordance with your Agreement. There is no right to defer any payment due on an Account. In addition, you will pay us the amount of all fees and charges according to the schedule of charges currently in effect. All charges are subject to change upon 30 days prior notice, except that any increase in charges to offset any increase in fees charged to us by any supplier for services used in delivering the services covered by your Agreement may become effective in less than 30 days.

Payments will be automatically deducted from the Valley Bank [business checking account] that you have designated. Should payment not be received for any reason, you may incur additional fees and finance charges. All credits for payments to your Account are subject to final payment by the institution on which the item of payment was drawn. Payments on your Account will be applied in the following order: finance charges, fees, your Account balance.

BALANCE COMPUTATION METHOD

[We calculate the average daily balance on your Account in two categories: (1) Purchases and (2) Cash Advances. To get the "average daily balance" for each category, we take the beginning balance of your Account for that category each day. We then add any new transactions in that category, which may include Fees and Interest. We then subtract any new payments or credits. This gives us the daily balance for each category. We then add up all the daily balances for each category for the billing cycle. We then divide the total by the number of days in the billing cycle. This gives us the Average Daily Balance for Purchases and the Average Daily Balance for Cash Advances.]

INTEREST

In the event you do not pay your balance(s) in full by the due date, your balance(s) may be subject to an interest rate or interest charges, as further described in your Agreement. Your due date is the 25th of each month. If the 25th falls on a weekend or holiday, your payment will be due the business day before the weekend/holiday. We will not charge you interest if you pay your balance(s) in full by the due date each month.

CREDIT BALANCE

Any credit balance on your Account] is money we owe you. You can make charges against this amount or request a full refund of the amount by calling us at the Contact Us number on the front of this statement.

NOTICE TO PAST-DUE CUSTOMERS:

If there is a message on this statement that your account is past due, this is an attempt to collect a debt; any information we obtain will be used for that purpose.

WHAT TO DO IF YOU THINK YOU FIND A MISTAKE ON YOUR STATEMENT

If you or a Cardholder think there is an error on your statement, call us at (844) 626-6581 international (301) 665-4442. or write to us at: PO Box 2988 Omaha, NE 68103-2988.

You must contact us within 60 days after the error appeared on your statement. Please provide us with the following information:

- *Account information:* Your name and account number.
- *Dollar amount:* The dollar amount of the suspected error.
- *Description of Problem:* Describe what you believe is wrong and why you believe it is a mistake.

While we investigate whether or not there has been an error, the following are true:

- We cannot try to collect the amount in question, or report you as delinquent on that amount.
- The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
- While you do not have to pay the amount in question, you are responsible for the remainder of your balance.
- We can apply any unpaid amount against your credit limit.

YOUR RIGHTS IF YOU ARE DISSATISFIED WITH YOUR VALLEY ONECARD PURCHASES

If you are dissatisfied with the goods or services that you have purchased with your Valley OneCard, and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase. To use this right, all of the following must be true:

1. The purchase must have been made in your home state or within 100 miles of your current mailing address, and the purchase price must have been more than \$50.
2. You must have used your Valley OneCard for the purchase. Purchases made with cash advances do not qualify.
3. You must not yet have fully paid for the purchase.

If all of the criteria above are met and you are still dissatisfied with the purchase, contact us *in writing* at PO Box 2988 Omaha, NE 68103-2988 or call us at (844) 626-6581 international (301) 665-444.

While we investigate, the same rules apply to the disputed amount as discussed above. After we finish our investigation, we will tell you our decision. At that point, if we think you owe an amount and you do not pay we may report you as delinquent.

TELEPHONE MONITORING AND RECORDING.

You acknowledge that telephone calls and other communications you provide to us may be monitored and recorded for training and quality control purposes. You agree that we may, and you authorize us to, monitor, record, retain and reproduce your telephone calls and any other communications you provide to us, regardless of how transmitted to us, as evidence of your authorization to act in connection with any Transaction, your Account or other service contemplated by this Agreement. We will not be liable for any losses or damages that are incurred as a result of these actions. We are not, however, under any obligation to monitor, record, retain or reproduce such items, unless required to do so by Applicable Law.

IMPORTANT ACCOUNT INFORMATION

\$0 - \$3,441.90 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 07/25/25. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

REWARDS SUMMARY

Previous Cashback Balance	\$16.17	THE MORE YOU SPEND, THE MORE YOU EARN \$0-\$500,000 = 0.25% \$500,001-\$1,500,000 = 0.60% \$1,500,00-\$4,000,000 = 0.75% \$4,000,001-\$12,500,000 = 0.90% \$12,500,001+ = 1.00%
Cashback Earned this Statement	\$8.60	
New Cashback Balance	\$24.77	
Your cashback will be award on	Nov 2025	

INTEREST CHARGE CALCULATION

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Type of Balance	ANNUAL PERCENTAGE RATE (APR)	Balance Subject to Interest Rate	Days in Billing Cycle	Interest Charge
Purchases	14.25% (v)	\$0.00	30	\$0.00

(v) = variable (f) = fixed

Paying Interest and Your Grace Period: We will not charge you any interest on your purchase balance on this statement if you pay your new balance amount in full by your payment due date.



J&W Heating and Air + Plumbing
 5011 Sunbeam Rd.
 Jacksonville, Florida
 32257-6131
 (904) 647-3292
 info@jandwheatingandair.com

BILL TO

Winchester Ridge Trails CDD
 15431 Spotted Stallion Trail
 Jacksonville, FL 32234 USA

INVOICE 370554	INVOICE DATE May 30, 2025
--------------------------	-------------------------------------

JOB ADDRESS

Winchester Ridge Trails CDD
 15431 Spotted Stallion Trail
 Jacksonville, FL 32234 USA

Completed Date: 5/31/2025
Payment Term: Due Upon Receipt
Due Date: 5/30/2025

DESCRIPTION OF WORK

Upon arrival found belt completely worn out need to order. 2 aX 50 belts total \$665 paid via credit card was able to tighten current belt to get system to be quieter. System is currently cooling until belt can be changed.

TASK	DESCRIPTION	QTY	PRICE	TOTAL
DI-DIAC	Diagnostic Commercial 1st Hour Covered	1.00	\$130.00	\$130.00
M-BR	Belt Replacement	1.00	\$535.00	\$535.00

PAID ON	TYPE	MEMO	AMOUNT
5/30/2025	MasterCard		\$665.00

POTENTIAL SAVINGS	\$53.50
SUB-TOTAL	\$665.00
TAX	\$0.00
TOTAL DUE	\$665.00
PAYMENT	\$665.00
BALANCE DUE	\$0.00

Thank you for choosing J&W Heating and Air + Plumbing for your home comfort and plumbing needs.

CUSTOMER AUTHORIZATION

J&W Heating and Air + Plumbing will provide service at the above address for the contract period of days.

Should Customer require any other warranty service, for breakdowns or any other warranty problems, Customer must contact J&W Heating and Air + Plumbing to schedule an appointment. Work will only be completed during regular business hours.

J&W Heating and Air + Plumbing will replace parts at no cost, provided those parts are covered under the manufacturer's warranty. Payment for parts not covered by the warranty is the sole responsibility of the Customer.

24 Hour emergency service subjective to J&W Heating and Air + Plumbing rates and availability.

This package does not cover any preexisting conditions on any of the equipment not listed above.

This proposal is valid for the next 14 days.

J&W Heating and Air + Plumbing is not responsible for loss or damage due to service by another company or individual, power loss, water, acts of God, or any other situation not in J&W Heating and Air + Plumbing control.

By signing Customer agrees to the terms of services by J&W Heating and Air + Plumbing.

CONSENT TO CONTACT: By entering into this Service Order and providing your telephone number (including any cellular or mobile telephone number, and email address), you expressly consent and permit J&W Heating and Air + Plumbing (or our representatives on our behalf) to contact you by phone (via live operator, text message, artificial or prerecorded voice or automatic telephone dialing system), to schedule and provide products and services associated with your purchase or service and for any other purpose related to your account, including collection of account by J&W Heating and Air + Plumbing or a collection agency on behalf of J&W Heating and Air + Plumbing. You consent to receive future communications and advertising about the products and services we offer via phone, text message, email, or mail. You consent and agree that we may provide your contact information to our third party partners for use in marketing related products, services and extended warranties to you. Message and data rates may apply. You may contact us anytime to change these preferences. By executing this Service Order, you authorize J&W Heating and Air + Plumbing (or our representatives on our behalf) to send you advertisements or telemarketing calls or messages using an automatic telephone dialing system or an artificial or prerecorded voice to any telephone number you provide (including any residential, cellular or mobile telephone number). You are not required to agree to receive advertisements or telemarketing calls or messages as a condition of purchasing any property, goods, or services.

CONSENT TO RECORD: Calls and in-person appointments are recorded to ensure we provide our customers with the best service.

Sign here

Date

CUSTOMER ACKNOWLEDGEMENT

I find and agree that all work performed by J&W Heating and Air + Plumbing has been completed in a satisfactory and workmanlike manner. I have been given the opportunity to address concerns and/or discrepancies in the work provided, and I either have no such concerns or have found no discrepancies or they have been addressed to my satisfaction. My signature here signifies my full and final acceptance of all work performed by the contractor. I understand that the payment is due upon receipt and I agree to pay this invoice immediately.

Sign here

Date

I authorize J&W Heating and Air + Plumbing to charge the agreed amount to my credit card provided herein. I agree that I will pay for this purchase in accordance with the issuing bank cardholder agreement.

Sign here



Date 5/30/2025



J&W Heating and Air + Plumbing
 5011 Sunbeam Rd.
 Jacksonville, Florida
 32257-6131
 (904) 647-3292
 info@jandwheatingandair.com

BILL TO

Winchester Ridge Trails CDD
 15431 Spotted Stallion Trail
 Jacksonville, FL 32234 USA

INVOICE	INVOICE DATE
371564	Jun 13, 2025

JOB ADDRESS

Winchester Ridge Trails CDD
 15431 Spotted Stallion Trail
 Jacksonville, FL 32234 USA

Completed Date:
Payment Term: Due Upon Receipt

DESCRIPTION OF WORK

Replaced indoor unit blower motor. Cleaned drain. Checked pressures and operations. System operating normally at this time.

TASK	DESCRIPTION	QTY	PRICE	TOTAL
P-RSI	Commercial blower motor replacement at member price.	1.00	\$2,671.36	\$2,671.36

PAID ON	TYPE	MEMO	AMOUNT
6/13/2025	MasterCard		\$2,671.36

POTENTIAL SAVINGS	\$0.00
SUB-TOTAL	\$2,671.36
TAX	\$0.00
TOTAL DUE	\$2,671.36
PAYMENT	\$2,671.36
BALANCE DUE	\$0.00

Thank you for choosing J&W Heating and Air + Plumbing for your home comfort and plumbing needs.

CUSTOMER AUTHORIZATION

J&W Heating and Air + Plumbing will provide service at the above address for the contract period of days.

Should Customer require any other warranty service, for breakdowns or any other warranty problems. Customer must contact J&W Heating and Air + Plumbing to schedule an appointment. Work will only be completed during regular business

hours.

J&W Heating and Air + Plumbing will replace parts based on the manufacturer's warranty, provided those parts are covered under the manufacturer's warranty. Payment for parts not covered by the warranty is the sole responsibility of the Customer. Labor charges may apply to warranty repairs.

24 Hour emergency service subjective to J&W Heating and Air + Plumbing rates and availability.

This package does not cover any preexisting conditions on any of the equipment not listed above.

This proposal is valid for the next 14 days.

J&W Heating and Air + Plumbing is not responsible for loss or damage due to service by another company or individual, power loss, water, acts of God, or any other situation not in J&W Heating and Air + Plumbing control.

By signing Customer agrees to the terms of services by J&W Heating and Air + Plumbing.

CONSENT TO CONTACT: By entering into this Service Order and providing your telephone number (including any cellular or mobile telephone number, and email address), you expressly consent and permit J&W Heating and Air + Plumbing (or our representatives on our behalf) to contact you by phone (via live operator, text message, artificial or prerecorded voice or automatic telephone dialing system), to schedule and provide products and services associated with your purchase or service and for any other purpose related to your account, including collection of account by J&W Heating and Air + Plumbing or a collection agency on behalf of J&W Heating and Air + Plumbing. You consent to receive future communications and advertising about the products and services we offer via phone, text message, email, or mail. You consent and agree that we may provide your contact information to our third party partners for use in marketing related products, services and extended warranties to you. Message and data rates may apply. You may contact us anytime to change these preferences. By executing this Service Order, you authorize J&W Heating and Air + Plumbing (or our representatives on our behalf) to send you advertisements or telemarketing calls or messages using an automatic telephone dialing system or an artificial or prerecorded voice to any telephone number you provide (including any residential, cellular or mobile telephone number). You are not required to agree to receive advertisements or telemarketing calls or messages as a condition of purchasing any property, goods, or services.

CONSENT TO RECORD: Calls and in-person appointments are recorded to ensure we provide our customers with the best service.

Sign here



Date 6/13/2025

CUSTOMER ACKNOWLEDGEMENT

I find and agree that all work performed by J&W Heating and Air + Plumbing has been completed in a satisfactory and workmanlike manner. I have been given the opportunity to address concerns and/or discrepancies in the work provided, and I either have no such concerns or have found no discrepancies or they have been addressed to my satisfaction. My signature here signifies my full and final acceptance of all work performed by the contractor. I understand that the payment is due upon receipt and I agree to pay this invoice immediately.

Sign here



Date 6/13/2025

I authorize J&W Heating and Air + Plumbing to charge the agreed amount to my credit card provided herein. I agree that I will pay for this purchase in accordance with the issuing bank cardholder agreement.

Sign here

A handwritten signature in black ink, appearing to be 'Z. B. S.', written over a horizontal line.

Date 6/13/2025



[Print](#)

Billing Activity - Invoices

Trails Community Development District-Vesta Distr
Attn: Harold Burns
250 international Pkwy, Ste. 208
Suite 101
Lake Mary FL 32746
US
P.: 904 316-3075

Today's Date: 08/28/2025
User Name:

Invoices from 05/21/2025 to 08/21/2025

Date	Description	Charge Amount	Credit Amount
08/21/2025	Invoice #1755765586	\$62.00	
	Constant Contact - Core		
	501-1500 Contacts		
	Highest contact count: 518	\$62.00	
	From 07/21/2025 to 08/21/2025		
07/21/2025	Invoice #1753087176	\$62.00	
	Constant Contact - Core		
	501-1500 Contacts		
	Highest contact count: 518	\$62.00	
	From 06/21/2025 to 07/21/2025		
06/21/2025	Invoice #1750495370	\$62.00	
	Constant Contact - Core		
	501-1500 Contacts		
	Highest contact count: 516	\$62.00	
	From 05/21/2025 to 06/21/2025		
05/21/2025	Invoice #1747816567	\$56.00	
	Constant Contact - Email		
	501-1500 Contacts		
	Highest contact count: 516	\$56.00	
	From 04/21/2025 to 05/21/2025		

Billing questions? [Contact Support](#)
Constant Contact - 890 Winter St - Waltham, MA 02451 US

DOLLAR GENERAL STORE #17724
14837 NORMANDY BLVD,
JACKSONVILLE, FL 32234
(904) 717-0264
SALE TRANSACTION

S RAID WASP HORNET 46500765889	\$11.00
S RAID WASP HORNET 46500765889	\$11.00
S MR CLEAN 4OCT NIT 11171231254	\$9.25
S MR CLEAN 4OCT NIT 11171231254	\$9.25

Tax: \$40.50 @ 7.5% \$3.04
Balance to pay \$43.54
MasterCard \$43.54
Quotient Scheme Number: ** **** 3075

Mastercard *****0940
Type: CONTACTLESS Auth Code: 026568
MID: *****27013 TID: ****6000
TOTAL PURCHASE \$43.54

Save Time. Save Money.
Every Day! At Dollar General

STORE	TILL	TRANS.	DATE
17724	1	387086	06-26-25 8:09 AM

Your cashier was: SONIA



99902177240013870868



225 N. Pearl St.
Jacksonville, FL
32202-4513

Phone: (904) 665-6000

Online: jea.com



TRAILS COMMUNITY DEVELOPMENT DISTRICT

Account #: 0715007480
Bill Date: 07/08/25
Cycle: 06

Amount Due
\$2,559.32

Do not pay. AutoPay will process your payment on 07/30/25.

TOTAL SUMMARY OF CHARGES

Electric	\$	1,841.09
Water		229.81
Sewer		459.44
Irrigation		28.98
Total New Charges	\$	2,559.32

(A complete breakdown of charges can be found on the following pages.)

Previous Balance	\$	2,691.14
Payment(s) Received		-2,691.14
Balance Before New Charges		0.00
New Charges		2,559.32

Do not pay. AutoPay will process your payment on 07/30/25. \$ 2,559.32



- Electric \$1,841.09
- Water \$229.81
- Sewer \$459.44
- Irrigation \$28.98

MESSAGES



Visit jea.com to make sure your contact info is current so we can reach you with important service updates and during severe weather.



JEA's 2024 Water Quality report is available at jea.com/WQR2024. This report contains important information about the source and quality of your drinking water. To request a paper copy, email your address to waterquality@jea.com or call 665-6000.

PLEASE DETACH AND RETURN PAYMENT STUB BELOW WITH TOTAL DUE IN ENVELOPE PROVIDED.

Additional information on reverse side. →



- Check here for telephone/mail address correction and fill in on reverse side.
- Add \$_____ to my monthly bill: \$_____ for Neighbor to Neighbor and/or \$_____ for the Prosperity Scholarship Fund. I will notify JEA when I no longer wish to contribute.

Acct #: **0715007480**

Bill Date: **07/08/25**

Do not pay. AutoPay will process your payment on 07/30/25.	TOTAL AMOUNT PAID
\$2,559.32	

TRAILS COMMUNITY DEVELOPMENT DISTRICT

250 INTERNATIONAL PKWY STE 208
LAKE MARY FL 32746-5062



TRAILS COMMUNITY DEVELOPMENT DISTRICT

Account #: 0715007480 Bill Date: 07/08/25 Cycle: 06

Phone: (904) 665-6000

Online: jea.com

ELECTRIC SERVICE

Billing Rate: General Service
 Service Address: 15431 SPOTTED STALLION TRL
 Service Period: 06/03/25 - 07/02/25 Reading Date: 07/02/25
 Service Point: Commercial - Electric

Meter Number	Days Billed	Current Reading	Reading Type	Meter Constant	Consumption
22953185	29	12748	Regular	40	7520 KWH
22953185	29	.56	Regular	40	22.40 KW

Basic Monthly Charge \$ 23.00
 Energy Charge (\$0.0667 per kWh) 501.58
 Tax Exempt Fuel Cost (\$0.03614 per kWh) 271.77
 Taxable Fuel Cost (\$0.00511 per kWh) 38.43
 City of Jacksonville Franchise Fee 25.04
 Gross Receipts Tax 22.05

Total Current Electric Charges \$ 881.87

WATER SERVICE

Billing Rate: Commercial Water Service
 Service Address: 15431 SPOTTED STALLION TRL
 Service Period: 06/02/25 - 07/01/25 Reading Date: 07/01/25
 Service Point: Commercial - Water/Sewer

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
85979421	29	4212	Regular	1 1/2	57000 GAL

Basic Monthly Charge \$ 48.70
 Water Consumption Charge 174.42
 City of Jacksonville Franchise Fee 6.69

Total Current Water Charges \$ 229.81

SEWER SERVICE

Billing Rate: Commercial Sewer Service
 Service Address: 15431 SPOTTED STALLION TRL
 Service Period: 06/02/25 - 07/01/25 Reading Date: 07/01/25
 Service Point: Commercial - Water/Sewer

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
85979421	29	4212	Regular	1 1/2	57000 GAL

Basic Monthly Charge \$ 167.90
 Sewer Usage Charge 278.16
 City of Jacksonville Franchise Fee 13.38

Total Current Sewer Charges \$ 459.44

ELECTRIC SERVICE

Billing Rate: General Service
 Service Address: 15796 NORMANDY BV APT SL01
 Service Period: 06/03/25 - 07/02/25 Reading Date: 07/02/25
 Service Point: Arealight 01- Metered

Meter Number	Days Billed	Current Reading	Reading Type	Meter Constant	Consumption
24111930	29	65	Regular	1	0 KWH

Basic Monthly Charge \$ 23.00
 City of Jacksonville Franchise Fee 0.69
 Gross Receipts Tax 0.61

Total Current Electric Charges \$ 24.30

ELECTRIC SERVICE

Billing Rate: General Service
 Service Address: 15796 NORMANDY BV APT SL02
 Service Period: 06/03/25 - 07/02/25 Reading Date: 07/02/25
 Service Point: Arealight 02 - Metered

Meter Number	Days Billed	Current Reading	Reading Type	Meter Constant	Consumption
24067363	29	3860	Regular	1	61 KWH

Basic Monthly Charge \$ 23.00
 Energy Charge (\$0.0667 per kWh) 4.07
 Tax Exempt Fuel Cost (\$0.03614 per kWh) 2.20
 Taxable Fuel Cost (\$0.00511 per kWh) 0.31
 City of Jacksonville Franchise Fee 0.89
 Gross Receipts Tax 0.78

Total Current Electric Charges \$ 31.25

ELECTRIC SERVICE

Billing Rate: General Service
 Service Address: 6021 WINDING MARE BV APT IR01
 Service Period: 06/03/25 - 07/02/25 Reading Date: 07/02/25
 Service Point: Irrigation 1 - Electric

Meter Number	Days Billed	Current Reading	Reading Type	Meter Constant	Consumption
24065140	29	11977	Regular	1	1391 KWH

Basic Monthly Charge \$ 23.00
 Energy Charge (\$0.0667 per kWh) 92.78
 Tax Exempt Fuel Cost (\$0.03614 per kWh) 50.27
 Taxable Fuel Cost (\$0.00511 per kWh) 7.11
 City of Jacksonville Franchise Fee 5.19
 Gross Receipts Tax 4.57

Total Current Electric Charges \$ 182.92



TRAILS COMMUNITY DEVELOPMENT DISTRICT

Account #: 0715007480 Bill Date: 07/08/25 Cycle: 06

Phone: (904) 665-6000

Online: jea.com

ELECTRIC SERVICE

Billing Rate: General Service
 Service Address: 6040 WINDING MARE BV APT IR01
 Service Period: 06/03/25 - 07/02/25 Reading Date: 07/02/25
 Service Point: Irrigation 1 - Electric

Meter Number	Days Billed	Current Reading	Reading Type	Meter Constant	Consumption
24067347	29	32277	Regular	1	538 KWH

Basic Monthly Charge	\$ 23.00
Energy Charge (\$0.0667 per kWh)	35.88
Tax Exempt Fuel Cost (\$0.03614 per kWh)	19.44
Taxable Fuel Cost (\$0.00511 per kWh)	2.75
City of Jacksonville Franchise Fee	2.43
Gross Receipts Tax	2.14

Total Current Electric Charges \$ 85.64

ELECTRIC SERVICE

Billing Rate: General Service
 Service Address: 6187 WINDING MARE BV APT FS01
 Service Period: 06/03/25 - 07/02/25 Reading Date: 07/02/25
 Service Point: Commercial - Electric

Meter Number	Days Billed	Current Reading	Reading Type	Meter Constant	Consumption
24319269	29	54705	Regular	1	1516 KWH

Basic Monthly Charge	\$ 23.00
Energy Charge (\$0.0667 per kWh)	101.12
Tax Exempt Fuel Cost (\$0.03614 per kWh)	54.79
Taxable Fuel Cost (\$0.00511 per kWh)	7.75
City of Jacksonville Franchise Fee	5.60
Gross Receipts Tax	4.93

Total Current Electric Charges \$ 197.19

ELECTRIC SERVICE

Billing Rate: General Service
 Service Address: 6070 WINDING MARE BV APT IR01
 Service Period: 06/03/25 - 07/02/25 Reading Date: 07/02/25
 Service Point: Irrigation 1 - Electric

Meter Number	Days Billed	Current Reading	Reading Type	Meter Constant	Consumption
26020424	29	16977	Regular	1	1445 KWH

Basic Monthly Charge	\$ 23.00
Energy Charge (\$0.0667 per kWh)	96.38
Tax Exempt Fuel Cost (\$0.03614 per kWh)	52.22
Taxable Fuel Cost (\$0.00511 per kWh)	7.38
City of Jacksonville Franchise Fee	5.37
Gross Receipts Tax	4.73

Total Current Electric Charges \$ 189.08

IRRIGATION SERVICE

Billing Rate: Commercial Irrigation Service
 Service Address: 8145 MCCLELLAND RD APT IR01
 Service Period: 06/05/25 - 07/08/25 Reading Date: 07/08/25
 Service Point: Irrigation 1 - Commercial

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
91398507	33	293	Regular	3/4	3000 GAL

Basic Monthly Charge	\$ 17.67
Tier 1 Consumption (1 - 7 Kgal @ \$3.49 kgal)	10.47
City of Jacksonville Franchise Fee	0.84

Total Current Irrigation Charges \$ 28.98

ELECTRIC SERVICE

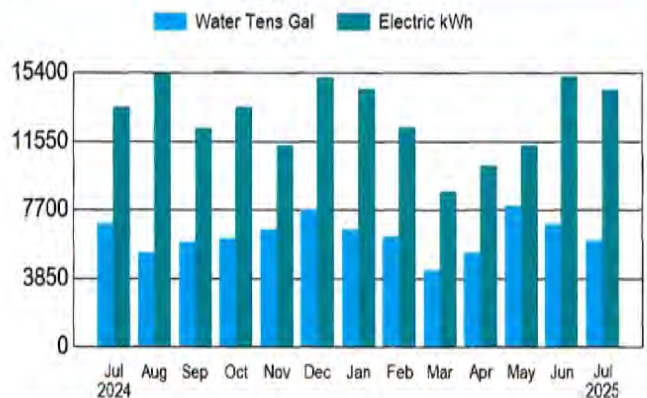
Billing Rate: General Service
 Service Address: 6186 WINDING MARE BV APT FS01
 Service Period: 06/03/25 - 07/02/25 Reading Date: 07/02/25
 Service Point: Commercial - Electric

Meter Number	Days Billed	Current Reading	Reading Type	Meter Constant	Consumption
24319193	29	31621	Regular	1	1969 KWH

Basic Monthly Charge	\$ 23.00
Energy Charge (\$0.0667 per kWh)	131.33
Tax Exempt Fuel Cost (\$0.03614 per kWh)	71.16
Taxable Fuel Cost (\$0.00511 per kWh)	10.06
City of Jacksonville Franchise Fee	7.07
Gross Receipts Tax	6.22

Total Current Electric Charges \$ 248.84

CONSUMPTION HISTORY



	1 Year Ago	Last Month	This Month	Average Daily
Total kWh Used	13,464	15,185	14,440	498
Total Gallons Used	69,000	69,000	60,000	2,069

Envera

8281 Blaikie Court
Sarasota, FL 34240
(941) 556-7066

<h1>Invoice</h1>	
Invoice Number 757697	Date 07/01/2025
Customer Number 400481	Due Date 08/01/2025

Page: 1

Customer Name	Customer Number	PO Number	Invoice Date	Due Date
Trails CDD	400481		07/01/2025	08/01/2025

Quantity	Description	Months	Rate	Amount
<i>2539 - CCTV - Trails CDD - 15431 Spotted Stallion Trail, Jacksonville, FL</i>				
1.00	Active Video Monitoring 08/01/2025 - 08/31/2025	1.00	\$425.00	\$425.00
1.00	Service & Maintenance 08/01/2025 - 08/31/2025	1.00	\$198.92	\$198.92
			Subtotal:	\$623.92
			Tax	\$0.00
			Payments/Credits Applied	\$0.00
			Invoice Balance Due:	\$623.92

Date	Invoice #	Description	Amount	Balance Due
7/1/2025	757697	Monitoring Services	\$623.92	\$623.92

Envera

8281 Blaikie Court
Sarasota, FL 34240
(941) 556-7066

<h1>Invoice</h1>	
Invoice Number 757697	Date 07/01/2025
Customer Number 400481	Due Date 08/01/2025

Net Due: \$623.92

Amount Enclosed: _____

Trails CDD
C/O Vesta District Services
250 International Parkway
Lake Mary, FL 32746

REMIT TO: Envera
PO Box 2086
Hicksville, NY 11802

Future Horizons, Inc

403 N First Street
 PO Box 1115
 Hastings, FL 32145
 USA

Voice: 904-692-1187
 Fax: 904-692-1193

INVOICE

Invoice Number: 90290
 Invoice Date: Jun 30, 2025
 Page: 1

Bill To:
Trails Community Development District c/o Vesta Property Services 250 International Parkway, Ste 208 Lake Mary, FL 32746

Ship to:
Trails Community c/o Rizzetta & Company 3434 Colwell Avenue, Suite#200 Tampa, FL 33614

Customer ID	Customer PO	Payment Terms	
Trails01	Per Contract	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Hand Deliver		7/30/25

Quantity	Item	Description	Unit Price	Amount
1.00	Aquatic Weed Control	Aquatic Weed Control services	370.00	370.00
1.00	Aquatic Weed Control	Aquatic Weed Control services in "Phase 2"	482.40	482.40
1.00	Aquatic Weed Control	Aquatic Weed Control - Addendum, adding two more ponds in Phase Two	42.99	42.99
1.00	Aquatic Weed Control	Aquatic Weed Control Unit 5, Ponds 4 and 5	56.43	56.43

Subtotal	951.82
Sales Tax	
Freight	
Total Invoice Amount	951.82
Payment/Credit Applied	
TOTAL	951.82

Check/Credit Memo No:

Overdue invoices are subject to finance charges.

KUTAK ROCK LLP

TALLAHASSEE, FLORIDA

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

June 30, 2025

Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

ACH/Wire Transfer Remit To:

ABA #104000016

First National Bank of Omaha

Kutak Rock LLP

A/C # 24690470

Reference: Invoice No. 3584551

Client Matter No. 20723-1

Notification Email: eftgroup@kutakrock.com

The Trails CDD
c/o Vest Property Services
Suite 208
250 International Parkway
Lake Mary, FL 32746

Invoice No. 3584551

20723-1

Re: The Trails CDD - General Counsel

For Professional Legal Services Rendered

03/07/25	W. Haber	0.80	268.00	Confer with JEA representative regarding appraisals; confer with Harvey regarding various matters
03/10/25	W. Haber	0.50	167.50	Prepare for Board meeting confer with district manager regarding same
03/11/25	W. Haber	3.90	1,306.50	Prepare for and participate in Board meeting
03/15/25	J. Johnson	0.50	192.50	Monitor legislative process relating to matters impacting special districts
03/18/25	W. Haber	0.30	100.50	Review and respond to correspondence regarding request from JEA for easements
03/21/25	W. Haber	0.40	134.00	Review correspondence regarding trespass; confer with Douglas regarding same
03/26/25	W. Haber	0.20	67.00	Review correspondence regarding trespass and removal of trees
03/27/25	W. Haber	0.20	67.00	Review and respond to audit inquiry
03/28/25	P. Avrett	0.40	64.00	Coordinate response to auditor letter
03/28/25	W. Haber	2.60	871.00	Review correspondence regarding Inframark termination; confer with

KUTAK ROCK LLP

Trails CDD (The)
June 30, 2025
Client Matter No. 20723-1
Invoice No. 3584551
Page 2

				various parties regarding same; respond to audit inquiry
03/31/25	W. Haber	1.30	435.50	Confer with Harvey regarding termination; confer with various parties regarding bids
04/02/25	W. Haber	1.10	368.50	Confer with Harvey, McGaffney, and Oliver regarding management bids and related matters
04/11/25	W. Haber	1.10	368.50	Confer with individuals regarding district management contracts; review resident correspondence
04/12/25	G. Lovett	0.50	132.50	Monitor legislative process relating to matters impacting special districts
04/14/25	W. Haber	0.20	67.00	Confer with representative from GMS for representation
04/28/25	W. Haber	0.50	167.50	Review proposal; confer with GMS representatives
04/29/25	W. Haber	0.50	167.50	Confer with GMS and Harvey regarding proposal and May meeting

TOTAL HOURS 15.00

TOTAL FOR SERVICES RENDERED \$4,945.00

DISBURSEMENTS

Computer Research	2.95
Meals	10.69
Travel Expenses	132.61

TOTAL DISBURSEMENTS 146.25

TOTAL CURRENT AMOUNT DUE \$5,091.25

UNPAID INVOICES:

March 5, 2025 Invoice No. 3535699 331.22

TOTAL DUE \$5,422.47



3002 PHILIPS HWY
 JACKSONVILLE, FL 32207

Invoice

CROWNPOOLSINC.COM	
Phone #	904-858-4300

PAST DUE

Date	Invoice #
6/26/2025	M5770
Terms	Due Date
Due upon receipt	6/26/2025

Bill To
Winchester Ridge-Trails CDD Trails-CDD c/o Vesta District services 250 international Pkwy, STE 208 Lake Mary, Fl 32746

Ship To
WINCHESTER RIDGE AMENITY CENTER 15431 SPOTTED STALLION TRAIL JACKSONVILLE, FL 32234

Quantity	Description	Rate	Serviced	Amount
1	BUCKET OF TRI-CHLOR	335.25	6/26/2025	335.25
			Total Invoice	\$335.25
All Credit Card Payments will have a 3% processing fee added. BANK Debit Card WILL REMAIN free.		Payment / Credits Applied		\$0.00
A \$25.00 LATE FEE will automatically be added to account.OVER 60 days.		Invoice Balance		\$335.25

Customer Account Balance

\$335.25



250 International Parkway, Suite 208
Lake Mary, FL 32746
TEL: 321-263-0132

Invoice

Date 07/01/2025
Invoice # 427640

Bill To

Trails Community Development District
c/o Vesta District Services
250 International Parkway, STE 208
Lake Mary FL 32746

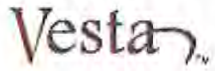
In Reference To:

Monthly contracted management fees, as follows:

**PLEASE REMIT PAYMENT TO CORPORATE HEADQUARTERS:
VESTA DISTRICT SERVICES
c/o Vesta Property Services, Inc.
245 Riverside Avenue, Suite 300
Jacksonville, FL 32202**

Description	Quantity	Rate	Amount
District Management Services	1	6,143.17	6,143.17

Total 6,143.17



Invoice

Vesta Property Services, Inc.
245 Riverside Avenue
Suite 300
Jacksonville FL 32202

Invoice # 427622
Date 06/30/2025
Terms Net 30
Due Date 07/30/2025
Memo Monthly Services

Bill To

Trails C.D.D.
c/o Vesta Property Services
245 Riverside Avenue, STE 300
Jacksonville FL 32202

Description	Quantity	Rate	Amount
June Payroll Fees	1	12,590.25	12,590.25
Subcontracted Fees for Operations Oversight -FCS Management Group	1	3,587.40	3,587.40
First month deposit (refundable at contract term)	1	14,358.05	14,358.05
Total			30,535.70



Cost Detail		
LADR Item	Expense	Totals
Wages		
Gross Wages		\$8,709.49
Onboarding	\$ 127.92	
Holiday	\$ -	
Vacation	\$ -	
Holiday Worked	\$ -	
Exp. Reimb.	\$ 100.00	
Subtotal		\$8,937.41
Non-Wage Benefits		
Basic ADD	\$0.00	
Basic Life	\$0.00	
HSA Employer	\$0.00	
Medical Memo	\$0.00	
Tot Non-Wage Benefit		\$0.00
Taxes & WC		
FUTA	\$53.03	
Medicare	\$128.14	
Social Sec	\$547.91	
FL SUI	\$13.25	
Worker's Comp	\$133.39	
Total Tax & WC		\$875.72
Total from LADR		\$9,813.13

Trails/Winchester Ridge
Date 05-28-2025 to 06-30-2025
Invoice Detail

Paycom Labor Allocation Detail Report	
Total Wages	\$8,937.41
Total Non-Wage Benefits	\$0.00
Total Tax & Worker's Comp	\$875.72
Total from LADR	\$9,813.13
Subtotal	\$9,813.13
Cost Plus Fee Multiplier	1.283
Total Cost Plus Invoice	\$12,590.25
Misc Billable Pass Thru Items Not On LADR	
Sub Contract with FCS Mgmt Group (Amenity Mgmt) 5/28-6/30	\$3,587.40
First Month Deposit (Refundable at Contract Term)	\$14,358.05
Total Misc. Pass Thru Items	\$17,945.45
Total Cost Plus Invoice	\$30,535.70

Mason Backflow

752 Hibernia Forest Drive
Fleming Island, FL 32003
(904) 654-3866



To:
Trails CDD (Harold Burns)
15431 Spotted Stallion Trl
Baldwin, FL 32234

p: (904) 748-0051

Invoice #	3071
Invoice Date	05/22/2025
Payment Term	Due On Receipt
Date of Service	05/21/2025
Amount Due	\$45.00

Item		Quantity	Price	Line Total
JEA Annual Backflow Testing, Certification and Submitted required test paperwork to water Purveyor (includes JEA fee to upload to lbackflow portal)	15431 Spotted Stallion Trl	05/21/25 1.0	\$45.00	\$45.00

Subtotal:	\$45.00
Tax:	\$0.00
Past Due Amount:	\$0.00
Amount Due:	\$45.00

Meter# 85979421 Backflow device: 1.5" Wilkins 975XL2 Serial #2529919- Passed

Notes

Thank You For Your Business! Now that you're in our database, to ensure continued compliance, we will reach out to you the month before your due date to schedule your next annual test and confirm your approval.

**BLAND
LANDSCAPING
CO.**

P.O. Box 727
Apex, NC 27502



Phone: 919-387-0010
Fax: 919-387-0690
Billing Inquiry:
arumfelt@blandlandscaping.com

BILL TO
Vesta Property Services 250 International Parkway Suite 208 Lake Mary, FL 32746
Phone:

PROPERTY ADDRESS
Trails CDD 15431 Spotted Stallion Trail Jacksonville, FL 32234

INVOICE 326713
INVOICE DATE 07/21/2025

INVOICE	TERMS
07/21/2025	NET 30
DESCRIPTION	PRICE
07/21/2025: WORK ORDER: 141545 06/18/25 Irrigation Inspection Repairs	\$1,755.61
INVOICE GRAND TOTAL	\$1,755.61
PRINTED 07/21/2025 07/30/2025	

PROPERTY
10941

AMOUNT
\$1,755.61

INVOICE
326713

INVOICE DATE
07/21/2025

**BLAND
LANDSCAPING
CO.**

Remit to:
Bland Landscaping Co. Inc.
P.O. Box 727
Apex, NC 27502



Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

P.O. Box 2177
Jacksonville, FL 32203
(904) 356-2466

INVOICE

July 24, 2025

Date

Attn:

Trails Community Development District c/o Vesta District Services
250 International Parkway, Suite 208
Lake Mary FL 32746

Serial # 25-04114D	PO/File # _____	\$103.50
Board of Supervisors Meeting Dates		Payment Due
_____		\$103.50
Trails Community Development District		Publication Fee
_____		Amount Paid
Case Number _____		
Publication Dates 7/24		
County Duval		

***Payment is due before
the Proof of Publication
is released.***

Payment Due Upon Receipt
For your convenience, you
may remit payment online at
[www.jaxdailyrecord.com/
send-payment](http://www.jaxdailyrecord.com/send-payment).

If your payment is being
mailed, please reference
Serial # 25-04114D on your
check or remittance advice.

Your notice was published on both jaxdailyrecord.com and floridapublicnotices.com.

Terms: Net 30 days from date of invoice. Past due items will accrue a finance charge of 1.5% per month thereafter.
Please remit any payment due upon receipt of this invoice.

Preliminary Proof Of Legal Notice
(This is not a proof of publication.)

Please read copy of this advertisement and advise us of any necessary corrections before further publications.

**BOARD OF SUPERVISORS
MEETING DATES
TRAILS COMMUNITY
DEVELOPMENT DISTRICT
FISCAL YEAR 2025-2026**

The Board of Supervisors of the Trails Community Development District will hold their regular meetings for Fiscal Year 2025-2026 at Winchester Ridge Amenity Center, 15431 Spotted Stallion Trail Jacksonville, FL 32234, at 6:00 p.m. unless otherwise indicated as follows:

Tuesday, October 14, 2025

Tuesday, January 13, 2026

Tuesday, March 10, 2026 -

Draft Budget

Tuesday, April 14, 2026 -

Approve Budget

Tuesday, July 14, 2026 -

Adopt Budget

Tuesday, September 14, 2026

The meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. The meetings may be continued to a date, time, and place to be specified on the record at the meeting. A copy of the agenda for these meetings may be obtained from 250 International Parkway, Suite 208, Lake Mary, Florida 32746 or by calling (321) 263-0132.

There may be occasions when one or more Supervisors or staff will participate by telephone. Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (321) 263-0132 at least 48 hours prior to the meeting. 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), for aid in contacting the District Office.

A person who decides to appeal any decision made at the meeting with respect to any matter considered at the meeting 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 such appeal is to be based.

District Manager

Jul. 24 00 (25-04114D)

EXHIBIT 7

**AGREEMENT BETWEEN THE TRAILS COMMUNITY DEVELOPMENT DISTRICT
AND POOL LIFT SPECIALISTS, LLC FOR INSTALLATION OF ADA POOL LIFT**

THIS AGREEMENT (the “**Agreement**”) is made and entered into this ___ day of August, 2025 (the “**Effective Date**”), by and between:

THE TRIALS COMMUNITY DEVELOPMENT DISTRICT, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, being situated in the City of Jacksonville, Duval County, Florida, and whose mailing address is 250 International Parkway, Suite 208, Lake Mary, Florida 32746 (the “**District**”); and

POOL LIFT SPECIALISTS, LLC, a Florida limited liability company, with a mailing address of 11099 SW Carriage Hill Lane, Port St. Lucie, Florida 34987 (the “**Contractor**,” together with the District the “**Parties**”).

RECITALS

WHEREAS, the District is a local unit of special-purpose government established pursuant to the Uniform Community Development District Act of 1980, as codified in Chapter 190, *Florida Statutes* (the “**Act**”), by ordinance adopted by City of Jacksonville, Duval County, Florida; and

WHEREAS, the District was established for the purpose of planning, financing, constructing, operating and/or maintaining certain infrastructure; and

WHEREAS, the District has a need to retain an independent contractor to install improvements within common areas located within the District; and

WHEREAS, the Contractor represents that it is qualified to provide such services and has agreed to provide to the District the services identified in **Exhibit A**, attached hereto and incorporated by reference herein (the “**Work**”); and

WHEREAS, the District and the Contractor accordingly desire to enter into this Agreement to set forth the rights, duties, and obligations of the parties relative to same; and

WHEREAS, the District and the Contractor warrant and agree that they have all right, power and authority to enter into and be bound by this Agreement.

NOW, THEREFORE, in consideration of the recitals, agreements, and mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Parties, the Parties agree as follows:

SECTION 1. INCORPORATION OF RECITALS. The recitals stated above are true and correct and by this reference are incorporated by reference as a material part of this Agreement.

SECTION 2. DESCRIPTION OF CONTRACTOR’S WORK.

- A.** The Contractor shall provide professional portable ADA pool lift installation services within presently accepted professional standards and in accordance with the terms of this Agreement. The duties, obligations, and responsibilities of the Contractor are described in **Exhibit A** hereto. The Work shall include any effort reasonably necessary for the completion of the Work, including but not limited to, the tools, labor, and materials reasonably necessary.
- B.** The Work shall commence upon execution of this Agreement and be concluded upon completion of work, unless terminated earlier in accordance with Section 14 herein.
- C.** This Agreement grants to the Contractor the right to enter the lands that are subject to this Agreement, for those purposes described in this Agreement, and the Contractor hereby agrees to comply with all applicable laws, rules, and regulations.
- D.** The Contractor shall perform all Work in a neat and workmanlike manner reasonably acceptable to the District. In the event the District in its sole determination, finds that the work of the Contractor is not satisfactory to the District, the District shall have the right to immediately terminate this Agreement and will only be responsible for payment of work satisfactorily completed and for materials actually incorporated into the Work.
- E.** The Contractor shall be solely responsible for the means, manner and methods by which its duties, obligations and responsibilities are met to the satisfaction of the District. While providing the Work, the Contractor shall assign such staff as may be required, and such staff shall be responsible for coordinating, expediting, and controlling all aspects to assure completion of the Work.
- F.** The Contractor shall report directly to the District Manager. The Contractor shall use all due care to protect the property of the District, its residents and landowners from damage. The Contractor agrees to repair any damage resulting from the Contractor’s activities and work within twenty-four (24) hours.
- G.** The Contractor shall keep the premises and surrounding area free from accumulation of waste materials or rubbish caused by operations under the Agreement. At completion of the Work, the Contractor shall remove from the site waste materials, rubbish, tools, construction equipment, machinery and surplus materials. If the Contractor fails to clean up as provided herein, the District may do so and the cost thereof shall be charged to the Contractor.

SECTION 3. COMPENSATION, PAYMENT, AND RETAINAGE.

- A.** The District shall pay the Contractor **Eleven Thousand, Seven Hundred and Ninety-Nine Dollars (\$11,799.00)** for the Work as identified in **Exhibit A**. The Contractor shall invoice the District for the Work pursuant to the terms of this Agreement. The District shall provide payment within twenty-five (25) days of receipt of invoice. Such amounts include all materials and labor provided for in **Exhibit A** and all items, labor, materials, or otherwise, to provide the District the maximum benefit of the Work.
- B.** If the District should desire additional work or services, the Contractor agrees to negotiate in good faith to undertake such additional work or services. Upon successful negotiations, the Parties shall agree in writing to an addendum, addenda, or change order(s) to this Agreement. The Contractor shall be compensated for such agreed additional work or services based upon a payment amount acceptable to the parties and agreed to in writing.
- 1.** If the Contractor provides a price quotation for a proposed change order that was requested or issued by the District, and the price quotation conforms to all statutory and contractual requirements, the District shall provide written notice to the Contractor, within thirty-five (35) days of receipt of the price quotation, either approving or denying same. If the District denies the price quotation, the notice must specify any deficiencies and list action steps required to remedy the deficiencies. If the District fails to provide the approval or denial notice within such timeframe, the price quote and the related change order are deemed to be approved by the District, and the District shall be obligated to pay Contractor the amount stated in the price quotation upon the completion of portion of the Work addressed by the change order.
- C.** The District may require, as a condition precedent to making any payment to the Contractor, that all subcontractors, material men, suppliers or laborers be paid and require evidence, in the form of lien releases or partial waivers of lien, to be submitted to the District by those subcontractors, material men, suppliers or laborers, and further require that the Contractor provide an Affidavit relating to the payment of said indebtedness. Further, the District shall have the right to require, as a condition precedent to making any payment, evidence from the Contractor, in a form satisfactory to the District, that any indebtedness of the Contractor, as to services to the District, has been paid and that the Contractor has met all of the obligations with regard to the withholding and payment of taxes, Social Security payments, Workmen's Compensation, Unemployment Compensation contributions, and similar payroll deductions from the wages of employees.

SECTION 4. WARRANTY. The Contractor warrants to the District that all materials furnished under this Agreement shall be new, and that all services and materials shall be of good

quality, free from faults and defects, and will conform to the standards and practices for projects of similar design and complexity in an expeditious and economical manner consistent with the best interest of the District. In addition to all manufacturer warranties for materials purchased for purposes of this Agreement, all Work provided by the Contractor pursuant to this Agreement shall be warranted for two (2) years from the date of acceptance of the Work by the District. The Contractor shall replace or repair warranted items to the District's satisfaction and in the District's discretion. Neither final acceptance of the Work, nor final payment therefore, nor any provision of the Agreement shall relieve the Contractor of responsibility for defective or deficient materials or Work. If any of the materials or Work are found to be defective, deficient or not in accordance with the Agreement, the Contractor shall correct, remove and replace it promptly after receipt of a written notice from the District and correct and pay for any other damage resulting therefrom to District property or the property of landowners within the District.

SECTION 5. PERMITS AND LICENSES. All permits and licenses required by any governmental agency directly for the District shall be obtained and paid for by the District. All other permits or licenses necessary for the Contractor to perform under this Agreement shall be obtained and paid for by the Contractor.

SECTION 6. INSURANCE.

- A.** The Contractor shall maintain throughout the term of this Agreement the following insurance:
- 1.** Worker's Compensation Insurance in accordance with the laws of the State of Florida.
 - 2.** Commercial General Liability Insurance covering the Contractor's legal liability for bodily injuries, with limits of not less than One Million Dollars (\$1,000,000) combined single limit bodily injury and property damage liability, and covering at least the following hazards:
 - i.** Independent Contractors Coverage for bodily injury and property damage in connection with any subcontractors' operation.
 - 3.** Employer's Liability Coverage with limits of at least One Million Dollars (\$1,000,000) per accident or disease.
 - 4.** Automobile Liability Insurance for bodily injuries in limits of not less than One Million Dollars (\$1,000,000) combined single limit bodily injury and for property damage, providing coverage for any accident arising out of or resulting from the operation, maintenance, or use by the Contractor of any owned, non-owned, or hired automobiles, trailers, or other equipment required to be licensed.
- B.** The District, its staff, consultants, officers, and supervisors shall be named as additional insured. The Contractor shall furnish the District with the Certificate of

Insurance evidencing compliance with this requirement. No certificate shall be acceptable to the District unless it provides that any change or termination within the policy periods of the insurance coverage, as certified, shall not be effective within thirty (30) days of prior written notice to the District. Insurance coverage shall be from a reputable insurance carrier, licensed to conduct business in the State of Florida.

- C. If the Contractor fails to have secured and maintained the required insurance, the District has the right but not the obligation to secure such required insurance in which event the Contractor shall pay the cost for that required insurance and shall furnish, upon demand, all information that may be required in connection with the District's obtaining the required insurance.

SECTION 7. INDEMNIFICATION.

- A. The Contractor agrees to defend, indemnify, and hold harmless the District and its officers, agents, employees, successors, assigns, members, affiliates, or representatives from any and all liability, claims, actions, suits, liens, demands, costs, interest, expenses, damages, penalties, fines, judgments against the District, or loss or damage, whether monetary or otherwise, arising out of, wholly or in part by, or in connection with the Work to be performed by the Contractor, its subcontractors, its employees and agents in connection with this Agreement, including litigation, mediation, arbitration, appellate, or settlement proceedings with respect thereto.
- B. Obligations under this section shall include the payment of all settlements, judgments, damages, liquidated damages, penalties, forfeitures, back pay awards, court costs, arbitration and/or mediation costs, litigation expenses, attorneys' fees, paralegal fees, expert witness fees (incurred in court, out of court, on appeal, or in bankruptcy proceedings), any interest, expenses, damages, penalties, fines, or judgments against the District.

SECTION 8. LIMITATIONS ON GOVERNMENTAL LIABILITY. Nothing in this Agreement shall be deemed as a waiver of the District's sovereign immunity or the District's limits of liability as set forth in Section 768.28, *Florida Statutes*, or other statute, and nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under such limitations of liability or by operation of law.

SECTION 9. COMPLIANCE WITH GOVERNMENTAL REGULATION. The Contractor shall keep, observe, and perform all requirements of applicable local, State, and Federal laws, rules, regulations, or ordinances. If the Contractor fails to notify the District in writing within five (5) days of the receipt of any notice, order, required to comply notice, or a report of a violation or an alleged violation, made by any local, State, or Federal governmental body or agency or subdivision thereof with respect to the services being rendered under this Agreement or any action of the Contractor or any of its agents, servants, employees, or materialmen, or with respect to terms, wages, hours, conditions of employment, safety appliances, or any other requirements

applicable to provision of services, or fails to comply with any requirement of such agency within five (5) days after receipt of any such notice, order, request to comply notice, or report of a violation or an alleged violation, the District may terminate this Agreement, such termination to be effective upon the giving of notice of termination.

SECTION 10. LIENS AND CLAIMS. The Contractor shall promptly and properly pay for all labor employed, materials purchased, and equipment hired by it to perform under this Agreement. The Contractor shall keep the District's property free from any materialmen's or mechanic's liens and claims or notices in respect to such liens and claims, which arise by reason of the Contractor's performance under this Agreement, and the Contractor shall immediately discharge any such claim or lien. In the event that the Contractor does not pay or satisfy such claim or lien within three (3) business days after the filing of notice thereof, the District, in addition to any and all other remedies available under this Agreement, may terminate this Agreement to be effective immediately upon the giving of notice of termination.

SECTION 11. DEFAULT AND PROTECTION AGAINST THIRD PARTY INTERFERENCE. A default by either party under this Agreement shall entitle the other to all remedies available at law or in equity, which may include, but not be limited to, the right of damages, injunctive relief, and/or specific performance. The District shall be solely responsible for enforcing its rights under this Agreement against any interfering third party. Nothing contained in this Agreement shall limit or impair the District's right to protect its rights from interference by a third party to this Agreement.

SECTION 12. CUSTOM AND USAGE. It is hereby agreed, any law, custom, or usage to the contrary notwithstanding, that the District shall have the right at all times to enforce the conditions and agreements contained in this Agreement in strict accordance with the terms of this Agreement, notwithstanding any conduct or custom on the part of the District in refraining from so doing; and further, that the failure of the District at any time or times to strictly enforce its rights under this Agreement shall not be construed as having created a custom in any way or manner contrary to the specific conditions and agreements of this Agreement, or as having in any way modified or waived the same.

SECTION 13. SUCCESSORS. This Agreement shall inure to the benefit of and be binding upon the heirs, executors, administrators, successors, and assigns of the Parties to this Agreement, except as expressly limited in this Agreement.

SECTION 14. TERMINATION. The District agrees that the Contractor may terminate this Agreement with cause by providing thirty (30) days' written notice of termination to the District stating a failure of the District to perform according to the terms of this Agreement; provided, however, that the District shall be provided a reasonable opportunity to cure any failure under this Agreement. The Contractor agrees that the District may terminate this Agreement immediately for cause by providing written notice of termination to the Contractor. The District shall provide thirty (30) days' written notice of termination without cause. Upon any termination of this Agreement, the Contractor shall be entitled to payment for all work and/or services rendered up until the effective termination of this Agreement, subject to whatever claims or offsets the District may have against the Contractor.

SECTION 15. ASSIGNMENT. Neither the District nor the Contractor may assign this Agreement without the prior written approval of the other. Any purported assignment without such approval shall be void.

SECTION 16. INDEPENDENT CONTRACTOR STATUS. In all matters relating to this Agreement, the Contractor shall be acting as an independent contractor. Neither the Contractor nor employees of the Contractor, if there are any, are employees of the District under the meaning or application of any Federal or State Unemployment or Insurance Laws or Old Age Laws or otherwise. The Contractor agrees to assume all liabilities or obligations imposed by any one or more of such laws with respect to employees of the Contractor, if there are any, in the performance of this Agreement. The Contractor shall not have any authority to assume or create any obligation, express or implied, on behalf of the District and the Contractor shall have no authority to represent the District as an agent, employee, or in any other capacity, unless otherwise set forth in this Agreement.

SECTION 17. HEADINGS FOR CONVENIENCE ONLY. The descriptive headings in this Agreement are for convenience only and shall neither control nor affect the meaning or construction of any of the provisions of this Agreement.

SECTION 18. ENFORCEMENT OF AGREEMENT. A default by either party under this Agreement shall entitle the other party to all remedies available at law or in equity. In the event that either the District or the Contractor is required to enforce this Agreement by court proceedings or otherwise, then the substantially prevailing party shall be entitled to recover all fees and costs incurred, including reasonable attorneys' fees, paralegal fees and expert witness fees and costs for trial, alternative dispute resolution, or appellate proceedings.

SECTION 19. AGREEMENT. This instrument shall constitute the final and complete expression of this Agreement between the Parties relating to the subject matter of this Agreement.

SECTION 20. AMENDMENTS. Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both the Parties.

SECTION 21. AUTHORIZATION. The execution of this Agreement has been duly authorized by the appropriate body or official of the Parties, the Parties have complied with all the requirements of law, and the Parties have full power and authority to comply with the terms and provisions of this Agreement.

SECTION 22. NOTICES. All notices, requests, consents and other communications under this Agreement (the "Notice" or "Notices") shall be in writing and shall be hand delivered, mailed by First Class Mail, postage prepaid, or sent by overnight delivery service, to the Parties, as follows:

A. If to the District: The Trails Community Development District

250 International Parkway, Suite 208
Lake Mary, Florida 32746
Attn: District Manager

With a copy to:

Kutak Rock LLP
107 West College Avenue
Tallahassee, Florida 32301
Attn: District Counsel

B. If to the Contractor:

Pool Lift Specialists, LLC
11099 SW Carriage Hill Lane
Port St. Lucie, Florida 34987
Attn: _____

Except as otherwise provided in this Agreement, any Notice shall be deemed received only upon actual delivery at the address set forth above. Notices delivered after 5:00 p.m. (at the place of delivery) or on a non-business day, shall be deemed received on the next business day. If any time for giving Notice contained in this Agreement would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. Saturdays, Sundays, and legal holidays recognized by the United States government shall not be regarded as business days. Counsel for the District and counsel for the Contractor may deliver Notices on behalf of the District and the Contractor. Any party or other person to whom Notices are to be sent or copied may notify the Parties and addressees of any change in name or address to which Notices shall be sent by providing the same on five (5) days written notice to the Parties and addressees set forth in this Agreement.

SECTION 23. THIRD PARTY BENEFICIARIES. This Agreement is solely for the benefit of the Parties hereto and no right or cause of action shall accrue upon or by reason, to or for the benefit of any third party not a formal party to this Agreement. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or corporation other than the Parties hereto any right, remedy, or claim under or by reason of this Agreement or any of the provisions or conditions of this Agreement; and all of the provisions, representations, covenants, and conditions contained in this Agreement shall inure to the sole benefit of and shall be binding upon the Parties hereto and their respective representatives, successors, and assigns.

SECTION 24. CONTROLLING LAW AND VENUE. This Agreement and the provisions contained in this Agreement shall be construed, interpreted, and controlled according to the laws of the State of Florida. All actions and disputes shall be brought in the proper court and venue, which shall be Duval County, Florida.

SECTION 25. COMPLIANCE WITH PUBLIC RECORDS LAWS. The Contractor understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and, accordingly, the Contractor agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, *Florida Statutes*. The Contractor acknowledges that the designated public records custodian for the District is **Jackie Leger** (the “**Public Records Custodian**”). Among

other requirements and to the extent applicable by law, the Contractor shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, *Florida Statutes*; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if the Contractor does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in the Contractor's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by the Contractor, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT JLEGER@VESTAPROPERTYSERVICES.COM, 250 INTERNATIONAL PARKWAY, SUITE 208, LAKE MARY, FLORIDA 32746, AND (904) 775-9754.

SECTION 26. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Agreement shall not affect the validity or enforceability of the remaining portions of this Agreement, or any part of this Agreement not held to be invalid or unenforceable.

SECTION 27. ARM'S LENGTH TRANSACTION. This Agreement has been negotiated fully between the Parties as an arm's length transaction. The Parties participated fully in the preparation of this Agreement with the assistance of their respective counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, the Parties are each deemed to have drafted, chosen, and selected the language, and any doubtful language will not be interpreted or construed against any party.

SECTION 28. COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which when executed and delivered shall be an original; however, all such counterparts together shall constitute, but one and the same instrument. Additionally, the Parties acknowledge and agree that the Agreement may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. Without limitation, "electronic signature" shall include faxed versions of an original signature, electronically scanned and transmitted versions (e.g. via PDF) of an original signature, or signatures created in a digital format.

SECTION 29. E-VERIFY REQUIREMENTS. The Contractor shall comply with and perform all applicable provisions of Section 448.095, *Florida Statutes*. Accordingly, beginning January 1, 2021, to the extent required by Florida Statute, the Contractor shall register with and use the United States Department of Homeland Security’s E-Verify system to verify the work authorization status of all newly hired employees. The District may terminate this Agreement immediately for cause if there is a good faith belief that the Contractor has knowingly violated Section 448.091, *Florida Statutes*.

If the Contractor anticipates entering into agreements with a subcontractor for the Work, the Contractor will not enter into the subcontractor agreement without first receiving an affidavit from the subcontractor regarding compliance with Section 448.095, *Florida Statutes*, and stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the agreement and provide a copy to the District upon request.

In the event that the District has a good faith belief that a subcontractor has knowingly violated Section 448.095, *Florida Statutes*, but the Contractor has otherwise complied with its obligations hereunder, the District shall promptly notify the Contractor. The Contractor agrees to immediately terminate the agreement with the subcontractor upon notice from the District. Further, absent such notification from the District, the Contractor or any subcontractor who has a good faith belief that a person or entity with which it is contracting has knowingly violated s. 448.09(1), *Florida Statutes*, shall promptly terminate its agreement with such person or entity.

By entering into this Agreement, the Contractor represents that no public employer has terminated a contract with the Contractor under Section 448.095(2)(c), *Florida Statutes*, within the year immediately preceding the date of this Agreement.

SECTION 30. COMPLIANCE WITH SECTION 20.055, FLORIDA STATUTES. The Contractor agrees to comply with Section 20.055(5), *Florida Statutes*, to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing pursuant to such section and to incorporate in all subcontracts the obligation to comply with Section 20.055(5), *Florida Statutes*.

SECTION 31. STATEMENT REGARDING CHAPTER 287 REQUIREMENTS. The Contractor acknowledges that, in addition to all Laws and Regulations that apply to this Agreement, the following provisions of Florida law (“**Public Integrity Laws**”) apply to this Agreement:

- A. Section 287.133, *Florida Statutes*, titled *Public entity crime; denial or revocation of the right to transact business with public entities*;
- B. Section 287.134, *Florida Statutes*, titled *Discrimination; denial or revocation of the right to transact business with public entities*;
- C. Section 287.135, *Florida Statutes*, titled *Prohibition against contracting with scrutinized companies*;
- D. Section 287.137, *Florida Statutes*, titled *Antitrust violations; denial or revocation of the right to transact business with public entities; denial of economic benefits*; and

E. Section 287.138, *Florida Statutes*, titled *Contracting with entities of foreign countries of concern prohibited*.

The Contractor acknowledges that the Public Integrity Laws prohibit entities that meet certain criteria from bidding on or entering into or renewing a contract with governmental entities, including with the District (“**Prohibited Criteria**”).

The Contractor acknowledges that the District may terminate this Agreement if the Contractor is found to have met the Prohibited Criteria or violated the Public Integrity Laws.

The Contractor certifies that in entering into this Agreement, neither it nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity, meets any of the Prohibited Criteria, and in the event such status changes, the Contractor shall immediately notify the District. By entering into this Agreement, the Contractor agrees that any renewal or extension of this Agreement shall be deemed a recertification of such status.

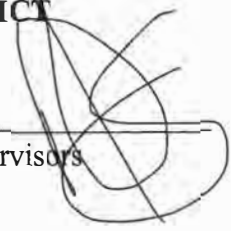
SECTION 32. ANTI-HUMAN TRAFFICKING STATEMENT. The Contractor does not use coercion for labor or services as defined in Section 787.06, *Florida Statutes*, and the Contractor has complied, and agrees to comply, with the provisions of Section 787.06, *Florida Statutes*.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the Parties hereto have signed this Agreement, effective as of the day and year first written above.

**THE TRAILS COMMUNITY
DEVELOPMENT DISTRICT**

Chairperson, Board of Supervisors



POOL LIFT SPECIALISTS, LLC

By: Biddulph
By: ALISON BIDDULPH
Its: owner/CEO

Exhibit A: Scope of Work

Exhibit A Scope of Work

Pool Lift Specialists

11099 SW Carriage Hill Lane
Port St. Lucie, FL 34987 US
+15614656010
contact@pooliftspecialists.com
pooliftspecialists.com

Pool Lift Specialists

Estimate

ADDRESS
Howard McGaffney
The Trails CDD
Winchester Ridge
15431 Spotted Stallion Trail
Jacksonville, FL 32234

SHIP TO
Harold Burns
The Trails CDD
Winchester Ridge
15431 Spotted Stallion Trail
Jacksonville, FL 32234
904-748-0051

ESTIMATE 2105
DATE 08/20/2025
EXPIRATION 09/19/2025
DATE

DATE	DESCRIPTION	QTY	RATE	AMOUNT	
	S R Smith Pal 2	PAL 2 - Portable ADA Pool Lift	1	9,699.00	9,699.00
	SR Smith Accessories	Secure it Kit	1	205.00	205.00
	Special Installation	Special Installation - Remove / Replace SRS Pal 2 Lift w/anchor / Paver Deck	1	1,200.00	1,200.00

5 Year Limited Warranty with SR Smith
PLS will remove existing lift to specified trash location onsite
PLS installation includes new lift assembly, portside placement, operational demonstration / instruction, disposal of packaging to onsite trash location.

SUBTOTAL	11,104.00
TAX	0.00
SHIPPING	695.00
TOTAL	\$11,799.00

Accepted By:

Accepted Date:



PAL2

The fixed portable PAL2 pool lift features a sleek, modern design and attractive matte finish. It comes standard with our Secure-It Kit which allows the lift to be fixed to the deck.

- Third-party tested and verified ADA compliant
- Integrated armrests
- State of California compliant
- 300 lb/136kg lifting capacity
- Easy to move by one person
- Lift Operator® Intelligent Controller
- 240° rotation helps ensure safe transfer
- Powder-coated stainless-steel and aluminum construction



LIFT COLOR



GRAY MIST

Due to printing technology, actual color may differ.

PAL2 VARIATION

- Hi/Lo - A variation of the PAL2 useful for facilities that have both in-ground pools and raised spas.

SECURE-IT KIT



- 200-1090A

Part No.	Description	Shipping Class 85			
		Weight	Length	Width	Height
202-0000	PAL2	1,200 lbs	40"	48"	60"
252-0000	PAL2 Hi/Lo	544 kg	102cm	123cm	152cm

Includes battery, charger, battery console cover, water-resistant hand control, footrest, seat/belt assembly, armrests, and Secure-it Kit

Parts & Accessories

Part No.	Description
1001495-R	Lift Operator Battery
900-6000	Stability Strap
920-5000T	Cover
500-1000	Spine board Attachmen
200-1090A	PAL2 Secure-it Kit (standard)
900-1000-R	Seat Belt
100-4300-R	Hand Control

EXHIBIT 8

**AGREEMENT BETWEEN THE
TRAILS COMMUNITY DEVELOPMENT DISTRICT AND
DPFG MANAGEMENT & CONSULTING, LLC D/B/A VESTA DISTRICT SERVICES
FOR DISTRICT MANAGEMENT SERVICES**

THIS AGREEMENT (“Agreement”) is made and entered into as of this 27th day of May, 2025, by and between:

TRAILS COMMUNITY DEVELOPMENT DISTRICT, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, with a mailing address c/o District Manager, Vesta District Services, 250 International Parkway, Suite 208, Lake Mary, FL 32746 (the “District”), and

DPFG MANAGEMENT & CONSULTING, LLC D/B/A VESTA DISTRICT SERVICES, a Florida limited liability company, with a principal address of 250 International Parkway, Suite 208, Lake Mary, FL 32746 (hereinafter “**Consultant**” and together with the District, the “**Parties**”).

RECITALS

WHEREAS, the District is a local unit of special-purpose government established pursuant to and governed by Chapter 190, Florida Statutes; and

WHEREAS, the District wishes to retain an independent contractor to provide professional district management services, all as more particularly described herein and in **Exhibit A**, which is incorporated herein by reference;

WHEREAS, Consultant represents and warrants to the District that it is qualified, capable and willing to provide such services and the District desires to enter into this Agreement with the Consultant for the same; and

WHEREAS, Consultant is subcontracting with FCS Management Group, LLC to provide one District Manager who will serve the District; and

WHEREAS, the District and Consultant warrant and agree that they have the right, power and authority to enter into and be bound by this Agreement.

NOW, THEREFORE, in consideration of the recitals, agreements, and mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Parties, the Parties agree as follows:

SECTION 1. RECITALS. The recitals stated above are true and correct and by this reference are incorporated into and form a material part of this Agreement.

SECTION 2. PURPOSE; SCOPE OF SERVICES: The purpose of this Agreement is for the Consultant to provide professional district management services to the District pursuant to

the Act. A brief description of these services is provided below and a detailed description is provided in **Exhibit A** to this Agreement. The Consultant shall not commence providing the services to be performed pursuant to this Agreement and **Exhibit A** until May 27, 2025.

A. Standard On-Going District Management Services (“Standard Services”). In addition to the Services set forth on **Exhibit A**, The Consultant shall provide the following Standard Services to the District pursuant to this Agreement:

1. **Management** – services include the conducting of up to one (1), four (4) hour meeting per month, for a maximum of 14 meetings annually (workshops or regular meetings), overall administration of District functions, and all required state and local filings, preparation of annual budget, purchasing and risk management;
2. **Administrative** - services include support for the District Management function, recording and preparation of meeting minutes, records retention and maintenance in accordance with Chapter 119, *Florida Statutes*, and the District’s adopted Rules of Procedure, preparation and delivery of agenda;
3. **Accounting** - services include the preparation and delivery of the District’s financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity;
4. **Assessment Revenue Collection & Reporting** - services include all functions necessary for the timely billing, collection and reporting of District assessments in order to ensure adequate funds to meet the District’s debt service and operations and maintenance obligations. These services include, but are not limited to, assessment roll preparation and certification, direct billings and funding request processing as well as responding to property owner questions regarding District assessments.
5. **Dissemination Agent** – Consultant shall serve as the District’s dissemination agent under any District continuing disclosure agreements.

B. Time Frame. The Standard Services shall be provided on a monthly basis as detailed in this Agreement.

SECTION 3. ADDITIONAL SERVICES. In addition to the Standard Services described above, or in any addendum executed between the Parties, the District may, from time to time, require additional services from the Consultant. Any services not specifically provided for in the scope of services described herein or in Exhibit A, or necessary to carry out the services as described herein, as well as any changes in the scope requested by the District, will be considered additional services (“**Additional Services**”). Additional services must be authorized by the District prior to being provided by Consultant. Such Additional Services may include, but are not limited to:

- A. Meetings: Extended meetings (beyond four (4) hours in length), continued meetings, special/additional meetings (not including annual budget workshop);
- B. Financial Reports: modifications and certifications to special assessment allocation report; true-up analysis;
- C. Bond Issuance Services: preparation of the special assessment allocation report, testimony at the required bond validation court hearing, certifications, closing documents and statutorily required mailings
- D. Amendment to District boundary;
- E. Grant Applications;
- F. Escrow Agent;
- G. Community Mailings, e.g. memos, notifications of rules changes, operations and maintenance assessment notices, etc.;
- H. Extraordinary public records requests that are extensive in nature, as defined by District's adopted Rules of Procedure, requiring significant effort to fulfill.

If any Additional Services are required or requested, the Consultant will provide a detailed description of these services and fees for such services to the District for approval prior to beginning any additional services. The Consultant shall undertake the additional services after the District has issued its written approval, as evidenced by a vote of the Board of Supervisors, of the description and fees for such services to the Consultant. All Additional Services will remain subject to the terms and conditions of this Agreement.

SECTION 4. LITIGATION SUPPORT SERVICES. Upon the District's request, the Consultant shall prepare documentation in response to litigation requests and provide necessary expert testimony in connection with litigation involving the subject matter of this Agreement. If the District requires or requests any litigation support services, the Consultant will provide a detailed description of the services and fees for such services to the District for approval prior to beginning any litigation support services. The Consultant shall undertake the litigation support services after the District has issued its written approval of the description and fees for such services to the Consultant.

SECTION 5. ADDITIONAL SERVICES PROVIDED TO THIRD PARTIES. These are services requested by third parties such as homeowners, realtors, investors or members of the media. Such services may include, but are not limited to, estoppel letters, bond prepayment processing, and litigation support. The third party requesting such services shall be responsible for the payment of any fees charged by Consultant for providing those services to the extent authorized by law and the District's Rules of Procedure.

SECTION 6. TERM. The initial term of this Agreement commences on May 27, 2025, and continues until September 30, 2026 (“**Initial Term**”), unless terminated earlier by either party in accordance with the provisions of this Agreement. For clarity, the Parties executed this Agreement on the last signature date identified on the signature page (the “Execution Date”). The Parties acknowledge and agree that the terms and conditions of the Agreement are intended to be effective as of May 27, 2025; provided however, that such terms and conditions may not apply to any claims made against the District and/or stemming from the alleged incident that occurred at the District’s pool on June 19, 2025 (the “Incident”). Rather, the Parties acknowledge and agree that the Incident shall be governed by the oral agreement in place between them at the time of the Incident and the parties believe that Florida common law provides the terms and conditions of that oral agreement.

The Parties shall have the option of renewing this agreement for additional one-year terms, however such renewal will be subject to mutual agreement on the fees for the additional term. The Parties shall make every effort to negotiate such fees at the time the District approves its General Fund Budget for the corresponding fiscal year. The Consultant acknowledges that the prices of this Agreement are firm and that the Consultant may change the prices only with the District’s written consent, as evidenced by a vote of the District’s Board of Supervisors.

SECTION 7. FEES AND EXPENSES; PAYMENT TERMS.

A. Fees and Expenses.

1. A schedule of fees for the services provided pursuant to this Agreement is attached hereto as **Exhibit B** to this Agreement, and incorporated herein. The District shall pay the Consultant for the services it provides pursuant to this Agreement in accordance with the schedule of fees in **Exhibit B**. For purposes of the Consultant’s compensation for services provided pursuant to this Agreement, the District shall compensate the Consultant only for those services provided under the terms of this Agreement.
2. Unless otherwise specified by this Agreement, the Consultant will invoice the District for the Consultant’s services as soon as may be practicable in advance of each month and in the amounts set forth in **Exhibit B**. The fees for those services which are not being requested at the time this Agreement is approved will be provided to the District at such time as those services are required and requested by vote of the Board of Supervisors. All invoices shall be due and payable by the District within thirty (30) days from the date of receipt of a correctly submitted invoice or as otherwise provided by the Prompt Payment Act, Chapter 218.70, *Florida Statutes*. Invoices not paid within thirty (30) days of presentation shall be charged interest on the balance due at the maximum legally permissible rate.
3. In the event the District authorizes a requested change in the scope of services, Consultant shall submit, in writing to the District, a request for a fee amendment corresponding to the change in services being requested, if it has not already done so. Any change in the scope of requested services and the corresponding fee

amendment shall comply with the amendment procedure in this Agreement. Such amendment must be validly executed by the Parties before Consultant is authorized to begin providing services pursuant to the change in scope and the revised fees are adopted.

4. For the purposes of this Agreement, an out-of-pocket expense is an unexpected expense that the Consultant or one of its subcontractors, if applicable, incurs during the performance of the Standard Services, as provided in this Agreement. Such out-of-pocket expenses are included in the fees shown in **Exhibit B**. Out-of-pocket expenses incurred in connection with the performance of Additional Services and Litigation Support Services will be subject to reimbursement at cost. These expenses include, but are not limited to, airfare, mileage, transportation/parking, lodging, postage, and copies.

B. Payment Terms.

1. **Standard Services.** Standard Services will be billed monthly as a fixed fee pursuant to the schedule shown in **Exhibit B**.
2. **Additional Services.** Additional Services will either be billed monthly at the Consultant's proposed hourly rate or per occurrence both as authorized by the District and negotiated by the Parties.
3. **Litigation Support Services.** Litigation Support Services will be billed monthly on an hourly basis for the hours incurred at the Consultant's proposed hourly rate, as authorized by the District and negotiated by the Parties.
4. **Out-of-Pocket Expenses.** Out-of-Pocket expenses not included under the Standard Services of the Consultant will be billed monthly as incurred.

SECTION 8. SUSPENSION OF SERVICES FOR NON-PAYMENT. Unless nonpayment is the fault of the Consultant, the Consultant shall have the right to suspend services being provided pursuant to this Agreement if the District fails to pay Consultant's invoices in a timely manner, which shall be construed as thirty (30) days from date of the invoice or as otherwise provided by the Prompt Payment Act, Section 218.70, *Florida Statutes*. Consultant shall notify the District, in writing, at least ten (10) days prior to suspending services.

SECTION 9. AMENDMENT. Amendments to, and waivers of, the provisions contained in this Agreement may be made only by an instrument in writing that is executed by both the District and the Consultant.

SECTION 10. RESPONSIBILITIES.

A. District Responsibilities. The District shall provide for the timely services of its legal counsel, engineer, and any other consultants, contractors, or employees, as required, for the

Consultant to perform the duties outlined in this Agreement. Expenses incurred in providing this support shall be the sole responsibility of the District unless specified herein.

B. Limitations of Responsibilities. To the extent not referenced herein, and to the extent consistent with Section 190.006, *Florida Statutes*, Consultant shall not be responsible for the acts or omissions of any other Consultant or any of its subcontractors, suppliers, or of any other individual or entity performing services as part of this Agreement which are not under the control of the Consultant. Consultant shall not be liable for any damage that occurs from Acts of God, which are defined as those caused by windstorm, hail, fire, flood, hurricane, freezing, or other similar occurrences of nature.

SECTION 11. TERMINATION. This Agreement may be terminated as follows:

A. By the District for “good cause” immediately, which shall include, but is not limited to, misfeasance, malfeasance, nonfeasance, or dereliction of duties by the Consultant. Termination for “good cause” shall be effected by written (electronic) notice to Consultant.

B. By the Consultant for “good cause” immediately, which shall include, failure of the District to timely pay Consultant for services rendered in accordance with the terms set forth in this Agreement, malfeasance, nonfeasance, or dereliction of duties by the District, or upon request or demand by the Board, or any member thereof, for Consultant to undertake any action or implement a policy of the Board which Consultant deems unethical, unlawful, or in contradiction of any applicable federal, state, or municipal law or rule. Termination for “good cause” shall be effected by written (electronic) notice to District.

C. By the Consultant or District, for any reason, upon provision of a minimum of sixty (60) days written (electronic) notice of termination to the address noted herein.

D. Upon any termination of this Agreement, the Consultant shall be entitled to payment for all services rendered pursuant to this Agreement up until the effective date of the termination of this Agreement, subject to whatever claims or off-sets the District may have against the Consultant. Consultant will make all reasonable efforts to provide for an orderly transfer of the books and records of the District to the District or its designee.

SECTION 12. GENERAL TERMS AND CONDITIONS.

A. The Consultant and its officers, supervisors, staff, and employees shall use due care to protect the property of the District, its residents, and landowners from damage. The Consultant agrees to take steps to repair any damage resulting from the Consultant’s activities and work pursuant to the Agreement within twenty-four hours (24) hours.

B. Dissolution or court declared invalidity of the District shall not relieve the District of compensation due for services theretofore rendered.

SECTION 13. APPLICABLE LAW AND VENUE. THIS AGREEMENT SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE

OF FLORIDA WITHOUT REFERENCE TO THE PRINCIPLES OF CONFLICT OF LAWS. EXCEPT FOR ACTIONS SEEKING INJUNCTIVE RELIEF (WHICH MAY BE BROUGHT IN ANY APPROPRIATE JURISDICTION), SUITS UNDER THIS AGREEMENT SHALL ONLY BE BROUGHT IN A COURT OF COMPETENT JURISDICTION IN THE COUNTY OF DUVAL, STATE OF FLORIDA. THIS CHOICE OF VENUE IS INTENDED BY THE PARTIES TO BE MANDATORY AND NOT PERMISSIVE IN NATURE, AND TO PRECLUDE THE POSSIBILITY OF LITIGATION BETWEEN THE PARTIES WITH RESPECT TO, OR ARISING OUT OF, THIS AGREEMENT IN ANY JURISDICTION OTHER THAN THAT SPECIFIED IN THIS SECTION. EACH PARTY WAIVES ANY RIGHT IT MAY HAVE TO ASSERT THE DOCTRINE OF FORUM NON CONVENIENS OR SIMILAR DOCTRINE OR TO OBJECT TO VENUE WITH RESPECT TO ANY PROCEEDING BROUGHT IN ACCORDANCE WITH THIS SECTION.

SECTION 14. INDEMNIFICATION.

A. District Indemnification. To the extent allowable under applicable law (and only to the extent of the limitations of liability set forth in Section 768.28, *Florida Statutes*), except to the extent caused by the negligence or willful misconduct of the Consultant, the District agrees to indemnify, defend, and hold harmless the Consultant and its officers, supervisors, staff, and employees from and against any and all liability, claims, actions, suits, demands, assessments or judgments asserted and any and all losses, liabilities, damages, costs, court costs, and expenses, including attorney's fees, that Consultant may hereafter incur, become responsible for, or be caused to pay out arising out of or relating to the negligent or intentionally wrongful acts or omissions of the District. The indemnification provided for herein shall not be deemed exclusive of any other rights to which the Consultant may be entitled and shall continue after the Consultant has ceased to be engaged under this Agreement.

B. Consultant Indemnification. The Consultant agrees to indemnify, defend, and hold harmless the District and its officers, supervisors, staff, and employees from and against any and all liability, claims, actions, suits, demands, assessments or judgments asserted and any and all losses, liabilities, damages, costs, court costs, and expenses, including attorney's fees, that the District may hereafter incur, become responsible for, or be caused to pay out arising out of or relating to the negligent or intentionally wrongful acts or omissions of the Consultant. The indemnification provided for herein shall not be deemed exclusive of any other rights to which the District may be entitled and shall continue after the Consultant has ceased to be engaged under this Agreement. Additionally, nothing in this Agreement requires Consultant to indemnify the District for the District's percentage of fault if the District is adjudged to be more than 50% at fault for any claims against the District and Consultant as jointly liable parties; however, Consultant shall indemnify the District for any and all percentage of fault attributable to Consultant for claims against the District, regardless of whether the District is adjudged to be more or less than 50% at fault.

C. Sovereign Immunity; Indemnification Obligations. Nothing herein shall be construed to waive or limit the District's sovereign immunity limitations of liability as provided in Section 768.28, *Florida Statutes*, or other applicable law. Indemnification obligations under this

Agreement shall include the payment of all settlements, judgments, damages, liquidated damages, penalties, forfeitures, back pay awards, court costs, arbitration and/or mediation costs, litigation expenses, attorneys' fees, paralegal fees (incurred in court, out of court, on appeal, or in bankruptcy proceedings), any interest, expenses, damages, penalties, fines, or judgments as ordered.

SECTION 15. INSURANCE.

A. The District shall provide and maintain Public Official Liability and General Liability insurance policies, each in an amount not less than One Million Dollars (\$1,000,000.00) throughout the term of this Agreement.

B. The Consultant shall provide and maintain the following levels of insurance coverage at all times throughout the term of this Agreement:

1. Worker's Compensation Insurance in accordance with the laws of the State of Florida.
2. General Liability Insurance with the limit of One Million Dollars (\$1,000,000.00) per each occurrence.
3. Professional Liability Insurance with limit of no less than One Million Dollars (\$1,000,000.00) per each occurrence.
4. Employment Practices Liability Insurance with limit of Two Million Dollars (\$2,000,000.00) per each occurrence.
5. Comprehensive Automobile Liability Insurance for all vehicles used by the Consultant's staff, whether owned or hired, with a combined single limit of One Million Dollars (\$1,000,000.00).
6. Umbrella or Excess Liability Insurance with limits of not less than \$3,000,000.00.

C. Except with respect to Professional Liability, Employment Practices Liability Insurance and Worker's Compensation insurance policies, the District and its officers, supervisors, staff, and employees will be listed as additional insureds on each insurance policy described above. For clarity, the Umbrella Policy follows the underlying General Liability form so when an entity is an additional Insured on the General Liability it is also considered an additional insured on the Umbrella Policy even if not specifically named as such. None of the policies above may be canceled during the term of this Agreement (or otherwise cause the District to not be named as an additional insured where applicable) without thirty (30) days written notice to the District. Consultant will furnish the District with a Certificate of Insurance evidencing compliance with this

section upon request. Insurance should be from a reputable insurance carrier, licensed to conduct business in the State of Florida.

D. If the Consultant fails to secure or maintain the required insurance, the District has the right (without any obligation to do so), upon the provision of ten (10) days' Notice, to secure such required insurance, in which event the Consultant shall pay the cost for that required insurance and shall furnish, upon demand, all information that may be required in connection with the District's obtaining the required insurance.

SECTION 16. ASSIGNMENT. Neither the District nor the Consultant may assign this Agreement or any monies to become due hereunder without the prior written approval of the other. Any assignment attempted to be made by the Consultant or the District without the prior written approval of the other party is void.

SECTION 17. COMPLIANCE WITH PUBLIC RECORDS LAWS. Consultant understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and, accordingly, Consultant agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, *Florida Statutes*. Consultant acknowledges that the designated public records custodian for the District is **Dana Harden** ("**Public Records Custodian**"). Among other requirements and to the extent applicable by law, the Consultant shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, *Florida Statutes*, and the District's Rules of Procedure; 3) ensure that public records which are exempt or confidential and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the Agreement term and following the Agreement term if the Consultant does not transfer the records to the Public Records Custodian of the District; 4) follow the District's Records Request Policy; and 5) upon completion of the Agreement, transfer to the District or its designee, at no cost, all public records in Consultant's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by the Consultant, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Office products, Adobe PDF formats, or the other information technology systems of the District.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT DPGF MANAGEMENT & CONSULTING, LLC D/B/A VESTA DISTRICT SERVICES, 250 INTERNATIONAL PARKWAY,

**SUITE 208, LAKE MARY, FL 32746; 904-775-9754;
DHARDEN@VESTAPROPERTYSERVICES.COM.**

SECTION 18. NOTICES. All notices, requests, consents and other communications under this Agreement (“**Notices**”) shall be electronic or in writing and delivered, mailed by First Class Mail, postage prepaid, or overnight delivery service, to the parties, as follows:

If to the District: Trails Community Development District
c/o Vesta District Services
250 International Parkway, Suite 208
Lake Mary, FL 32746
Attn: District Manager

With a copy to: Kutak Rock.
107 West College Avenue
Tallahassee, FL 32301
Attn: District Counsel

If to the Consultant: Vesta District Services
250 International Parkway, Suite 208
Lake Mary, FL 32746
Attn: President

Except as otherwise provided in this Agreement, any Notice shall be deemed received only upon actual delivery at the address set forth above or delivered electronically with return receipt. Notices delivered after 5:00 p.m. (at the place of delivery) or on a non-business day, shall be deemed received on the next business day. If any time for giving Notice contained in this Agreement would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. Saturdays, Sundays, and legal holidays recognized by the United States Government shall not be regarded as business days. Counsel for the District and counsel for the Consultant may deliver Notice on behalf of the District and the Consultant, respectively. Any party or other person to whom Notices are to be sent or copied may notify the other parties and addressees of any change in name or address to which Notices shall be sent by providing the same on five (5) days written notice to the parties and addressees set forth herein.

SECTION 19. EFFECTIVE DATE. This Agreement shall become effective upon execution by both the District and the Consultant and shall remain effective until terminated by either the District or the Consultant in accordance with the provisions of this Agreement.

SECTION 20. HEADINGS FOR CONVENIENCE ONLY. The descriptive headings in this Agreement are for convenience only and shall neither control nor affect the meaning or construction of any of the provisions of this Agreement.

SECTION 21. AGREEMENT; CONFLICTS. This instrument, together with accompanying **Exhibits A and B**, shall constitute the final and complete expression of this Agreement between the District and the Consultant relating to the subject matter of this

Agreement. To the extent of any conflict between this instrument and **Exhibits A and B** this instrument shall control.

SECTION 22. ENFORCEMENT OF AGREEMENT; PROTECTION AGAINST THIRD-PARTY INTERFERENCE. A default by either the District or the Consultant under this Agreement shall entitle the other to all remedies available at law or in equity, which may include, but not be limited to, the right of damages, injunctive relief, and/or specific performance. In the event that either the District or the Consultant is required to enforce this Agreement by court proceedings or otherwise, then the prevailing Party shall be entitled to recover all fees and costs incurred, including reasonable attorneys' fees and costs for trial, alternative dispute resolution, or appellate proceedings. The District shall be solely responsible for enforcing its rights under this Agreement against any interfering third-party. Nothing contained in this Agreement shall limit or impair the District's right to protect its rights from interference by a third-party to this Agreement.

SECTION 23. THIRD PARTY BENEFICIARIES. This Agreement is solely for the benefit of the District and the Consultant and no right or cause of action shall accrue upon or by reason, to or for the benefit of any third party not a formal party to this Agreement. Nothing in this Agreement, express or implied, is intended or shall be construed to confer upon any person or corporation other than the District and the Consultant any right, remedy, or claim under or by reason of this Agreement or any of the provisions or conditions of this Agreement; and all of the provisions, representations, covenants, and conditions contained in this Agreement shall inure to the sole benefit of and shall be binding upon the District and the Consultant and their respective representatives, successors, and assigns.

SECTION 24. COMPLIANCE WITH GOVERNMENTAL REGULATION. The Consultant shall keep, observe, and perform all requirements of applicable local, State, and Federal laws, rules, regulations, and ordinances. If the Consultant fails to notify the District in writing within five (5) days of the receipt of any notice, order, required to comply notice, or a report of a violation or an alleged violation, made by a local, State, or Federal governmental body or agency or subdivision thereof with respect to the services being rendered under this Agreement or any action of the Consultant or any of its agents, servants, employees, or materialmen, or with respect to terms, wages, hours, conditions of employment, safety appliances, or any other requirements applicable to provision of services, or fails to comply with any requirement of such agency within five (5) days after receipt of any such notice, order, request to comply notice, or report of a violation of an alleged violation, the District may terminate this Agreement, such termination to be effective immediately upon the giving of notice of termination.

SECTION 25. ARM'S LENGTH TRANSACTION. This Agreement has been negotiated fully between the District and the Consultant as an arm's length transaction. The District and the Consultant participated fully in the preparation of this Agreement with the assistance of their respective counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, the Parties are deemed to have drafted, chosen, and selected the language, and any doubtful language will not be interpreted or construed against any party.

SECTION 26. INDEPENDENT CONTRACTOR STATUS. In all matters relating to this Agreement, the Consultant shall be acting as an independent contractor. Neither the

Consultant nor employees of the Consultant are employees of the District under the meaning or application of any Federal or State Unemployment or Insurance Laws or Old Age Laws or otherwise. The Consultant agrees to assume all liabilities or obligations imposed by any one or more of such laws with respect to employees of the Consultant in the performance of this Agreement. The Consultant shall not have any authority to assume or create any obligation, express or implied, on behalf of the District and the Consultant shall have no authority to represent the District as an agent, employee, or in any other capacity, unless otherwise set forth in this Agreement.

SECTION 27. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Agreement shall not affect the validity or enforceability of the remaining portions of this Agreement, or any part of this Agreement not held to be invalid or unenforceable.

SECTION 28. COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which when executed and delivered shall be an original; however, all such counterparts together shall constitute, but one and the same instrument.

SECTION 29. COMPLIANCE WITH E-VERIFY. The Consultant shall comply with and perform all applicable provisions of Section 448.095, *Florida Statutes*. Accordingly, beginning January 1, 2021, to the extent required by Florida Statute, Consultant shall register with and use the United States Department of Homeland Security's E-Verify system to verify the work authorization status of all newly hired employees. The District may terminate this Agreement immediately for cause if there is a good faith belief that the Consultant has knowingly violated Section 448.091, *Florida Statutes*.

- A. If the Consultant anticipates entering into agreements with a subcontractor for the Standard Services or Additional Services, Consultant will not enter into the subcontractor agreement without first receiving an affidavit from the subcontractor regarding compliance with Section 448.095, *Florida Statutes*, and stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. Consultant shall maintain a copy of such affidavit for the duration of the agreement and provide a copy to the District upon request.
- B. In the event that the District has a good faith belief that a subcontractor has knowingly violated Section 448.095, *Florida Statutes*, but the Consultant has otherwise complied with its obligations hereunder, the District shall promptly notify the Consultant. The Consultant agrees to immediately terminate the agreement with the subcontractor upon notice from the District. Further, absent such notification from the District, the Consultant or any subcontractor who has a good faith belief that a person or entity with which it is contracting has knowingly violated s. 448.09(1), *Florida Statutes*, shall promptly terminate its agreement with such person or entity.
- C. By entering into this Agreement, the Consultant represents that no public employer has terminated a contract with the Consultant under Section 448.095(2)(c), *Florida Statutes*, within the year immediately preceding the date of this Agreement.

[SIGNATURES BEGIN ON THE FOLLOWING PAGE]


IN WITNESS WHEREOF, the Parties each intend to enter this Agreement, understand the terms set forth herein, hereby agree to those terms, and have executed this Agreement on the day and year first written below.

ATTEST:

**TRAILS COMMUNITY
DEVELOPMENT DISTRICT**



Howard McGaffney (Aug 18, 2025 14:02:55 EDT)
Secretary / Assistant Secretary




Terence Douglas (Aug 18, 2025 13:58:30 EDT)
Chairperson, Board of Supervisors

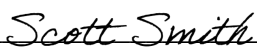
EXECUTION DATE: ^{18/08/25}

WITNESS:

**DPFG MANAGEMENT &
CONSULTING, LLC D/B/A VESTA
DISTRICT SERVICES**, a Florida limited
liability company



Jacquelyn Leger
(Print Name)



By: Scott Smith
Its: Vice President, District Services

EXECUTION DATE: ^{18/08/25}

- Exhibit A:** Scope of Services
- Exhibit B:** Schedule of Fees

Exhibit A: Scope of Services

A. **STANDARD ON-GOING SERVICES:** These services will be provided on a recurring basis and are commonly referred to as the basic services necessary for the normal and routine functioning of the District.

B. **MANAGEMENT:**

1. Attend and conduct all regularly scheduled and special Board of Supervisors meetings, Landowners' meetings, continued meetings, hearings, and workshops. Arrange for time and location and all other necessary logistics for such meetings, hearings, etc.

2. Ensure compliance with all statutes affecting the district which include but are not limited to:

a. Certify Special District Update Form, submitted to the Special District Information Program, Department of Economic Opportunity each year.

b. Assign and provide Records Management Liaison Officer for reporting to the Department of Library and Archives.

c. Provide contact person for the State Commission of Ethics for Financial Disclosure coordination.

d. Provide Form 1 Financial Disclosure documents for Board Members.

e. Provide Form 1F Financial Disclosure documents for Resigning Board Members.

f. Monitor and supply Form 3A, Interest in Competitive Bid for Public Business as needed.

g. Monitor and provide Form 8B, Memorandum of Voting Conflict for the Board.

h. Monitor and provide update on Creation Documents, including Notice of Establishment, to Department of Economic Opportunity and the County.

i. Maintain and file Disclosure of Public Financing and file with Department of Economic Opportunity and each residential developer.

j. Provide for a proposed budget for Board approval on or by June 15 of each fiscal year.

k. Provide copy of approved proposed budget to the County a minimum of 60 days prior to the public hearing on the budget.

i. Provide written notice to owners of public hearing on the budget and its related assessments.

l. Provide copy of an annual notice of any changes to the Public Facilities report to the County if changes are made.

m. File name and location of the Registered Agent and Office location annually with Department of Economic Opportunity and the County.

n. Provide for submitting the regular meeting schedule of the Board

to County.

- o. Provide District Map and update as provided by the District's Engineer as needed to the Department of Economic Opportunity and the County.
 - p. Provide legal description and boundary map as provided by District Engineer to the Supervisor of Elections.
 - q. File request letter to the Supervisor of Election of the County for number of registered voters as of April 15, each year.
 - r. Provide for public records announcement and file document of registered voter data each June.
 - s. Update Board Member names, positions, and contact information to the State Commission on Ethics annually.
 - t. Certify and file the Form DR 421, Truth in Millage Document with the Department of Revenue each tax year.
 - u. Properly notice all public meetings, in accordance with the appropriate Florida Statutes, including but not limited to, public hearings on assessments, the budget, establishment of rates, fees, or charges, rulemaking, uniform method of collection, and all other required notices of meetings, hearings and workshops.
 - i. Provide for the appropriate ad templates and language for each of the above.
 - v. Provide for instruction to Landowners on the Election Process and forms, etc.
 - w. Respond to Bond Holders Requests for Information.
 - x. Implement the policies established by the Board in connection with the operations of the District.
3. Assist in the negotiation of contracts, as directed by the Board of Supervisors.
 4. Advise the Board on the status of negotiations as well as contract provisions and their impacts on the District and provide contract administration services.
 5. Make recommendations on contract approval, rejection, amendment, renewal, and cancellation. In advance of expiration of contracts, advise the Board as to need for renewal or additional procurement activities and implement same.
 6. Monitor certificates of insurance as needed per contracts.
 7. Answer Project Status Inquiries from Contractors Bonding Companies.
 8. Provide an office location to handle and respond to written, phone or e-mail inquiries from the public.
 9. Proactively mitigate and manage risk and impact of management and staff turnover.

C. ADMINISTRATIVE:

1. Prepare agendas for transmittal to Board of Supervisors and staff seven (7) days prior to Board of Supervisors' Meeting. Prepare meeting materials for other meetings, hearings, etc., as needed.
2. Provide accurate minutes for all meetings and hearings, including landowners' meetings within 7 days post-meeting.
3. Implement and maintain a document management system to create and

save documents and provide for the archiving of District documents.

- a. Certify and file annual report to the Department of State, Library and Archive Division, for storage and disposal of public records.
4. Protect integrity of all public records in accordance with the requirements of State law. Respond to public records requests as required by law and in compliance with the Rules of Procedure and the District's adopted public records policy.
5. Maintain "Record of Proceedings" for the district within the County which includes meeting minutes, agreements, resolutions, and other records required by law.

D. ACCOUNTING:

1. Financial Statements
 - a. Establish Fund Accounting System in accordance with federal and state law, as well as GASS and the Rules of the Auditor General. This includes the following:
 - i. Chart of Accounts.
 - ii. Vendor and Customer Master File.
 - iii. Report creation and set-up.
 - b. Prepare monthly balance sheet, income statement(s) with budget to actual variances, including the following:
 - i. Cash Investment Account Reconciliations per fund.
 - ii. Balance Sheet Reconciliations per fund.
 - iii. Expense Variance Analysis.
 - c. Prepare and file Annual Public Depositor's Report and distribute to State Department of Insurance and Treasury.
 - d. Prepare and file Public Depositor's and Indemnification Form on new accounts as needed.
 - e. Facilitate Banking relations with the District's Depository and Trustee.
 - f. Prepare all other financial reports as required by applicable law and accounting standards, and bond trust indenture requirements.
 - g. Account for assets constructed by or donated to the District for maintenance.
 - h. On or before October 1st of every year prepare an annual inventory of all District owned tangible personal property and equipment in accordance with all applicable rules and standards.
 - i. Provide Audit support to auditors for the required Annual Audit, as follows:
 - i. Review statutory and bond indenture requirements.
 - ii. Prepare Audit Confirmation Letters for independent verification of activities.
 - iii. Prepare all supporting accounting reports and documents as requested by the auditors.
 - iv. Respond to auditor questions.
 - v. Review and edit draft report.

- vi. Prepare year-end adjusting journal entries as required.
 - j. Provide for transmission of the Audit to the County and the Auditor General's Office of the State.
 - k. Provide and file Annual Financial Statements (FS. 218 report) by June 30th of each year.
2. Budgeting
- a. Prepare budget and backup material for and present the budget at all budget meetings, hearings, and workshops. The budget is to be done in accordance with state law standards, and consistent with applicable GFOA and GASB standards. Budget preparation shall include calculation of operation and maintenance assessments, which may include development of benefit methodology for those assessments.
 - b. File all required documentation to the Department of Revenue, Auditor General, the County, and other governmental agencies with jurisdiction.
 - c. Prepare and cause to be published notices of all budget hearings and workshops.
 - d. Prepare all budget amendments on an ongoing basis. Assist in process to retain an auditor and cooperate and assist in the performance of the audit by the independent auditor.
3. Accounts Payable/Receivable
- a. Administer the processing, review and approval, and payment of all invoices and purchase orders. Ensure timely payment of vendor invoices and purchase orders.
 - i. Manage Vendor Information per W-9 reports.
 - b. Prepare monthly Vendor Payment Report and Invoicing Support for presentation to the Board of Supervisors for approval or ratification.
 - c. Maintain checking accounts with qualified public depository including.
 - i. Reconciliation to reported bank statements for all accounts and funds.
 - d. Prepare year-end 1099 Forms for Vendor payments as applicable.
 - i. File reports with IRS.
 - e. Monthly payment report (aka:)&M Expenditures) must be for current month and never in arrears.
 - f. Month-to-day running balance report that ties back to monthly balance sheet and transaction history.
4. Capital Program Administration
- a. Maintain proper capital fund and project fund accounting procedures and records.
 - b. Process Construction requisitions including:
 - i. Vendor Contract completion status.
 - ii. Verify Change Orders for materials.
 - iii. Check for duplicate submittals.
 - iv. Verify allowable expenses per Bond Indenture

Agreements such as:

- (1) Contract Assignment.
 - (2) Acquisition Agreement.
 - (3) Project Construction and Completion Agreement.
- c. Oversee and implement bond issue related compliance, i.e., coordination of annual arbitrage report, transmittal of annual audit and budget to the trustee, transmittal of annual audit and other information to dissemination agent (if other than manager) or directly to bond holders as required by Continuing Disclosure Agreements, annual/quarterly disclosure reporting, update etc.
 - d. Provide Asset Tracking for improvements to be transferred and their value for removal from District's Schedule of Property Ownership that are going to another local government.
 - e. Provide for appropriate bid and or proposal/qualification processes for Capital Project Construction.
5. Purchasing
- a. Assist in selection of vendors as needed for services, goods, supplies, materials. Obtain pricing proposals as needed and in accordance with District rules and state law.
 - b. Prepare RFPs for Administrative Services as needed, such as audit services, legal services, and engineering services.
 - c. Prepare and process requisitions for capital expenses, in coordination with District Engineer.
 - d. Ensure best price when shopping for products, materials, services, labor, etc. with comparison evidence.
6. Risk Management
- a. Prepare and follow risk management policies and procedures.
 - b. Recommend and advise the Board, in consultation with the District Engineer of the appropriate amount and type of insurance and be responsible for procuring all necessary insurance.
 - c. Process and assist in the investigation of insurance claims, in coordination with Counsel of the District.
 - d. Review insurance policies and coverage amounts of District vendors.
 - e. Provide for an update to the Schedule of Values of Assets owned by the District for purposes of procuring adequate coverage.
 - f. Maintain and monitor Certificates of Insurance for all service and contract vendors.

E. FINANCIAL AND REVENUE COLLECTION:

1. Administer Prepayment Collection:
 - a. Provide payoff information and pre-payment amounts as requested by property owners.
 - b. Monitor, collect and maintain records of prepayment of assessments.
 - c. Coordinate with Trustee to confirm semi-annual interest

payments and bond call amounts.

d. Prepare periodic continuing disclosure reports to investment bankers, bond holder and reporting agencies.

2. Administer Assessment Roll Process:

a. Prepare annual assessment roll for collection of debt service and operations and maintenance assessments.

b. Update roll to reflect per unit and per parcel assessments based on adopted fiscal year budgets.

c. Verify assessments on platted lots, commercial properties, or other assessable lands.

d. Convert final assessment roll to County Property Appraiser or Tax Collector format and remit to county.

e. Execute and issue Certificate of Non-Ad Valorem Assessments to County.

3. Administer Assessments for Off Tax Roll parcels/lots:

a. Maintain and update current list of owners of property not assessed via the tax roll.

b. Prepare and issue direct invoices for the annual debt service and operations and maintenance assessments.

c. Monitor collection of direct invoices and prepare and send delinquent/collection notices as necessary.

4. True-Up Analysis:

a. Annually compare current and un-platted lots to original development plan to ensure adequate collection of assessment revenue as necessary.

b. Prepare true-up calculations and invoice property owners for true-up payments as necessary.

F. ADDITIONAL SERVICES:

1. Meetings

a. Extended meetings (beyond 4 hours in length); continued meetings, special/additional meetings (not including annual budget workshop).

2. Financial Reports

a. Modifications and Certification of Special Assessment Allocation Report.

b. True-Up Analysis:

i. Should certain modifications be made to a Special Assessment Allocation Report a review of the current platted and un-platted lots compared to the original development plan maybe be required to ensure adequate collection of assessment revenue.

ii. Should it be required prepare true-up calculations and invoice property owners for true-up payments as necessary.

c. Re-Financing analysis.

3. Bond Issuance Services

- a. Special Assessment Allocation Report.
 - i. Prepare benefit analysis based on infrastructure to be funded with bond proceeds.
 - ii. Prepare Preliminary Special Assessment Allocation Report and present to District board and staff.
 - iii. Present Final Special Assessment Allocation Report to board and staff at noticed public hearing levying special assessments.
- b. Bond Validation.
 - i. Prepare Bond Validation Report determining the "Not-to-exceed" par amount of bonds to be issued by the District. Present to board as part of the Bond Resolution.
 - ii. Provide expert testimony at bond validation hearing in circuit court.
- c. Certifications and Closing Documents.
 - i. Prepare or provide signatures on all closing documents, certificates or schedules related to the bond issue that are required by District Manager or District Assessment Methodology Consultant.
- 4. Electronic communications/e-blasts.
- 5. Special requests.
- 6. Amendment to District boundary.
- 7. Grant Applications.
- 8. Escrow Agent.
- 9. Continuing Disclosure/Representative/Agent.
- 10. Community Mailings e.g. memos, notifications of rules changes, operations, and maintenance assessment notices, etc.
- 11. Public Records Requests.
- 12. Broadcast public meetings via Zoom/Conference-Call as listen only to audience who can't otherwise attend.
- 13. Provide robust communication strategy, channels, forms, etc. for residents to reach DM.
- 14. Implement and utilize effective workflow management tools for prioritization and tracking DM owner and driven vendor projects, tasks, and activities.

G. LITIGATION SUPPORT SERVICES: Prepare documentation in response to litigation requests and provide necessary expert testimony in connection with litigation involving District issues.

H. ADDITIONAL SERVICES PROVIDED TO THIRD PARTIES:

- 1. Issue estoppel letters as needed for property transfers.
 - a. Prepare estoppel letter reflecting current district assessment information as required for sale or transfer of residential or commercial property within the District.
 - b. Issue lien releases for properties which prepay within in the

District.

2. Bond prepayment processing.
 - a. Collect bond pre-payments, both short term and long-term bonds, verify amounts and remit to Trustee with deposit instructions.
 - b. Maintain collection log showing all parcels that have pre-paid assessments.
 - c. Prepare, execute, and issue release of lien to be recorded in public records.

Exhibit B: Schedule of Fees

Exhibit B: Schedule of Fees

District Management	Vesta 2025	Vesta (4 months)	Vesta FY 2026	Vesta
	Monthly Amount	Jun 1st - Sept. 30		Monthly Amount
District Management	\$ 2,000.00	\$ 8,000.00	\$ 24,000.00	\$ 2,000.00
Accounting	\$ 1,940.25	\$ 7,761.00	\$ 20,000.00	\$ 1,666.67
Administration	\$ 1,065.00	\$ 4,260.00	\$ 20,000.00	\$ 1,666.67
Assessment	\$ 492.17	\$ 1,968.67	\$ 5,906.00	\$ 492.17
Disclosure	\$ 416.67	\$ 1,666.67	\$ 5,000.00	\$ 416.67
Website	\$ 229.08	\$ 916.33	\$ 2,749.00	\$ 229.08
Total	\$ 6,143.17	\$ 24,572.67	\$ 77,655.00	\$ 6,471.25

***District Management Services Include:**

- Up to 14 workshops or meetings per year, 4 hours in length.
- Administrative and Accounting
- Tablets/electronic devices for Supervisors' use at meetings

**** Assessment Administration Services Include:**

- Assessment Roll Preparation and Re-amortization schedule
- Preparing of the assessment roll and the timely submittal of the roll to the tax collector. Certification, direct billing, and funding request processing, as well as responding to property owner and realtors for Estoppel letters, bond payoff information and other collection related work.

Schedule of Additional Fees

1. **Additional District Meetings:** The District Management fees proposed are based upon the District holding up to 14 meetings/workshops each year that each last up to 4 hours in length.
 - a. \$175/hour: An additional \$175/hour fee will be billed to the District, for each hour past the initial 4-hour meeting timeframe included in this proposal.
 - b. \$800 per meeting: Additional meetings or workshops outside of the aforementioned amount will be billed to the District at a total fee of \$800/per meeting.
2. **Postage and freight are not included in this proposal**
3. **Debt Service Fund Accounting & Assessment Collection Services:** If the District issues

additional debt, the proposed fee for these services would be \$5,500 annually per bond issue.

4. Assessment Methodology Consultant Services (Special Methodology Reports):

- a. New Bond Issuance Fee: \$25,000 per new bond issuance.
- b. Refinance Fee: \$25,000 per bond refinance
- c. Bond Anticipation Notes: \$15,000 per issuance.

5. Long Term Capital Planning:

- a. Long Term Capital Planning: \$15,000 (one-time fee)
- b. This fee includes the costs associated with Vesta District Services providing all the Capital Planning, Funding, and Infrastructure Reinvestment Budgeting, producing a long term (10 year) financial outlook model to help the District/ Board to plan for future costs and identify future assessment values for Operations and Maintenance as well as Infrastructure/Capital Items. Note: Does not include a Reserve Study.

6. Website Hosting and Management:

- i. Vesta/DPFG uses Campus Suite for website services.

7. Additional Services: Should Vesta District Services, Inc. be requested to provide additional services on behalf of the District not covered in this proposal, fees for such services shall negotiated in accordance with the terms mutually agreed upon by the District and Vesta District Services

EXHIBIT 9

**AGREEMENT BETWEEN THE
TRAILS COMMUNITY DEVELOPMENT DISTRICT AND
DPFG MANAGEMENT & CONSULTING, LLC D/B/A VESTA DISTRICT SERVICES
FOR AMENITY MANAGEMENT SERVICES**

THIS AGREEMENT (“Agreement”) is made and entered into as of this 27th day of May, 2025, by and between:

TRAILS COMMUNITY DEVELOPMENT DISTRICT, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, with a mailing address c/o District Manager, Vesta District Services, 250 International Parkway, Suite 208, Lake Mary, FL 32746 (the “District”), and

DPFG MANAGEMENT & CONSULTING, LLC D/B/A VESTA DISTRICT SERVICES, a Florida limited liability company, with a principal address of 250 International Parkway, Suite 208, Lake Mary, FL 32746 (hereinafter “**Consultant**” and together with the District, the “**Parties**”).

RECITALS

WHEREAS, the District is a local unit of special-purpose government established pursuant to and governed by Chapter 190, Florida Statutes; and

WHEREAS, the District wishes to retain an independent contractor to provide professional amenity management services, all as more particularly described herein and in **Exhibit A**, which is incorporated herein by reference;

WHEREAS, Consultant represents and warrants to the District that it is qualified, capable and willing to provide such services and the District desires to enter into this Agreement with the Consultant for the same; and

WHEREAS, the District and Consultant warrant and agree that they have the right, power and authority to enter into and be bound by this Agreement.

NOW, THEREFORE, in consideration of the recitals, agreements, and mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Parties, the Parties agree as follows:

SECTION 1. RECITALS. The recitals stated above are true and correct and by this reference are incorporated into and form a material part of this Agreement.

SECTION 2. PURPOSE; SCOPE OF SERVICES: The purpose of this Agreement is for the Consultant to provide professional amenity management services to the District pursuant to the Act. A detailed description is provided in **Exhibit A** to this Agreement (the “Services”). The Consultant shall not commence providing the services to be performed pursuant to this Agreement and **Exhibit A** until May 27, 2025.

SECTION 3. TERM. The initial term of this Agreement commences on May 27, 2025, and continues until September 30, 2026 (“**Initial Term**”), unless terminated earlier by either party in accordance with the provisions of this Agreement. For clarity, the Parties executed this Agreement on the last signature date identified on the signature page (the “Execution Date”). The Parties acknowledge and agree that the terms and conditions of the Agreement are intended to be effective as of May 27, 2025; provided however, that such terms and conditions may not apply to any claims made against the District and/or stemming from the alleged incident that occurred at the District’s pool on June 19, 2025 (the “Incident”). Rather, the Parties acknowledge and agree that the Incident shall be governed by the oral agreement in place between them at the time of the Incident and the parties believe that Florida common law provides the terms and conditions of that oral agreement.

The Parties shall have the option of renewing this agreement for additional one-year terms, however such renewal will be subject to mutual agreement on the fees for the additional term. The Parties shall make every effort to negotiate such fees at the time the District approves its General Fund Budget for the corresponding fiscal year. The Consultant acknowledges that the prices of this Agreement are firm and that the Consultant may change the prices only with the District’s written consent, as evidenced by a vote of the District’s Board of Supervisors.

SECTION 4. FEES AND EXPENSES; PAYMENT TERMS.

A. Fees and Expenses.

1. A schedule of fees for the services provided pursuant to this Agreement is attached hereto as **Exhibit B** to this Agreement, and incorporated herein. The District shall pay the Consultant for the services it provides pursuant to this Agreement in accordance with the schedule of fees in **Exhibit B**. For purposes of the Consultant’s compensation for services provided pursuant to this Agreement, the District shall compensate the Consultant only for those services provided under the terms of this Agreement.

a. The Contractor and the District acknowledge that Exhibit B is the Contractor’s best estimate of the total cost to provide the Services and that the amounts in the chart may not reflect the actual costs of the Services. Contractor is responsible for employing the individuals to provide the Services (the “Staff”) and determining, in its sole discretion, the wages and benefits each member of the Staff will earn (the “Wages and Benefits Amount”).

b. Contractor shall invoice the District monthly for the Services provided under this Agreement. Contractor shall substantiate invoices by evidence of actual payment and individual employee time records, together with any other documentation the District may reasonably request. Contractor shall provide a reporting of the Wages and Benefits Amount incurred for each Staff member assigned by the Contractor as

prepared by the Contractor's third-party payroll processor. The District shall pay substantiated invoices within thirty (30) days of receipt.

c. The Contractor and the District acknowledge that the Wages and Benefits Amount includes time for vacations. By way of example, the General Manager will be a full-time employee entitled to vacation time. While the General Manager is on vacation, if the District wants someone to fill that role, the Contractor shall be entitled to compensation, calculated in accordance with this Agreement, for the Staff member providing the replacement services.

d. The amounts payable to the Contractor shall be computed by multiplying the Wages and Benefits Amount by the fixed amount of 1.283. The amounts payable to the Contractor shall include wages, indirect costs, general and administrative expenses, and profit.

e. The District shall pay a deposit equal to one month's worth of budgeted services within 7 days of the start of the contract. This amount will be credited to the final invoice from the Contractor. The deposit amount will be \$14,358.05.

f. Contractor acknowledges and agrees that the compensation paid pursuant to this Agreement shall be the District's total obligation related to the costs, fees, and/or expenses related to employing a Staff member and the District shall not be responsible for any other amounts including, but not limited to, amounts related to any employment claims or disputes that may arise.

2. Unless otherwise specified by this Agreement, the Consultant will invoice the District for the Consultant's services as soon as may be practicable in advance of each month and in the amounts set forth in **Exhibit B**. The fees for those services which are not being requested at the time this Agreement is approved will be provided to the District at such time as those services are required and requested by vote of the Board of Supervisors. All invoices shall be due and payable by the District within thirty (30) days from the date of receipt of a correctly submitted invoice or as otherwise provided by the Prompt Payment Act, Chapter 218.70, *Florida Statutes*. Invoices not paid within thirty (30) days of presentation shall be charged interest on the balance due at the maximum legally permissible rate.
3. In the event the District authorizes a requested change in the scope of services, Consultant shall submit, in writing to the District, a request for a fee amendment corresponding to the change in services being requested, if it has not already done so. Any change in the scope of requested services and the corresponding fee amendment shall comply with the amendment procedure in this Agreement. Such amendment must be validly executed by the Parties before Consultant is authorized to begin providing services pursuant to the change in scope and the revised fees are adopted.
4. For the purposes of this Agreement, an out-of-pocket expense is an unexpected expense that the Consultant or one of its subcontractors, if applicable, incurs during the performance of the Standard Services, as provided in this Agreement. Such out-of-

pocket expenses are included in the fees shown in **Exhibit B**. Out-of-pocket expenses incurred in connection with the performance of Additional Services and Litigation Support Services will be subject to reimbursement at cost. These expenses include, but are not limited to, airfare, mileage, transportation/parking, lodging, postage, and copies.

B. Payment Terms.

1. **Standard Services.** Standard Services will be billed monthly as a fixed fee pursuant to the schedule shown in **Exhibit B**.
2. **Additional Services.** Additional Services will either be billed monthly at the Consultant's proposed hourly rate or per occurrence both as authorized by the District and negotiated by the Parties.
3. **Litigation Support Services.** Litigation Support Services will be billed monthly on an hourly basis for the hours incurred at the Consultant's proposed hourly rate, as authorized by the District and negotiated by the Parties.
4. **Out-of-Pocket Expenses.** Out-of-Pocket expenses not included under the Standard Services of the Consultant will be billed monthly as incurred.

SECTION 5. SUSPENSION OF SERVICES FOR NON-PAYMENT. Unless nonpayment is the fault of the Consultant, the Consultant shall have the right to suspend services being provided pursuant to this Agreement if the District fails to pay Consultant's invoices in a timely manner, which shall be construed as thirty (30) days from date of the invoice or as otherwise provided by the Prompt Payment Act, Section 218.70, *Florida Statutes*. Consultant shall notify the District, in writing, at least ten (10) days prior to suspending services.

SECTION 6. AMENDMENT. Amendments to, and waivers of, the provisions contained in this Agreement may be made only by an instrument in writing that is executed by both the District and the Consultant.

SECTION 7. RESPONSIBILITIES.

A. District Responsibilities. The District shall provide for the timely services of its legal counsel, engineer, and any other consultants, contractors, or employees, as required, for the Consultant to perform the duties outlined in this Agreement. Expenses incurred in providing this support shall be the sole responsibility of the District unless specified herein.

B. Limitations of Responsibilities. To the extent not referenced herein, and to the extent consistent with Section 190.006, *Florida Statutes*, Consultant shall not be responsible for the acts or omissions of any other Consultant or any of its subcontractors, suppliers, or of any other individual or entity performing services as part of this Agreement which are not under the control of the Consultant. Consultant shall not be liable for any damage that occurs from Acts of God, which are defined as those caused by windstorm, hail, fire, flood, hurricane, freezing, or other similar occurrences of nature.

SECTION 8. TERMINATION. This Agreement may be terminated as follows:

A. By the District for “good cause” immediately, which shall include, but is not limited to, misfeasance, malfeasance, nonfeasance, or dereliction of duties by the Consultant. Termination for “good cause” shall be effected by written (electronic) notice to Consultant.

B. By the Consultant for “good cause” immediately, which shall include, failure of the District to timely pay Consultant for services rendered in accordance with the terms set forth in this Agreement, malfeasance, nonfeasance, or dereliction of duties by the District, or upon request or demand by the Board, or any member thereof, for Consultant to undertake any action or implement a policy of the Board which Consultant deems unethical, unlawful, or in contradiction of any applicable federal, state, or municipal law or rule. Termination for “good cause” shall be effected by written (electronic) notice to District.

C. By the Consultant or District, for any reason, upon provision of a minimum of sixty (60) days written (electronic) notice of termination to the address noted herein.

D. Upon any termination of this Agreement, the Consultant shall be entitled to payment for all services rendered pursuant to this Agreement up until the effective date of the termination of this Agreement, subject to whatever claims or off-sets the District may have against the Consultant. Consultant will make all reasonable efforts to provide for an orderly transfer of the books and records of the District to the District or its designee.

SECTION 9. GENERAL TERMS AND CONDITIONS.

A. The Consultant and its officers, supervisors, staff, and employees shall use due care to protect the property of the District, its residents, and landowners from damage. The Consultant agrees to take steps to repair any damage resulting from the Consultant’s activities and work pursuant to the Agreement within twenty-four hours (24) hours.

B. Dissolution or court declared invalidity of the District shall not relieve the District of compensation due for services theretofore rendered.

SECTION 10. APPLICABLE LAW AND VENUE. THIS AGREEMENT SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF FLORIDA WITHOUT REFERENCE TO THE PRINCIPLES OF CONFLICT OF LAWS. EXCEPT FOR ACTIONS SEEKING INJUNCTIVE RELIEF (WHICH MAY BE BROUGHT IN ANY APPROPRIATE JURISDICTION), SUITS UNDER THIS AGREEMENT SHALL ONLY BE BROUGHT IN A COURT OF COMPETENT JURISDICTION IN THE COUNTY OF DUVAL, STATE OF FLORIDA. THIS CHOICE OF VENUE IS INTENDED BY THE PARTIES TO BE MANDATORY AND NOT PERMISSIVE IN NATURE, AND TO PRECLUDE THE POSSIBILITY OF LITIGATION BETWEEN THE PARTIES WITH RESPECT TO, OR ARISING OUT OF, THIS AGREEMENT IN ANY JURISDICTION OTHER THAN THAT SPECIFIED IN THIS SECTION. EACH PARTY WAIVES ANY RIGHT IT MAY HAVE TO

ASSERT THE DOCTRINE OF FORUM NON CONVENIENS OR SIMILAR DOCTRINE OR TO OBJECT TO VENUE WITH RESPECT TO ANY PROCEEDING BROUGHT IN ACCORDANCE WITH THIS SECTION.

SECTION 11. INDEMNIFICATION.

A. District Indemnification. To the extent allowable under applicable law (and only to the extent of the limitations of liability set forth in Section 768.28, *Florida Statutes*), except to the extent caused by the negligence or willful misconduct of the Consultant, the District agrees to indemnify, defend, and hold harmless the Consultant and its officers, supervisors, staff, and employees from and against any and all liability, claims, actions, suits, demands, assessments or judgments asserted and any and all losses, liabilities, damages, costs, court costs, and expenses, including attorney's fees, that Consultant may hereafter incur, become responsible for, or be caused to pay out arising out of or relating to the negligent or intentionally wrongful acts or omissions of the District. The indemnification provided for herein shall not be deemed exclusive of any other rights to which the Consultant may be entitled and shall continue after the Consultant has ceased to be engaged under this Agreement.

B. Consultant Indemnification. The Consultant agrees to indemnify, defend, and hold harmless the District and its officers, supervisors, staff, and employees from and against any and all liability, claims, actions, suits, demands, assessments or judgments asserted and any and all losses, liabilities, damages, costs, court costs, and expenses, including attorney's fees, that the District may hereafter incur, become responsible for, or be caused to pay out arising out of or relating to the negligent or intentionally wrongful acts or omissions of the Consultant. The indemnification provided for herein shall not be deemed exclusive of any other rights to which the District may be entitled and shall continue after the Consultant has ceased to be engaged under this Agreement. Additionally, nothing in this Agreement requires Consultant to indemnify the District for the District's percentage of fault if the District is adjudged to be more than 50% at fault for any claims against the District and Consultant as jointly liable parties; however, Consultant shall indemnify the District for any and all percentage of fault attributable to Consultant for claims against the District, regardless of whether the District is adjudged to be more or less than 50% at fault.

C. Sovereign Immunity; Indemnification Obligations. Nothing herein shall be construed to waive or limit the District's sovereign immunity limitations of liability as provided in Section 768.28, *Florida Statutes*, or other applicable law. Indemnification obligations under this Agreement shall include the payment of all settlements, judgments, damages, liquidated damages, penalties, forfeitures, back pay awards, court costs, arbitration and/or mediation costs, litigation expenses, attorneys' fees, paralegal fees (incurred in court, out of court, on appeal, or in bankruptcy proceedings), any interest, expenses, damages, penalties, fines, or judgments as ordered.

SECTION 12. INSURANCE.

A. The District shall provide and maintain Public Official Liability and General Liability insurance policies, each in an amount not less than One Million Dollars (\$1,000,000.00) throughout the term of this Agreement.

B. The Consultant shall provide and maintain the following levels of insurance coverage at all times throughout the term of this Agreement:

1. Worker's Compensation Insurance in accordance with the laws of the State of Florida.
2. General Liability Insurance with the limit of One Million Dollars (\$1,000,000.00) per each occurrence.
3. Professional Liability Insurance with limit of no less than One Million Dollars (\$1,000,000.00) per each occurrence.
4. Employment Practices Liability Insurance with limit of Two Million Dollars (\$2,000,000.00) per each occurrence.
5. Comprehensive Automobile Liability Insurance for all vehicles used by the Consultant's staff, whether owned or hired, with a combined single limit of One Million Dollars (\$1,000,000.00).
6. Umbrella or Excess Liability Insurance with limits of not less than \$3,000,000.00.

C. Except with respect to Professional Liability, Employment Practices Liability Insurance and Worker's Compensation insurance policies, the District and its officers, supervisors, staff, and employees will be listed as additional insureds on each insurance policy described above. For clarity, the Umbrella Policy follows the underlying General Liability form so when an entity is an additional Insured on the General Liability it is also considered an additional insured on the Umbrella Policy even if not specifically named as such. None of the policies above may be canceled during the term of this Agreement (or otherwise cause the District to not be named as an additional insured where applicable) without thirty (30) days written notice to the District. Consultant will furnish the District with a Certificate of Insurance evidencing compliance with this section upon request. Insurance should be from a reputable insurance carrier, licensed to conduct business in the State of Florida.

D. If the Consultant fails to secure or maintain the required insurance, the District has the right (without any obligation to do so), after providing ten (10) days' Notice to Consultant, to secure such required insurance, in which event the Consultant shall pay the cost for that required insurance and shall furnish, upon demand, all information that may be required in connection with the District's obtaining the required insurance.

SECTION 13. ASSIGNMENT. Neither the District nor the Consultant may assign this Agreement or any monies to become due hereunder without the prior written approval of the other.

Any assignment attempted to be made by the Consultant or the District without the prior written approval of the other party is void.

SECTION 14. COMPLIANCE WITH PUBLIC RECORDS LAWS. Consultant understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and, accordingly, Consultant agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, *Florida Statutes*. Consultant acknowledges that the designated public records custodian for the District is **Dana Harden** (“**Public Records Custodian**”). Among other requirements and to the extent applicable by law, the Consultant shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, *Florida Statutes*, and the District’s Rules of Procedure; 3) ensure that public records which are exempt or confidential and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the Agreement term and following the Agreement term if the Consultant does not transfer the records to the Public Records Custodian of the District; 4) follow the District’s Records Request Policy; and 5) upon completion of the Agreement, transfer to the District or its designee, at no cost, all public records in Consultant’s possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by the Consultant, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Office products, Adobe PDF formats, or the other information technology systems of the District.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, *FLORIDA STATUTES*, TO THE CONTRACTOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT DPFM MANAGEMENT & CONSULTING, LLC D/B/A VESTA DISTRICT SERVICES, 250 INTERNATIONAL PARKWAY, SUITE 208, LAKE MARY, FL 32746; 904-775-9754; DHARDEN@VESTAPROPERTYSERVICES.COM.

SECTION 15. NOTICES. All notices, requests, consents and other communications under this Agreement (“**Notices**”) shall be electronic or in writing and delivered, mailed by First Class Mail, postage prepaid, or overnight delivery service, to the parties, as follows:

If to the District: Trails Community Development District
c/o Vesta District Services
250 International Parkway, Suite 208
Lake Mary, FL 32746
Attn: District Manager

With a copy to: Kutak Rock.
107 West College Avenue
Tallahassee, FL 32301
Attn: District Counsel

If to the Consultant: Vesta District Services
250 International Parkway, Suite 208
Lake Mary, FL 32746
Attn: President

Except as otherwise provided in this Agreement, any Notice shall be deemed received only upon actual delivery at the address set forth above or delivered electronically with return receipt. Notices delivered after 5:00 p.m. (at the place of delivery) or on a non-business day, shall be deemed received on the next business day. If any time for giving Notice contained in this Agreement would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. Saturdays, Sundays, and legal holidays recognized by the United States Government shall not be regarded as business days. Counsel for the District and counsel for the Consultant may deliver Notice on behalf of the District and the Consultant, respectively. Any party or other person to whom Notices are to be sent or copied may notify the other parties and addressees of any change in name or address to which Notices shall be sent by providing the same on five (5) days written notice to the parties and addressees set forth herein.

SECTION 16. EFFECTIVE DATE. This Agreement shall become effective upon execution by both the District and the Consultant and shall remain effective until terminated by either the District or the Consultant in accordance with the provisions of this Agreement.

SECTION 17. HEADINGS FOR CONVENIENCE ONLY. The descriptive headings in this Agreement are for convenience only and shall neither control nor affect the meaning or construction of any of the provisions of this Agreement.

SECTION 18. AGREEMENT; CONFLICTS. This instrument, together with accompanying **Exhibits A and B**, shall constitute the final and complete expression of this Agreement between the District and the Consultant relating to the subject matter of this Agreement. To the extent of any conflict between this instrument and **Exhibits A and B** this instrument shall control.

SECTION 19. ENFORCEMENT OF AGREEMENT; PROTECTION AGAINST THIRD-PARTY INTERFERENCE. A default by either the District or the Consultant under this Agreement shall entitle the other to all remedies available at law or in equity, which may include, but not be limited to, the right of damages, injunctive relief, and/or specific performance. In the event that either the District or the Consultant is required to enforce this Agreement by court proceedings or otherwise, then the prevailing Party shall be entitled to recover all fees and costs incurred, including reasonable attorneys' fees and costs for trial, alternative dispute resolution, or appellate proceedings. The District shall be solely responsible for enforcing its rights under this

Agreement against any interfering third-party. Nothing contained in this Agreement shall limit or impair the District's right to protect its rights from interference by a third-party to this Agreement.

SECTION 20. THIRD PARTY BENEFICIARIES. This Agreement is solely for the benefit of the District and the Consultant and no right or cause of action shall accrue upon or by reason, to or for the benefit of any third party not a formal party to this Agreement. Nothing in this Agreement, express or implied, is intended or shall be construed to confer upon any person or corporation other than the District and the Consultant any right, remedy, or claim under or by reason of this Agreement or any of the provisions or conditions of this Agreement; and all of the provisions, representations, covenants, and conditions contained in this Agreement shall inure to the sole benefit of and shall be binding upon the District and the Consultant and their respective representatives, successors, and assigns.

SECTION 21. COMPLIANCE WITH GOVERNMENTAL REGULATION. The Consultant shall keep, observe, and perform all requirements of applicable local, State, and Federal laws, rules, regulations, and ordinances. If the Consultant fails to notify the District in writing within five (5) days of the receipt of any notice, order, required to comply notice, or a report of a violation or an alleged violation, made by a local, State, or Federal governmental body or agency or subdivision thereof with respect to the services being rendered under this Agreement or any action of the Consultant or any of its agents, servants, employees, or materialmen, or with respect to terms, wages, hours, conditions of employment, safety appliances, or any other requirements applicable to provision of services, or fails to comply with any requirement of such agency within five (5) days after receipt of any such notice, order, request to comply notice, or report of a violation of an alleged violation, the District may terminate this Agreement, such termination to be effective immediately upon the giving of notice of termination.

SECTION 22. ARM'S LENGTH TRANSACTION. This Agreement has been negotiated fully between the District and the Consultant as an arm's length transaction. The District and the Consultant participated fully in the preparation of this Agreement with the assistance of their respective counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, the Parties are deemed to have drafted, chosen, and selected the language, and any doubtful language will not be interpreted or construed against any party.

SECTION 23. INDEPENDENT CONTRACTOR STATUS. In all matters relating to this Agreement, the Consultant shall be acting as an independent contractor. Neither the Consultant nor employees of the Consultant are employees of the District under the meaning or application of any Federal or State Unemployment or Insurance Laws or Old Age Laws or otherwise. The Consultant agrees to assume all liabilities or obligations imposed by any one or more of such laws with respect to employees of the Consultant in the performance of this Agreement. The Consultant shall not have any authority to assume or create any obligation, express or implied, on behalf of the District and the Consultant shall have no authority to represent the District as an agent, employee, or in any other capacity, unless otherwise set forth in this Agreement.

SECTION 24. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Agreement shall not affect the validity or enforceability of the remaining portions of this Agreement, or any part of this Agreement not held to be invalid or unenforceable.

SECTION 25. COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which when executed and delivered shall be an original; however, all such counterparts together shall constitute, but one and the same instrument.

SECTION 26. COMPLIANCE WITH E-VERIFY. The Consultant shall comply with and perform all applicable provisions of Section 448.095, *Florida Statutes*. Accordingly, beginning January 1, 2021, to the extent required by Florida Statute, Consultant shall register with and use the United States Department of Homeland Security's E-Verify system to verify the work authorization status of all newly hired employees. The District may terminate this Agreement immediately for cause if there is a good faith belief that the Consultant has knowingly violated Section 448.091, Florida Statutes.

- A. If the Consultant anticipates entering into agreements with a subcontractor for the Standard Services or Additional Services, Consultant will not enter into the subcontractor agreement without first receiving an affidavit from the subcontractor regarding compliance with Section 448.095, *Florida Statutes*, and stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. Consultant shall maintain a copy of such affidavit for the duration of the agreement and provide a copy to the District upon request.
- B. In the event that the District has a good faith belief that a subcontractor has knowingly violated Section 448.095, *Florida Statutes*, but the Consultant has otherwise complied with its obligations hereunder, the District shall promptly notify the Consultant. The Consultant agrees to immediately terminate the agreement with the subcontractor upon notice from the District. Further, absent such notification from the District, the Consultant or any subcontractor who has a good faith belief that a person or entity with which it is contracting has knowingly violated s. 448.09(1), Florida Statutes, shall promptly terminate its agreement with such person or entity.
- C. By entering into this Agreement, the Consultant represents that no public employer has terminated a contract with the Consultant under Section 448.095(2)(c), *Florida Statutes*, within the year immediately preceding the date of this Agreement.


[SIGNATURES BEGIN ON THE FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties each intend to enter this Agreement, understand the terms set forth herein, hereby agree to those terms, and have executed this Agreement on the day and year first written below.

ATTEST:

**TRAILS COMMUNITY
DEVELOPMENT DISTRICT**



Howard McGaffney (Aug 18, 2025 14:03:46 EDT)
Secretary / Assistant Secretary

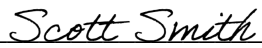

Terence Douglas (Aug 18, 2025 13:56:40 EDT)
Chairperson, Board of Supervisors

EXECUTION DATE: 18/08/25

WITNESS:

**DPFG MANAGEMENT &
CONSULTING, LLC D/B/A VESTA
DISTRICT SERVICES**, a Florida limited
liability company


Jacquelyn Leger
(Print Name)


By: Scott Smith

Its: Vice President, District Services

EXECUTION DATE: 18/08/25

- Exhibit A:** Scope of Services
- Exhibit B:** Schedule of Fees

**Exhibit A: Scope of Services
Trails CDD/Winchester Ridge**

A) Staffing Levels and Operational Hours

- 1) Full-Time Operations Manager: One full-time Operations Manager to oversee daily operations of community operation and amenities. This position reports directly to the District Manager.
- 2) Part-Time Facilities Attendant: One part-time facilities attendant working approximately 24 hours per week to maintain the cleanliness of the facilities. This position will primarily work four days a week, six hours each in afternoon/evenings, and will be responsible for closing shift responsibilities around the facilities. The start and end times will vary based on seasonality. This position reports directly to Operations Manager and/or District Manager
- 3) Spring Break, facilities will be staffed the weekend before through the next weekend of Spring Break (approximately 9 days)
 - a) 7:30 a.m. to 7:30 p.m.
- 4) Seasonal Facilities Attendant/Pool Monitoring:
 - a) Fridays, Saturdays, Sundays (352 Seasonal Hours approximately)
 - b) Memorial Day weekend through when school begins: 7:30 a.m. to 8:30 p.m.
 - c) Weekends only after school begins, and Labor Day Weekend and Labor Day: 7:30 a.m. to 8:30 p.m.

B) Scopes of Services

- 1) General Facility Maintenance: Create Daily Checklists which include but is not limited to:
 - a) *Building*: Create workorders, solicit proposals for and schedule repairs and maintenance. General cleanliness of the exterior including periodic control of cobwebs and prevent other debris from accumulating on exterior walls; and replace interior lights and AC filters as needed. Report any extraordinary repairs to District Manager as needed.
 - b) *Pool Deck*: Blow off entire deck area regularly; empty and replace waste receptacles around pool area; control algae growth around pool deck.
 - c) *Playground Park Area*: Check equipment, periodically clean equipment and remove debris on and around equipment as needed.
 - d) *Parking Lot*: Blow off debris; pick up trash and debris as needed.
 - e) Solicit proposals for any necessary repairs, extraordinary cleaning, or replacement items that may be required due to “normal wear and tear,” “acts of God,” or vandalism. These services may be provided by Vesta or outside service contractors and will be billed separately as approved by the District Manager or Board of Supervisors in accordance with the District’s Procurement Policy.
- 2) Swimming Pool Maintenance
 - a) Conduct necessary tests for proper pool chemicals as required in order to maintain water quality levels within requirements of Chapter 64E-9.004(d).
 - b) Check pool water quality and complete equivalent to *DH Form 921 3/98*
 - (I) *Swimming Pool Report*, as required by Chapter 64E-9.004(13), FAC

- (II) Operate filtration and recirculation systems, backwashing as needed. Clean all strainers. Maintain pool at proper water level, and maintain filtration rates. Check valves for leaks, as well as other components, and maintain in proper condition.
 - (III) Manually skim, brush and vacuum pools as necessary.
 - c) Advise the C.D.D. of any necessary repairs, cleaning, or replacement items required due to “normal wear & tear,” “acts of God,” or vandalism. These services will be provided by qualified pool technicians / service contractors and will be billed separately as approved by the District Manager or Board of Supervisors in accordance with the District’s Procurement Policy.
- 3) Janitorial Services:
- a) Dust and damp mop all tiled areas including baseboards.
 - b) Dust window ledges, blinds, air condition vents and returns.
 - c) Clean all windows.
 - d) Empty and remove all trash from receptacles.
 - e) Bathrooms: clean and disinfect floors, counters, mirrors, toilets, urinals and all surrounding areas. Paper and soap dispensers shall be cleaned and filled as needed.
 - f) Fitness room: Clean flooring, ceiling fans, baseboards, and provide light cleaning to all fitness equipment.
- 4) Operations Management
- a) Provide general oversight of all district common grounds and assets.
 - b) Conduct site inspections and provide oversight of district service providers.
 - c) Advise the District of any necessary repairs, extraordinary cleaning, or replacement of assets.
 - d) Remain aware of potential safety or security hazards within district property, communicate with the appropriate district personnel regarding possible corrective action to resolve a safety or security matter, and implement such action when necessary, for the safety and security of the district.
 - e) Maintain full knowledge/awareness of all aspects of residential community maintenance to include landscaping, lake and wetland maintenance, carpentry, electrical, plumbing, painting, and management and/or monitoring of recreational facilities.
 - f) Assess property damage, neglect and/or depreciation and report to District Manager.
 - g) Maintain inventory control of maintenance items, implementing preventative maintenance programs.
 - h) Remain available during posted times to assist residents with access cards and room rentals.
- 5) Note that Extraordinary public records requests that are extensive in nature, as defined by District’s adopted Rules of Procedure, requiring significant effort to fulfill, shall not be a part of the Scope of Services and shall be billed separately.

**Exhibit B: Schedule of Fees
Trails CDD/Winchester Ridge**

A. Schedule of Hours Provided and Estimated Fees:

Trails CDD/Winchester Ridge Fee Schedule (Option #2)			
Position	Annual Hours	FY 2025 (5/28/25-9/30/25)	FY 2026 (10/1/25-9/30/26)
Operations Manager	2080		
Guest Services & Janitorial	2080		
Guest Services & Pool Monitor	235		
Annual Fee Estimate		\$66,932.95	\$244,692.01

B. Estimate of Fees is a good faith projection of what labor costs will be giving prevailing and anticipated labor market conditions over the life of the contract based on the staffing levels above and scope of services provided. Monthly reporting to the Board will be provided to show any monthly and YTD variances between actual and projected costs. If costs are trending greater than estimated, then recommendations will be provided for cost reductions to bring overall costs in line with any budget parameters. The Board can then decide to implement cost reductions and or maintain services levels at the higher cost at their sole discretion. Vendor is committed to managing all aspects of the operation to come in on or below budget parameters and guidance provided by the Board within our reasonable ability to control.

a. Included in Fees Estimate:

- i. Direct labor costs to include: gross wages, employer paid benefits (medical, vacation, holiday, etc.), payroll taxes and worker’s compensation.
- ii. Mobile phone reimbursement at \$50ea a month for two onsite staff
- iii. Vesta branded uniforms for onsite personnel
- iv. One office computer
- v. One MaintainX subscription
- vi. Regional operational management support (provided by FCS Management Group as a sub contractor to Vesta Property Services)
- vii. All offsite corporate support (Human Resources, Information Technology, Administration, Accounting, Payroll Processing, Insurance, Legal, etc.)

b. Not Included in fee Estimate:

- i. Any items not specifically included above.
- ii. COBRA benefits the Board may elect to provide to staff during vendor transitions in order to maintain medical benefits.
- iii. OverTime.

EXHIBIT 10

After recording, please return to:
Trails CDD
c/o Vesta District Services
250 International Pkwy. #208
Lake Mary, Florida 32746

**VARIANCE AGREEMENT FOR INSTALLATION OF IMPROVEMENTS
WITHIN DISTRICT EASEMENT OR PROPERTY**

This *Variance Agreement for Installation of Improvements within District Easement or Property* (“**Agreement**”) is entered into as of this _____ day of _____, 20__, by and among _____ (“**Owner**”) and Trails Community Development District (“**District**”), a local unit of special purpose government created pursuant to City of Jacksonville Ordinance No. 2006-861-E and amended Ordinance No. 2017-768-E.

WITNESSETH:

WHEREAS, Owner is the owner of Lot _____, (“**Lot**”), as per the plat (“**Plat**”) of _____, recorded as Instrument Number _____, of the Public Records of Duval County, Florida (“**Property**”); and

WHEREAS, Owner desires to install certain improvements described as _____ (“**Improvements**”) within a District easement or property (“**Easement**”) abutting Owner’s Lot (“**License Area**”), as shown on the Plat; and

WHEREAS, due to the District’s legal interests in the Easement, among other reasons, Owner requires the District’s consent before installing Improvements within the License Area; and

WHEREAS, the District has consented to the installation of the Improvements within the License Area, subject to the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, it is understood and agreed as follows:

1. **Recitals.** The recitals set forth above are acknowledged as true and correct and are incorporated herein by reference.
2. **License for Improvements Installation & Maintenance; Limitation.** Subject to the terms of this Agreement, the District hereby grants Owner the right, privilege, and permission to install and maintain removable Improvements on the License Area.
3. **Owner Responsibilities.** The Owner has the following responsibilities:
 - a. The Owner shall be fully responsible for the installation and maintenance of the Improvements.
 - b. The Owner shall be responsible for ensuring that the installation and maintenance of the Improvements are conducted in compliance with all applicable laws (including but not limited to building codes, set back requirements, stormwater permits, etc.).

- c. The District, by entering into this Agreement, does not represent that the District has authority to provide all necessary approvals for the installation of the Improvements. Instead, the Owner shall be responsible for obtaining any applicable permits and approvals relating to the work (including but not limited to any approvals of any applicable homeowner's association, Duval County, as well as any other necessary legal interests and approvals).
 - d. The Owner shall ensure that the installation and maintenance of the Improvements does not damage any property or improvements of District, including but not limited to the pond bank or stormwater facilities, or any third party's property, and, in the event of any such damage, the Owner shall immediately repair the damage or compensate the District for such repairs, at the District's option if such repairs are not made timely.
 - e. Owner's exercise of rights hereunder shall not interfere with District's rights under the Easement. Further, the Improvements shall be installed in such a manner as to not interfere with or damage any District infrastructure or improvements that may be located within the Easement. It shall be Owner's responsibility to locate and identify any such pre-existing infrastructure and improvements. Further, the Owner shall pay a licensed and insured professional contractor to mark any existing infrastructure and improvements prior to installation of the Improvements and to perform the work to install the Improvements. The District, its officers, supervisors, employees, professional staff and agents shall be named as a certificate holder under the contractors, or Owner's, insurance policy for said work.
 - f. Upon completion of the installation, the Improvements will be owned by the Owner. Owner shall be responsible for the maintenance and care of any such Improvements and agrees to maintain the Improvements in good condition.
 - g. Additionally, the Owner shall keep the License Area free from any materialmen or mechanic's liens and claims or notices in respect to such liens and claims, which arise by reason of the Owner's exercise of rights under this Agreement, and the Owner shall immediately discharge any such claim or lien.
4. **Removal and/or Replacement of Improvements.** The permission granted herein is given to Owner as an accommodation and is revocable at any time. Owner acknowledges the legal interest of the District in the Easement(s) described above and agrees never to deny such interest or to interfere in any way with District's use. Owner will exercise the privilege granted herein at Owner's own risk and agrees that Owner will never claim any damages against District for any injuries or damages suffered on account of the exercise of such privilege, regardless of the fault or negligence of the District. Owner further acknowledges that, without notice, the District may remove all, or any portion or portions, of the Improvements installed upon the License Area at Owner's expense, and that the District is not obligated to return or re-install the Improvements to their original location and is not responsible for any damage to the Improvements, or their supporting structure as a result of the removal.
5. **Indemnification.** Owner agrees to indemnify, defend and hold harmless the District, as well as any officers, supervisors, staff, agents and representatives, and successors and assigns, of the foregoing, against all liability for damages and expenses resulting from, arising out of, or in any way connected with, this Agreement or the exercise of the privileges granted hereunder.
6. **Covenants Run with the Land.** This Agreement, and all rights and obligations contained herein, shall run with the land and shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, successors and assigns, including, but without limitation, all subsequent owners of any portions of the property described herein and all persons claiming under them. Whenever the

word “Owner” is used herein, it shall be deemed to mean the current owner of the Property and its successors and assigns.

7. **Sovereign Immunity.** Nothing in this Agreement shall be deemed as a waiver of immunity or limits of liability of the District beyond any statutory limited waiver of immunity or limits of liability which may have been adopted by the Florida Legislature in Section 768.28, *Florida Statutes*, or other statute, and nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the doctrine of sovereign immunity or by operation of law.
8. **Default.** A default by either party under this Agreement – including but not limited to Owner’s failure to meet its obligations under Section 3 above – shall entitle the other to all remedies available at law or in equity, which may include, but not be limited to, the right of damages and/or specific performance.
9. **Attorney’s Fees & Costs.** The prevailing party in any litigation to enforce the terms of this Agreement shall be entitled to reasonable attorney’s fees and costs.
10. **Counterparts.** This Agreement may be executed in counterparts. Any party hereto may join into this Agreement by executing any one counterpart. All counterparts when taken together shall constitute one agreement.

[THIS SPACE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the parties have caused these presents to be executed the day and date first above written.

Witnesses:

Owner

By: _____

By: _____

Print Name

Print Name

By: _____

Print Name

STATE OF FLORIDA)
COUNTY OF _____)

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this _____ day of _____, 20_____, by _____. He/She is personally known to me or produced _____ as identification.

NOTARY PUBLIC

(Print, Type or Stamp Commissioned Name of Notary Public)

[signatures continue on following page]

Witnesses:

**Trails Community
Development District**

By: _____

By: _____

Print Name

Chairperson of the Board of Supervisors

By: _____

Print Name

STATE OF FLORIDA)
COUNTY OF _____)

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this _____ day of _____, 20_____, by _____, as Chairperson of the Board of Supervisors for Trails Community Development District, on behalf of said District. He/ She is personally known to me or produced _____ as identification.

NOTARY PUBLIC

(Print, Type or Stamp Commissioned Name of Notary Public)

[end of signature pages]

TRAILS COMMUNITY DEVELOPMENT DISTRICT
Policy for Variance Applications for Installation of Drainage
Improvements or Fencing within District Easements
Effective: November 29, 2022

1. If a resident desires to install Drainage Improvements or Fencing within property or an easement owned by Trails Community Development District (the “District”), or Drainage Improvements or Fencing on private property that may negatively impact District property or improvements, the resident must:
 - a. Submit a written variance application to the District Manager or his or her designee prior to commencement of such installation, in the form included herein as **Attachment A**. The application must be made by the owner of the property and must contain, at a minimum, the following information:
 - i. The contact information of the person making the variance application.
 - ii. The lot number or street address of the lot on which the improvements are to be installed.
 - iii. A description of the improvements to be installed.
 - iv. A diagram showing the proposed location of the improvements; and
 - v. The requested commencement date of the installation of said improvements.
 - b. Pay an application cost to offset the District’s cost of processing the variance application, including District Engineer review. These costs shall include:
 - i. Engineering review (will vary based on type of improvement)
 - ii. Recording fee of the variance agreement.
2. The District Engineer shall review the variance application to determine if the proposed Drainage Improvements or Fencing would have a negative impact on any District improvements. Such review may include, in the District Engineer’s discretion and as may be necessary, conducting an in-person site inspection. The District Engineer shall recommend one of the following actions:
 - a. Approve the variance application, with or without conditions; or
 - b. Deny the variance application.
3. If the District Engineer recommends denying the application, District staff shall notify the applicant that the variance application was denied and that the proposed improvements may not be installed.
4. If the District Engineer recommends approving the application, the District Engineer shall present the application and recommendation at the next available meeting of the District Board of Supervisors (“Board”). If approved by the Board, District staff shall coordinate execution of a variance agreement in substantially the form attached hereto as **Attachment B**, with such revisions as may be deemed necessary and approved by District Counsel, in consultation with District staff. Upon execution of the agreement, District staff shall record the agreement in the Official Records of Duval County. At the conclusion of the installation of any approved improvements, the District Engineer shall conduct a post-installation review to certify that the improvements do not exceed the scope of the approval.
5. The District’s approval of a variance application constitutes approval from the District only. The resident is responsible for obtaining any other necessary approvals, permits and authorizations, including but not limited to approvals from the HOA, Duval County, and any other entities having an interest in the property, as applicable.
6. If improvements are constructed within a District easement or on District property without prior approval, including improvements that exceed the scope of any prior approval, the District reserves the right to

require the resident to remove, relocate, or modify the improvements at the resident's sole expense. If the resident is unresponsive to the District's requests, the District may remove said improvements on its own and charge the resident the cost of said removal. The District also reserves the right to take any appropriate legal action to enforce its rights under this policy or to collect any costs due.

7. If improvements are constructed with approval within a District property or easement but at some point in the future, said improvements threaten the health, safety, integrity or welfare of residents or District improvements, the District will make every reasonable effort to contact the landowner to work to resolve the issues but may, in its reasonable discretion, modify or remove the landowner's improvements immediately to protect said interests. Residents with improvements in District easements are responsible for all maintenance of said improvements.
8. The resident must demonstrate that any proposal which moves water off his/her Lot to the back of the property is the only viable option; namely that moving water to the front of the property or keeping water on the property is either economically impractical or physically not possible without causing further damage. Such evaluation shall be made by the resident and confirmed by the District Engineer within the application.

TRAILS COMMUNITY DEVELOPMENT DISTRICT
Variance Application

for Installation of Drainage Improvements or Fencing

Trails Community Development District owns property and easement rights throughout the community for the purpose of maintaining certain infrastructures, including the stormwater and drainage system. Property owners seeking to make Drainage Improvements or Fencing in the District's easements, on District property or in areas where such improvements may negatively impact District property or improvements, must fill out this Variance Application and return the completed form, along with the application fee and a sketch of the plan, to the District Offices at the address below. All Variance Applications will be reviewed in accordance with the District's Policy for Variance Applications for Installation of Drainage Improvements or Fencing within District Property and Easements.

Name of Owner: _____

Address: _____

Telephone: _____ Email: _____

Description of proposed improvements (attach a survey sketch showing the proposed location of the improvements): _____

Proposed installation commencement date: _____

Acknowledgements (please initial by each):

_____ I acknowledge that I must pay \$ **150.00** as an application fee to offset costs of District engineer review of the proposed and final improvements and recording of the easement agreement. If I do not, my application may be denied without further consideration.

_____ I acknowledge that any approval is only for the improvements in this application, and that upon completion of the improvements, the District Engineer must certify that the improvements do not exceed the scope of any approval. If my plans change, I must file a new variance application. I further acknowledge that moving water off the back of my property is the only viable and economic option and I have explored other alternatives prior to submitting this application (i.e. cannot move water off the front of my property).

_____ I acknowledge that approval of this variance application is approval from Trails Community Development District only, and that I am responsible for obtaining any other necessary approvals, including but not limited to approvals from any HOA, Duval County, or any other entity having an interest in the property or improvements, as applicable.

_____ I acknowledge that if this variance application is approved, I will be required to execute a Variance Agreement, which will be recorded in the official records of Duval County, Florida. No improvements may be installed until the Variance Agreement is executed and recorded.

_____ I acknowledge that this variance application must be made by the legal owner of the property. I certify that I am the legal owner of the property.

Owner's Signature

Print Name

Date

Please submit this completed application with a survey sketch to the District Manager by e-mail at Howard@fcsmanagementgroup.com or by mail at Trails CDD c/o Vesta District Services, 250 International Pkwy. #208, Lake Mary, FL 32746.

PLEASE CONFIRM RECEIPT.

EXHIBIT 11

Chair and Table Combo Dolly



[More Images](#)

Holy smokes! Store up to 12 tables and 42 chairs.

- Rugged powder-coated steel frame.
- Padded base protects table edges from damage.
- Tie-down straps included.
- 4" swivel casters.
- Folding tables and chairs sold separately.

MODEL NO.	DESCRIPTION	DIMENSIONS L x W x H	CAPACITY		WT. (LBS.)	PRICE EACH		IN STOCK SHIPS TODAY
			CHAIR	TABLE		1	3+	
H-4787	Two Tier	65 x 33 x 70"	42	12	73	\$360	\$340	<input type="text" value="1"/> ADD

SHIPS UNASSEMBLED VIA MOTOR FREIGHT

[Additional Info](#) [Parts](#) [Shopping Lists](#) [Request a Catalog](#)

SAME DAY SHIPPING

HUGE SELECTION IN STOCK

SHIPS FROM 14 LOCATIONS

Deluxe Vinyl Padded Folding Chair - Black



[More Images](#)

Fold-away chairs for cafeterias and conference rooms.

- Comfortable 1 1/4" foam padded seat with 3/4" backrest.
- Easy to clean.
- [Dollies](#) - Speed setup and takedown of banquets, meetings and seminars.

SPECIFY COLOR:
SOLD IN CARTON QUANTITIES

MODEL NO.	DESCRIPTIONS	SEAT DIMENSION W x D	CAPACITY (LBS.)	SEAT HEIGHT	QTY./ CTN.	WT. (LBS.)	PRICE PER CHAIR		COLOR	IN STOCK SHIPS TODAY
							4	40+		
H-2522BL	Vinyl Padded	16 x 16"	300	18"	4	11	\$34	\$32	<input checked="" type="checkbox"/> Black ▾	4 <input type="text"/> <input type="button" value="ADD"/>

[Additional Info](#) [Parts/Accessories](#) [Shopping Lists](#) [Request a Catalog](#)

RELATED ITEMS



Folding Chair Dolly - 35 Chair Capacity



Two Tier Folding Chair Dolly - 84 Chair Capacity



Chair and Table Combo Dolly

SAME DAY SHIPPING

HUGE SELECTION IN STOCK

SHIPS FROM 14 LOCATIONS

Deluxe Folding Chair - Black



[More Images](#)

Attractive option for banquet halls and corporate seminars.

- Double riveted, u-braced legs for maximum support.
- Folds to 2 1/2" thickness for easy storage.
- [Dollies](#) - Speed setup and takedown of banquets, meetings and seminars.

SPECIFY COLOR:
SOLD IN CARTON QUANTITIES

MODEL NO.	DESCRIPTIONS	SEAT DIMENSION W x D	CAPACITY (LBS.)	SEAT HEIGHT	QTY./ CTN.	WT. (LBS.)	PRICE PER CHAIR		COLOR	IN STOCK SHIPS TODAY
							4	40+		
H-2227BL	Deluxe	16 x 16"	300	17"	4	9	\$27 each any qty.		■ Black ▾	4 <input type="text"/> <input type="button" value="ADD"/>

[+ Additional Info](#) [+ Parts/Accessories](#) [+ Shopping Lists](#) [Request a Catalog](#)

RELATED ITEMS



Folding Chair Dolly - 35 Chair Capacity



Two Tier Folding Chair Dolly - 84 Chair Capacity



Chair and Table Combo Dolly

SAME DAY SHIPPING

HUGE SELECTION IN STOCK

SHIPS FROM 14 LOCATIONS

EXHIBIT 12



**951 Hearthside Ct.
Jacksonville, FL 32221**

904.712.0051

GrimeProJax@gmail.com

July 22, 2025

FAO: Winchester Ridge HOA

15431 Spotted Stallion Trail
Jacksonville, FL 32234

Exterior Cleaning Project

2025 Price List	
Scope Of Work	<ul style="list-style-type: none"><input checked="" type="checkbox"/> Main Amenity Center Building<ul style="list-style-type: none">○ Low-pressure cleaning of your amenity center building including the walls, windows, soffits, eaves, lanai areas, and outside of any gutters to remove organic staining. This process involves a low-pressure application of water, detergent, and sanitizer to safely remove organic buildup from your facility's exterior surfaces. This solution is simply rinsed away, revealing a building that is cleaned and renewed!○ We will tape and cover sensitive lighting and electrical components to protect them during the cleaning process. <i>Approximately 1 day to complete</i> <input checked="" type="checkbox"/> Pool Deck Pavers - Clean<ul style="list-style-type: none">○ 3-step surface cleaning of your pool deck pavers. This process involves a low-pressure application of water, detergent, and sanitizer. This solution is allowed to begin breaking down any organic material. Afterwards, we follow this with a high-pressure cleaning. Once rinsed down, we reapply our cleaning solution, allowing it to work down into the surface, eliminating any remaining organic matter. This process ensures a renewed surface that stays cleaner for longer.○ Pool Furniture will also be cleaned using our low-pressure cleaning solution. <i>Approximately 1-2 days to complete</i>

<p>Scope Of Work</p>	<ul style="list-style-type: none">☑ Vinyl Fencing and Stanchions<ul style="list-style-type: none">○ Low-pressure cleaning of the vinyl fencing and stations along Normandy Blvd. This process involves a low-pressure application of water, detergent, and sanitizer to safely remove organic buildup from these surfaces. This solution is simply rinsed away, leaving surfaces looking cleaned and renewed! <i>Approximately 1 day to complete</i> ☑ Playground Equipment<ul style="list-style-type: none">○ Low-pressure cleaning of your community’s playground equipment to remove organic staining. This process involves a low-pressure solution of water, detergent, and sanitizer to safely remove organic buildup from your playground equipment. This solution is simply rinsed away, leaving your playground equipment looking clean and free of any organic buildup. <i>Approximately 1 day to complete</i> ☑ Concrete Sidewalks and Curbing<ul style="list-style-type: none">○ 3-step surface cleaning of the sidewalk between the community center and parking lot, extending down to the wooden bridge. This process involves a low-pressure application of water, detergent, and sanitizer. This solution is allowed to begin breaking down any organic material. Afterwards, we follow this with a high-pressure cleaning. Once rinsed down, we reapply our cleaning solution, allowing it to work down into the surface, eliminating any remaining organic matter. This process ensures a renewed surface that stays cleaner for longer. <i>Approximately 1 day to complete</i> ☑ Pool Deck Pavers – Clean, Re-Sand, and Seal<ul style="list-style-type: none">○ This includes the paver surface area located on the pool deck and surrounding amenity center covered areas.○ This process begins with a deep cleaning involving an application of water, detergent and sanitizer to the surface, followed by a high pressure cleaning. The pavers are then rinsed down and allowed to dry out completely, usually overnight. We will also work to remove any rust and/or efflorescence staining.○ Once dry, we reapply any missing sand to the joints of the pavers to assist in stabilization and to help prevent movement. Joint sand is swept or blown into the joints and care is taken to ensure proper sand levels.○ This is finished off with 2 coats of a high-quality sealer. This product brings out and enhances the color of your pavers, while also providing a protective barrier to help prevent staining. <i>Approximately 3 days to complete</i>
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<p>Project Challenges</p>	<ul style="list-style-type: none"> ☑ There may be areas of the property that are stained and may be refractory to the cleaning process. ☑ We will need access to parking spaces next to buildings and areas on days they are to be cleaned. ☑ Water will be pulled from fire hydrants via JEA permitted access. GrimePro will cover the cost of water.
<p>Process</p>	<ul style="list-style-type: none"> ☑ For the buildings, our process involves a low-pressure application of water, detergent, and sanitizer to safely break down and remove organic buildup. This solution is rinsed away at low-pressure, leaving your building looking refreshed and renewed! ☑ For flat surfaces such as concrete and pavers, our process involves an application of water, detergent, and sanitizer to the surface. This breaks down the organic matter, allowing us to remove it with a high-pressure cleaning. This is finished with a final application of our cleaning solution, leaving the surfaces looking fresh and new! ☑ Surrounding vegetation will be protected during the cleaning process by keeping it wet before, during, and after any chemical application.
<p>Investment Structure</p>	<ul style="list-style-type: none"> ○ Main Amenity Center Building ○ \$1,200 ○ Pool Deck Pavers - Clean ○ \$950 ○ Vinyl Fencing and Stanchions ○ \$850 ○ Playground Equipment ○ \$150 ○ Concrete Sidewalks and Curbing ○ \$500 ○ Pool Deck Pavers – Clean, Re-Sand, and Seal ○ \$12,000 ○ Sealing services require a 30% deposit to cover a portion of the cost of material.

<p>Terms</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Client to review work within (72) hours following notification of project completion. <input checked="" type="checkbox"/> Payment to be received within thirty (30) day's after invoice submission. <input checked="" type="checkbox"/> A 5% late fee will be assessed for any unpaid balance greater than 30 days past d <input checked="" type="checkbox"/> A 2% discount will be given if project is paid in advance.
<p>References</p>	<p>Vicki Beber – 904-887-0476 Current President of the Weston Ranch HOA on Normandy Blvd.</p> <p>Amy Stringfellow – 229-319-9559 Community administrator for Longleaf Master HOA off Old Middleburg Road. Have worked with her on other large scale community projects.</p>

Customer

 Property name

 Name (print)

 Title

 Date

 Signature

Contractor
 GrimePro Property Services

 Company Name
 Joshua Solomon

 Name (print)
 Operations Manager

 Title
 07/22/2025

 Date


 Signature



Hydro Wash 360

10962 Old Plank Road | Jacksonville, Florida 32220
9045815305 | adin@hydrowash360.com |
www.hydrowash360.com

RECIPIENT:

Winchester Ridge Trails-CDD

15431 spotted stallion trail
Jacksonville, FL 32234

Estimate #654

Sent on

Jul 21, 2025

Total

\$3,590.42



Who We Are!

Hydro Wash 360 is a premier exterior cleaning company based in Jacksonville, FL, serving both residential and commercial clients. With over 500 satisfied property owners and a reputation for quality, we specialize in soft washing, pressure washing, gutter cleaning, paver sealing, and more.

Our trained, insured technicians use surface-specific methods and solutions to deliver safe, long-lasting results. We known for our honesty, professionalism, and attention to detail, WE stand by our motto: "No gimmicks. No shortcuts. Just unmatched results."



Hydro Wash 360

10962 Old Plank Road | Jacksonville, Florida 32220
9045815305 | adin@hydrowash360.com |
www.hydrowash360.com

Product/Service	Description	Qty.	Unit Price	Total
Winchester Ridge Entrance	<p>Scope of Work: 1. Sidewalk Pressure Washing</p> <p>Total Area: 3,662 sq. ft.</p> <p>Service Details:</p> <p>High-pressure surface cleaning using commercial-grade equipment.</p> <p>Removal of dirt, algae, mildew, and general buildup from all common-area sidewalks.</p> <p>Post-cleaning rinse to ensure walkable surfaces are left clean and safe.</p> <p>2. Fence & Entrance Sign Softwashing</p> <p>Linear Footage: 802 linear feet</p> <p>Service Details:</p> <p>Softwash application using low-pressure, biodegradable detergents.</p> <p>Safe and effective cleaning for vinyl, painted, or treated surfaces.</p> <p>Focus on removing organic growth such as mildew, mold, and algae while preserving surface integrity.</p> <p>Careful attention to signage to avoid damage and leave a streak-free finish.</p> <p>Pricing Summary: Service Quantity Rate Total Sidewalk Pressure Washing 3,662 sq. ft. \$0.25 / sq. ft. \$915.50 Fence & Sign Softwashing 802 linear ft. \$.75 / linear ft. \$601 Total Investment \$1516.50</p>	1	\$1,516.50	\$1,516.50



Hydro Wash 360

10962 Old Plank Road | Jacksonville, Florida 32220
9045815305 | adin@hydrowash360.com |
www.hydrowash360.com

Product/Service	Description	Qty.	Unit Price	Total
Clubhouse Exterior Soft Wash / Pool Pavers	<p>Project Summary: Hydro Wash 360 will perform a full soft wash of the clubhouse exterior to safely and effectively remove organic buildup such as mold, mildew, algae, and surface dirt. This method utilizes low-pressure application combined with industry-grade cleaning solutions to protect your property while delivering a thorough, long-lasting clean.</p> <p>Areas Included:</p> <p>Exterior Walls: Soft wash treatment applied to all siding surfaces to eliminate organic staining and restore original appearance.</p> <p>Gutters & Downspouts: Exterior gutter faces will be treated and rinsed to remove black streaking, mold, and mildew.</p> <p>Soffits & Fascia: All overhang areas, including soffits and fascia boards, will be cleaned to remove buildup and improve curb appeal.</p> <p>Window Frames (Exterior Only): Frames and sills will be treated and rinsed to remove dirt, mold, and algae without pressure that could damage seals. (window cleaning is a separate service) .</p> <p>Exterior Doors: All exterior-facing doors will be cleaned, including trim, to remove grime and organic growth.</p> <p>Process Details:</p> <p>Application of a proprietary soft wash solution that kills mold, mildew, algae, and other organics at the root.</p> <p>Gentle rinse using low-pressure water to ensure no damage to paint, seals, or delicate surfaces.</p> <p>Final inspection to ensure complete coverage and customer satisfaction.</p> <p>Additional Notes:</p> <p>This service is non-invasive and designed to be safe for all exterior finishes including vinyl, stucco, Hardie board, painted wood, and brick.</p> <p>We recommend trimming back any vegetation close to the clubhouse to allow for complete access and even coverage.</p> <p>Clubhouse Measurement - 6,077 sq. ft. total +/- Pool area pavers measure a total of - 7,039 sq. ft. total area +/-</p>	13116	\$0.12	\$1,573.92



Hydro Wash 360

10962 Old Plank Road | Jacksonville, Florida 32220
9045815305 | adin@hydrowash360.com |
www.hydrowash360.com

Product/Service	Description	Qty.	Unit Price	Total
All additional curbs around clubhouse / sidewalk & playground	<p>Scope of Work: 1. Sidewalk & Curb Pressure Washing</p> <p>Service Area: Remaining sidewalks and curbs surrounding the clubhouse, parking lot, and playground</p> <p>Service Details:</p> <p>Professional surface cleaning of all concrete walkways and curbs</p> <p>Removal of grime, algae, dirt buildup, and surface staining</p> <p>Complete rinse-down of all walkable surfaces for a clean, safe finish</p> <p>2. Playground Softwashing</p> <p>Service Area: Entire playground structure and surrounding play surface</p> <p>Service Details:</p> <p>Softwash treatment using child-safe, eco-friendly detergents</p> <p>Low-pressure application designed to sanitize and remove mildew, algae, and other organic growth without damaging the structure or surface</p> <p>Special care taken around play features, slides, and shaded areas</p>	1	\$500.00	\$500.00
			Total	\$3,590.42

This quote is valid for the next 30 days, after which values may be subject to change.

Signature: _____ Date: _____

Jbluds Pressure Washing LLC.

ESTIMATE

EST0167



Jared Blutsworth

4332 Packer Meadow Way

Middleburg, FL

32068-8824

(904) 635.9526

<https://www.jbludspresurewashing.com>

Jbludspresurewashing@gmail.com

DATE

07/18/2025

TOTAL

USD \$3,632.00

TO

Vesta Property Services

Harold Burns

15431 Spotted Stallion Trail

Jacksonville, FL 32234

📞 9047480051

📠 9043163075

hburns@vestapropertyservices.com

DESCRIPTION	RATE	QTY	AMOUNT
Exterior cleaning - Clubhouse <ul style="list-style-type: none">Exterior softwashing of the clubhouse to include exterior sides of the building, all vinyl, soffits, and exterior sides of any gutters to remove all organic growth.	\$875.00	1	\$875.00
Exterior cleaning - Pressure washing pavers <ul style="list-style-type: none">Pressure washing all pavers around pool area, lounging, underneath clubhouse awnings, breezeway, and front walkways.	\$1,177.00	1	\$1,177.00
Exterior cleaning - Vinyl fence <ul style="list-style-type: none">Softwashing vinyl fence, on both sides facing the road and facing homes to remove all organic growth on surface.	\$856.00	1	\$856.00
Exterior cleaning - Front entry way signs <ul style="list-style-type: none">Softwashing the front entry way signs and six brick pillars to remove all organic growth on surfaces.	\$325.00	1	\$325.00

Exterior cleaning - Sidewalks/walkways and curbs • Pressure washing the sidewalks from the pump house to the main entry way road, street gutter curbs, and any walkways followed by a post treatment on the concrete.	\$149.00	1	\$149.00
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Exterior cleaning - Playground • Softwashing the playground to remove any organics on the surface. This includes all playground equipment and will disinfect the surface using detergents.	\$250.00	1	\$250.00
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TOTAL	USD \$3,632.00
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*Please note this is an estimate only. The owner of Jbluds Pressure washing LLC will communicate with the customer if the estimate should change before any work is conducted. Payment will be collected after all work is completed on the agreed date.

Thank you for choosing Jbluds Pressure Washing LLC.

www.jbludspresurewashing.com

Standard Terms and Conditions

1) Legally Binding Agreement:

If you agree to the work orders given, you are accepting this estimate to be completed at an agreed-upon price. In the event that you break this contract, all deposits made to the company shall be surrendered as damages.

2) Product Warranties:

All warranties are limited to those offered by the manufacturers of the products used. Jbluds Pressure Washing LLC makes no additional warranties. If you ever have a concern regarding our work, Jbluds Pressure Washing LLC should be notified immediately.

3) Water Usage:

By accepting this agreement, you agree to provide Jbluds Pressure Washing LLC the right to use an on-site water supply as needed to complete the stated project without compensation. If an exterior water supply is required, it will be at an additional charge. It is the customer's responsibility to make sure the water supply is on and in working order before we arrive. If there are any issues that arise from using a well, Jbluds Pressure Washing LLC is not liable for any damages.

4) Electrical Usage:

By accepting and agreeing to this agreement, you agree to provide Jbluds Pressure Washing LLC the right to use an on-site source of electricity as needed to complete the stated project without compensation. If an exterior source is required, it will be at an additional charge.

5) Color and Tone Concerns:

The properties and species of wood age and weather can greatly affect the resulting color or tone of the stain. Note: Variances may occur on individual boards as well as the total project, as densities and other characteristics vary across and throughout the wood. Jbluds Pressure Washing LLC and its employees attempt to represent the final finish color and tones as best as possible. While we can often give you an idea of the overall color or tone, you must expect some variance in the overall finish.

6) Courtesy:

While Jbluds Pressure Washing LLC is on location and performing work on your property, you are responsible for keeping all children and pets, as well as other individuals, away from the work area. Children and pets must be kept off the work surface until after our work is completed and all surfaces are completely dry. This is for your safety as well as our own. Wet surfaces may be slippery until dry. Jbluds Pressure Washing LLC accepts no liability for slips or falls.

7) Payments:

Payments to Jbluds Pressure Washing LLC are due as per the contract schedule and are to be paid by check, cash, Venmo, or Cashapp only. (If you select goods or services, you are required to pay the additional fees from cashapp or venmo) All balances are ALWAYS due upon completion of the job. Any variance to this policy must be agreed upon and in writing on our contract. Late charges will be immediately assessed on all balances not paid in accordance with contract terms. For all residential work, after one week of no payment, an additional surcharge of 5% will be applied to the invoice. The customer agrees to pay any collection cost incurred by Jbluds Pressure Washing LLC related to the collection process of outstanding balances.

8) Scheduling:

Scheduling in a business that productivity relies upon the weather can be difficult. Inclement weather may affect scheduling. We try our best to keep scheduling conflicts to a minimum. However, circumstances that are beyond our control may affect your project start and completion dates. You will be notified of any changes.

9) Removal & Replacement of Deck Contents:

Removal and replacement of grills, deck furniture, planters, and any other items are the responsibility of the homeowner. Should we need to remove items from the deck, we will not be responsible for any damage, breakage, or storage issues. An additional charge may be applied for the time and labor devoted to the removal of these items.

10) Damages:

Jbluds Pressure Washing LLC is not responsible for damages due to improperly installed siding, loose

shingles or siding, broken or opened windows, improperly sealed windows and doors, wood rot, defective construction, improperly secured wires, loose or improperly installed gutters, and leaders and improper caulking or any negligence is done on the home. In every aluminum siding case and in some cases with vinyl siding, the sun and weather will bleach the color or cause fading. Power washing, which entails the removal of chalky, gritty, or failing surface materials, may cause the faded aspects of the vinyl or aluminum to stand out. Jbluds Pressure Washing LLC will not be responsible for such conditions. Jbluds Pressure Washing LLC will not be responsible for loose mortar that may dislodge during the cleaning process.

11) Stains:

Some stains can not be removed by softwashing/pressure washing. Tree sap, artillery fungus, splatters from stains, and paints are examples of materials that can not be removed by conventional means. We make every attempt to point these areas out to the customer when quoting the project. Sometimes, these stains can not be removed at all. Jbluds Pressure Washing LLC can not guarantee removal of artillery fungus from exterior house surfaces.

12) Watertight:

Jbluds PressureWashing LLC Services expects your property to be in good repair and weathertight. This includes, but is not limited to, all electrical services, including receptacles, cameras, and light fixtures. Doors and windows shall also be weathertight. Jbluds Pressure Washing LLC Services is not responsible for damages as a result of water infiltration from poor or improper installation, maintenance, faulty seals, or repair of electrical-related items or doors or windows.

13) Window cleaning/wash:

Windows may become water spotted as a result of our services depending on the customer's waters contaminate levels. As a result of a housewash, each window and window screen will be washed. Window cleaning is NOT included in a standard housewash. Window cleaning is an additional service that can be added to any exterior cleaning. This will include detailed cleaning of each window pane that was quoted at the time of estimate and window tracks. Window cleaning includes a basic clean and does not include window restoration such as removing hard water spots or paint from over spray or shotgun/artillery fungus.

14) Concrete:

The appearance of concrete depends on a number of actors most linked to when the concrete was initially poured and cured. When concrete with dirt, mold, mildew, algae, and other pollutants and stains is cleaned, the concrete will then reveal any and all imperfections that the pollutants and stains have covered up. The customer understands that not all concrete will look the same, even on the same driveway, patio, sidewalk, or concrete slab.

15) Paver sealing

1. Deposit & Payment:

A non-refundable deposit of 50% of the total service cost is required one week prior to the scheduled service date.

The remaining balance is due upon completion of the service.

Payments can be made via Zelle, personal checks, cash, credit card, or electronic forms of payment.

2. Rescheduling:

Rescheduling requests must be made at least 48 hours in advance, subject to availability.

3. Service Preparation:

The customer is responsible for ensuring the work area is clear of vehicles, furniture, and other obstacles before the scheduled service time.

Any delays caused by the customer may result in additional charges.

4. Weather Conditions:

Services are weather-dependent; if rescheduling is necessary due to weather, the remaining deposit will be applied to the rescheduled date.

5. Liability:

While we use high-quality sealants and professional application methods, we do not guarantee against natural wear, efflorescence, or pre-existing stains.

The company is not responsible for damage caused by improper maintenance, harsh chemicals, or natural shifting of pavers.

6. Customer Responsibilities:

Customers must follow post-sealing care instructions, including avoiding heavy foot traffic or vehicles for the recommended drying time. Jbluds Pressure Washing LLC is not responsible for any negligence from the customer.

7. Acceptance of Terms:

By scheduling the service and submitting the deposit, the customer agrees to these terms and conditions.

By accepting this estimate, you are agreeing to these terms and conditions and authorize Jbluds Pressure Washing LLC and its employees for the work to be performed on your property.

Thank you for choosing Jbluds Pressure Washing LLC.

EXHIBIT 13

RESOLUTION 2025-14

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TRAILS COMMUNITY DEVELOPMENT DISTRICT APPOINTING AN AUDIT SELECTION COMMITTEE AND PROVIDING 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; and

WHEREAS, Chapter 190, Florida Statutes, authorizes the District to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, in order to comply with the annual financial audit requirements of Section 218.391, Florida Statutes, the District’s Board of Supervisors (“Board”) has determined it necessary to appoint a committee to review and evaluate certified public accounting firms licensed pursuant to Chapter 473, Florida Statutes, and qualified to conduct audits in accordance with the government auditing standards adopted by the Florida Board of Accountancy (“Audit Selection Committee”).

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

SECTION 1. The District hereby appoints the District’s Board of Supervisors, as that membership may change from time to time, to serve as the Audit Selection Committee.

SECTION 2. The Audit Selection Committee shall have the authority to select an auditor to conduct the annual financial audit required by Section 218.39, Florida Statutes.

SECTION 3. In performing its responsibilities, the Audit Selection Committee, as a body of the District, shall comply with Florida’s Sunshine Laws, Section 286.011, et seq., Florida Statutes, and Public Records Laws, Chapter 119, Florida Statutes. The Audit Selection Committee shall provide copies of all notices and minutes related to any Audit Selection Committee meeting to the District Manager on a monthly basis.

SECTION 4. The District reserves the right to change, modify or withdraw this Resolution in its sole discretion.

SECTION 5. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

SECTION 7. This Resolution shall be effective as of its adoption on the date listed below and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 9th day of September 2025.

ATTEST:

**TRAILS COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chairperson/Vice Chairperson, Board of
Supervisors

EXHIBIT 14



**Berger, Toombs, Elam,
Gaines & Frank**

Certified Public Accountants PL

600 Citrus Avenue
Suite 200
Fort Pierce, Florida 34950

772/461-6120 // 461-1155
FAX: 772/468-9278

RECEIVED
SEP 13 2021

August 30, 2021

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

Dear Ms. Gallagher:

Enclosed please find an original and one copy of our engagement letter for the year ending September 30, 2021 for Trails Community Development District.

Please sign and return one copy in the envelope provided for your convenience. The copy is for your records.

Should you have any questions, please contact me.

Sincerely,

J. W. Gaines

JWG:snw
Enclosures

Fort Pierce / Stuart



Berger, Toombs, Elam, Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue
Suite 200
Fort Pierce, Florida 34950

772/461-6120 // 461-1155
FAX: 772/468-9278

August 30, 2021

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

The Objective and Scope of the Audit of the Financial Statements

You have requested that we audit the financial statements of Trails Community Development District, which comprise governmental activities and each major fund for the General Fund as of and for the year ended September 30, 2021, 2022, 2023, 2024, and 2025 which collectively comprise the basic financial statements. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter for the year ending September 30, 2021, 2022, 2023, 2024, and 2025.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users made on the basis of these financial statements. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

The Responsibilities of the Auditor

We will conduct our audit in accordance with (GAAS). Those standards require that we comply with applicable ethical requirements. As part of an audit in accordance with GAAS, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

Fort Pierce / Stuart

Trails Community Development District
August 30, 2021
Page 2

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for the reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS.

We will maintain our independence in accordance with the standards of the American Institute of Certified public Accountants.

Trails Community Development District
August 30, 2021
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The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework

Management is responsible for:

1. Identifying and ensuring that the District complies with the laws and regulations applicable to its activities, and for informing us about all known violations of such laws or regulations, other than those that are clearly inconsequential;
2. The design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the District involving management, employees who have significant roles in internal control, and others where the fraud could have a material effect on the financial statements; and
3. Informing us of its knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, analysts, regulators, short sellers, vendors, customers or others.

The Board is responsible for informing us of its views about the risks of fraud within the entity, and its knowledge of any fraud or suspected fraud affecting the entity.

Our audit will be conducted on the basis that management acknowledges and understands that it has responsibility:

1. To evaluate subsequent events through the date the financial statements are issued or available to be issued, and to disclose the date through which subsequent events were evaluated in the financial statements. Management also agrees that it will not conclude on subsequent events earlier than the date of the management representation letter referred to below;
2. For the design, implementation and maintenance of internal control relevant to the preparations of fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; and
3. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements including information relevant to disclosures;
 - b. Draft financial statements, including information relevant to their preparation and fair presentation, when needed to allowed for the completion of the audit in accordance with the proposed timeline;

Trails Community Development District
August 30, 2021
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- c. Additional information that we may request from management for the purpose of the audit; and
- d. Unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence.

As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit, including among other items:

1. That management has fulfilled its responsibilities as set out in the terms of this arrangement letter; and
2. That it believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Reporting

We will issue a written report upon completion of our audit of Trails Community Development District's financial statements. Our report will be addressed to the Board of Trails Community Development District. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

Records and Assistance

During the course of our engagement, we may accumulate records containing data that should be reflected in the Trails Community Development District books and records. The District will determine that all such data, if necessary, will be so reflected. Accordingly, the District will not expect us to maintain copies of such records in our possession.

The assistance to be supplied, including the preparation of schedules and analyses of accounts, has been discussed and coordinated with Leslie Gallagher. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report.

Other Relevant Information

In accordance with Government Auditing Standards, a copy of our most recent peer review report has been provided to you, for your information.

Either party may unilaterally terminate this agreement, with or without cause, upon sixty (60) days written notice subject to the condition that the District will pay all invoices for services rendered prior to the date of termination.

Trails Community Development District
August 30, 2021
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Fees, Costs and Access to Workpapers

Our fees for the services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement, plus direct expenses. Invoices for fees will be submitted in sufficient detail to demonstrate compliance with the terms of this engagement. Billings are due upon submission. Our fee for the services described in this letter for the years ending September 30, 2021, 2022, and 2023 will not exceed \$4,000, and the fee for the years ending September 30, 2024 and 2025 will not exceed \$4,200, unless the scope of the engagement is changed, the assistance which Trails Community Development District has agreed to furnish is not provided, or unexpected conditions are encountered, in which case we will discuss the situation with you before proceeding. All other provisions of this letter will survive any fee adjustment.

In the event we are requested or authorized by Trails Community Development District or are required by government regulation, subpoena, or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for Trails Community Development District, Trails Community Development District will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The audit documentation for this engagement is the property of Berger, Toombs, Elam, Gaines, & Frank and constitutes confidential information. However, you acknowledge and grant your assent that representatives of the cognizant or oversight agency or their designee, other government audit staffs, and the U.S. Government Accountability Office shall have access to the audit documentation upon their request and that we shall maintain the audit documentation for a period of at least three years after the date of the report, or for a longer period if we are requested to do so by the cognizant or oversight agency.

Access to requested documentation will be provided under the supervision of Berger, Toombs, Elam, Gaines, & Frank audit personnel and at a location designated by our Firm.

Information Security – Miscellaneous Terms

Trails Community Development District
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Berger, Toombs, Elam, Gaines & Frank is committed to the safe and confidential treatment of Trails Community Development District's proprietary information. Berger, Toombs, Elam, Gaines & Frank is required to maintain the confidential treatment of client information in accordance with relevant industry professional standards which govern the provision of services described herein. Trails Community Development District agrees that it will not provide Berger, Toombs, Elam, Gaines & Frank with any unencrypted electronic confidential or proprietary information, and the parties agree to utilize commercially reasonable measures to maintain the confidentiality of Trails Community Development District's information, including the use of collaborate sites to ensure the safe transfer of data between the parties.

If any term or provision of this arrangement letter is determined to be invalid or unenforceable, such term or provision will be deemed stricken and all other terms and provisions will remain in full force and effect.

Because Berger, Toombs, Elam, Gaines & Frank will rely on Trails Community Development District and its management and Board of Supervisors to discharge the foregoing responsibilities, Trails Community Development District holds harmless and releases Berger, Toombs, Elam, Gaines & Frank, its partners, and employees from all claims, liabilities, losses and costs arising in circumstances where there has been a known misrepresentation by a member of Trails Community Development District's management, which has caused, in any respect, Berger, Toombs, Elam, Gaines & Frank's breach of contract or negligence. This provision shall survive the termination of this arrangement for services.

This letter constitutes the complete and exclusive statement of agreement between Berger, Toombs, Elam, Gaines, & Frank and Trails Community Development District, superseding all proposals, oral or written, and all other communications, with respect to the terms of the engagement between the parties.



Berger, Toombs, Elam,
Gaines & Frank
Certified Public Accountants P.L.

Trails Community Development District
August 30, 2021
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Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

Sincerely,

*Berger Toombs Elam
Gaines & Frank*

BERGER, TOOMBS, ELAM, GAINES & FRANK
J. W. Gaines, CPA

Confirmed on behalf of the addressee:

Terrence Douglas, Chairman 09-24-21



**BAGGETT
REUTIMANN**
& ASSOCIATES, CPAS, PA

Judson B. Baggett | 6815 Dairy Road
MBA, CPA, CVA, Partner | Zephyrhills, FL 33542
Marci Reutimann | (813) 788-2155
CPA, Partner | (813) 782-8606

Report on the Firm's System of Quality Control

To the Partners
Berger, Toombs, Elam, Gaines & Frank, CPAs, PL
and the Peer Review Committee of the Florida Institute of Certified Public Accountants

October 30, 2019

We have reviewed the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs, PL, (the firm), in effect for the year ended May 31, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control, and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs, PL, in effect for the year ended May 31, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Berger, Toombs, Elam, Gaines & Frank, CPAs, PL has received a peer review rating of *pass*.

Baggett, Reutimann & Associates, CPAs, PA
BAGGETT, REUTIMANN & ASSOCIATES, CPAS, PA
Signed Electronically by Baggett, Reutimann & Associates, CPAs, PA. CN: JRB03 email: jrb@baggett.com

**ADDENDUM TO ENGAGEMENT LETTER
TRAILS COMMUNITY DEVELOPMENT DISTRICT
DATED AUGUST 30, 2021**

Public Records. Auditor shall, pursuant to and in accordance with Section 119.0701, Florida Statutes, comply with the public records laws of the State of Florida, and specifically shall:

- a. Keep and maintain public records required by the District to perform the services or work set forth in this Agreement; and
- b. Upon the request of the District's custodian of public records, provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law; and
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Agreement if the Auditor does not transfer the records to the District; and
- d. Upon completion of the Agreement, transfer, at no cost to the District, all public records in possession of the Auditor or keep and maintain public records required by the District to perform the service or work provided for in this Agreement. If the Auditor transfers all public records to the District upon completion of the Agreement, the Auditor shall destroy any duplicate public records that are exempt or confidential and exempt from public disclosure requirements. If the Auditor keeps and maintains public records upon completion of the Agreement, the Auditor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the District, upon request from the District's custodian of public records, in a format that is compatible with the information technology systems of the District.

Auditor acknowledges that any requests to inspect or copy public records relating to this Agreement must be made directly to the District pursuant to Section 119.0701(3), Florida Statutes. If notified by the District of a public records request for records not in the possession of the District but in possession of the Auditor, the Auditor shall provide such records to the District or allow the records to be inspected or copied within a reasonable time. Auditor acknowledges that should Auditor fail to provide the public records to the District within a reasonable time, Auditor may be subject to penalties pursuant to Section 119.10, Florida Statutes.

IF THE AUDITOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AUDITOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT/CONTRACT, THE AUDITOR MAY CONTACT THE CUSTODIAN OF PUBLIC RECORDS FOR THE DISTRICT AT:


**RIZZETTA & COMPANY
2806 NORTH FIFTH STREET, UNIT 403
ST. AUGUSTINE, FL 32084
PHONE: 904-436-6270**

Auditor:  _____

Title: Director

Date: August 30, 2021

District: Trails Community Development
District

By:  _____

Title: Chairman

Date: 09-24-21

EXHIBIT 15

**TRAILS COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

District Auditing Services
Duval County,
Florida

INSTRUCTIONS TO PROPOSERS

SECTION 1. DUE DATE. A digital proposal (“**Proposal**”) must be received no later than Friday, October 3, 2025, at 4 p.m., to the District Manager, Howard McGaffney at howard@fcsmanagementgroup.com, District Admin., Jacquelyn Leger at jleger@vestapropertyservices.com, and District Counsel, Wes Haber at Wesley.haber@kutakrock.com.

SECTION 2. FAMILIARITY WITH THE LAW. By submitting a proposal, each proposer (“**Proposer**”) is assumed to be familiar with all federal, state, and local laws, ordinances, rules, and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances, and regulations.

SECTION 3. QUALIFICATIONS OF PROPOSER. The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL. Proposers shall be disqualified, and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

SECTION 5. SUBMISSION OF PROPOSAL. Each Proposer shall submit one (1) digital copy of the Proposal Documents (defined below), and other requested attachments at the time and place indicated herein, with the email subject line "Auditing Services – Trails Community Development District".

SECTION 6. MODIFICATION AND WITHDRAWAL. Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

SECTION 7. PROPOSAL DOCUMENTS. The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the evaluation criteria, and a proposal with all required documentation pursuant to Section 12 of these instructions (the “**Proposal Documents**”).

SECTION 8. PROPOSAL. In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

SECTION 9. BASIS OF AWARD/RIGHT TO REJECT. The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

SECTION 10. CONTRACT AWARD. Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a contract/engagement letter with the District.

SECTION 11. LIMITATION OF LIABILITY. Nothing herein shall be construed as or constitute a waiver of District's limited waiver of liability contained in section 768.28, *Florida Statutes*, or any other statute or law.

SECTION 12. CONTENTS OF PROPOSALS. All proposals shall include the following information in addition to any other requirements of the Proposal Documents.

- A. Information regarding the proposer's authority to do business in Florida; proof of all applicable state and federal professional licenses; and proof of the proposer's qualifications to conduct audits in accordance with Government Auditing Standards as adopted by the Florida Board of Accountancy.
- B. List position or title of all personnel to perform work on the District audit. Include resumes for each person listed; list years of experience in present position for each party listed and years of related experience.
- C. Information regarding the geographic location of the firm's headquarters or permanent office in relation to the project.
- D. Describe proposed staffing levels.
- E. Provide three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as the name, address, and phone number of a contact person. Identify any work previously conducted for other community development districts.
- F. Describe approach to the project.
- G. Provide information regarding the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required.
- H. The lump sum cost of the provision of the services under the proposal, plus the cost of any renewals.

SECTION 13. PROTESTS. Any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) hours after issuance of the Notice of Request for Proposals. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Any person who files a notice of protest challenging the Proposal Documents or any resulting Notice of Award shall provide to the District, simultaneous with the filing of the notice, a protest bond with a responsible surety to be approved by the District and in the amount of Ten Thousand Dollars (\$10,000.00). In the event the protest is successful, the protest bond shall be refunded to the protestor. In the event the

protest is unsuccessful, the protest bond shall be applied towards the District's costs, expenses, and attorney's fees associated with hearing and defending the protest. In the event the protest is settled by mutual agreement of the parties, the protest bond shall be distributed as agreed to by the District and protestor. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to the aforesaid contract award.

SECTION 14. EVALUATION OF PROPOSALS. The criteria to be used in the evaluation of proposals are presented in the evaluation criteria, contained within the Proposal Documents.

**AUDITOR SELECTION
EVALUATION CRITERIA**

1. *Ability of Personnel.* (20 Points)

This includes the geographic locations of the firm’s headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing workload; proposed staffing levels, etc.

2. *Proposer’s Experience.* (20 Points)

This includes past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other community development districts in other contracts; character, integrity, reputation, of respondent, etc.

3. *Understanding of Scope of Work.* (20 Points)

This category addresses the extent to which the proposal demonstrates an understanding of the District’s needs for the services requested.

4. *Ability to Furnish the Required Services.* (20 Points)

This category addresses the extent to which the proposal demonstrates the adequacy of Proposer’s financial resources and stability as a business entity necessary to complete the services required.

5. *Price.* (20 Points)

Points will be awarded based upon the lowest total bid for rendering the services and the reasonableness of the bid.

EXHIBIT 16

**Trails
Community Development District
Request for Proposals for Annual Audit
Services**

The Trails Community Development District hereby requests proposals for annual financial auditing services. The proposals must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2025, with an option for two annual renewals. The District is a local unit of special-purpose government created under Chapter 190, Florida Statutes, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in Duval County. The District currently has an annual operating budget of approximately \$ 658,249 dollars inclusive of General Fund and Operations & Maintenance Fund. The final contract will require that the Audit for Fiscal Year 2025 be completed no later than May 1, 2026.

The Auditing entity submitting a proposal must be duly licensed under Chapter 473, Florida Statutes and be qualified to conduct audits in accordance with "Governmental Auditing Standards", as adopted by the Florida Board of Accountancy Audit shall be conducted in accordance with Florida Law and particularly Section 218.39, Florida Statutes, and the rules of the Florida Auditor General.

Proposals packages, which include additional qualification requirements, evaluation criteria and instructions to proposers, are available from the office of the District Manager at the address listed below.

Proposers must provide one (1) electronic copy of their proposal to the District Manager, Howard McGaffney at howard@fcsmanagementgroup.com, District Admin., Jacquelyn Leger at jleger@vestapropertyservices.com, and District Counsel, Wes Haber at Wesley.haber@kutakrock.com. Proposals must be received by 4:00 p.m. on Friday, October 3, 2025, at the email addresses listed above. Please direct all questions regarding this notice to the District Manager.

District Manager

EXHIBIT 17

RESOLUTION 2025-15

A RESOLUTION OF THE BOARD OF SUPERVISORS OF TRAILS COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A REGISTERED AGENT AND REGISTERED OFFICE OF THE DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Trails Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, the District is statutorily required to designate a registered agent and a registered office location for the purposes of accepting any process, notice, or demand required or permitted by law to be served upon the District in accordance with Section 189.416, *Florida Statutes*.

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

SECTION 1. Wesley S. Haber of Kutak Rock LLP is hereby designated as the Registered Agent for the Trails Community Development District.

SECTION 2. The District’s Registered Office shall be located at the office of Kutak Rock LLP, 107 West College Avenue, Tallahassee, Florida 32301.

SECTION 3. In accordance with Section 189.416, *Florida Statutes*, the District’s Secretary is hereby directed to file certified copies of this Resolution with Duval County and the Florida Department of Commerce.

SECTION 4. This Resolution shall become effective immediately upon adoption and any provisions of any previous resolutions in conflict with the provisions hereof are hereby superseded.

PASSED AND ADOPTED this 9th day of September, 2025.

ATTEST:

TRAILS COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

EXHIBIT 18

**Trails Community Development District Performance
Measures/Standards and Annual Reporting Form
10/1/2025-9/30/2026**

1. Public Meeting Compliance

Goal: Hold regular Board of Supervisors Meetings at least 10 times during FY 2026

Measurement: Number of regular Board meetings held as verified with meeting minutes

Achieved: _____; No _____

2. Access to Records Compliance

Goal: Ensure that meeting minutes and other public records are available and accessible to the public

Measurement: District staff will review District's website at least once every 6 months to verify documents or links are provided on the District's website

Achieved: _____; No _____

3. District Engineer Site Inspection

Goal: Ensure that District Engineer conducts annual inspection of the infrastructure owned by the District

Measurement: The District Engineer will report to the Board when this inspection has occurred

Achieved: _____; No _____

4. Annual Budget Preparation

Goal: Approve the preliminary budget for FY 2027 by date set by Duval County and Adopt the final budget for FY 2027 by date set by Duval County
Measurement: Preliminary budget approved and final budget adopted by dates set by Duval County

Achieved: _____; No _____

5. Financial Audit

Goal: Accept the FY 2025 annual audit by July 1, 2026


Measurement: Whether the Board approves a motion to accept the annual audit before July 1, 2026

Achieved: _____; No _____

EXHIBIT 19

Work Orders List for 07/01/2025 - 08/31/2025



WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #76 Park & playground area trash cans Type: Reactive Medium Howard McGaffney Harold Burns Justin Bozeman	Trails CDD	07/03/2025 ✓ Done Completed by Justin Bozeman on 06/30/2025		
ID: #71 Closing Facilities Checklists Type: Preventive Medium Amenity Center Facilities Checklists Justin Bozeman	Trails CDD	06/30/2025 ✓ Done Completed by Justin Bozeman on 06/30/2025		☰ PROCEDURE DESCRIPTION Closing Amenity Center Checklist Team Member clock in completed: <input checked="" type="checkbox"/> Yes <i>Filled by Justin Bozeman on 06/30/2025</i> <hr/> Closing Checklist Photos:  <i>Filled by Justin Bozeman on 06/30/2025</i>

Restrooms closing procedure:

- Floors swept and mopped
- All mirrors are cleaned
- Stock toilet paper as needed
- Stock paper towels as needed
- Fill soap dispensers as needed
- All fans, lights and emergency light are working, turned off at closing
- Empty trash as needed
- Clean all toilets and sinks

Filled by Justin Bozeman on 06/30/2025

Social Hall closing procedure:

- All fans, lights working properly, dusted, and turned off at closing
- Restrooms cleaned and stocked
- Floors swept and mopped
- Furniture organized, wiped down, cleaned
- Kitchen cleaned, refrigerator emptied as needed
- Windows cleaned
- All doors are locked

Filled by Justin Bozeman on 06/30/2025

Fitness Center is clean and secured:

- Floors swept and clean
- Wipe down all fitness equipment/disinfectant
- T.V.'s and music are working, turned off at closing
- Lights and fans are working, turned off at closing
- Trash is emptied as needed
- High dust all fans, fan blades, t.v.'s and other overhead areas
- Clean all windows and mirrors

Filled by Justin Bozeman on 06/30/2025

Other Amenity Closing Procedures:

- Pool and pool deck is clear/clean and pool equipment enclosure is locked/secured
- Pool furniture/tables are straightened, organized, wiped down and clean
- Office lights are off, office door locked/secured
- Pool lights are working
- Parking lights are working
- Trash is taken out to dumpster as needed

Filled by Justin Bozeman on 06/30/2025

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
				<p>Team Member clock out completed: <input checked="" type="checkbox"/> Yes <i>Filled by Justin Bozeman on 06/30/2025</i></p>
<p>ID: #75 Trails-CPO - Daily Checklist Type: Preventive Medium Amenity Center Facilities Checklists Harold Burns</p>	<p>Trails CDD</p>	<p>07/01/2025 <input checked="" type="checkbox"/> Done Completed by Harold Burns on 07/01/2025</p>		<p>☰ PROCEDURE DESCRIPTION</p> <p>Daily Certified Pool Operator Checklist. Number of days per week as outlined in the contract.</p> <p>Chlorine level: 6.0 <i>Filled by Harold Burns on 07/01/2025</i></p> <hr/> <p>PH level: 7.6 <i>Filled by Harold Burns on 07/01/2025</i></p> <hr/> <p>Total Alkalinity level: 90 <i>Filled by Harold Burns on 07/01/2025</i></p> <hr/> <p>Cyanuric Acid level: 40 <i>Filled by Harold Burns on 07/01/2025</i></p> <hr/> <p>Calcium Hardness: 250 <i>Filled by Harold Burns on 07/01/2025</i></p> <hr/> <p>Flow GPM: 470 <i>Filled by Harold Burns on 07/01/2025</i></p> <hr/> <p>Sodium Bicarb Added: <input checked="" type="checkbox"/> No <i>Filled by Harold Burns on 07/01/2025</i></p> <hr/> <p>Pool Shock Added: <input checked="" type="checkbox"/> No <i>Filled by Harold Burns on 07/01/2025</i></p> <hr/> <p>Phosphate Treatment Added: <input checked="" type="checkbox"/> No <i>Filled by Harold Burns on 07/01/2025</i></p>

CYA/Stabilizer Added:

No

Filled by Harold Burns on 07/01/2025

Filters Clean

Filled by Harold Burns on 07/01/2025

Pool Gutters Clean

Filled by Harold Burns on 07/01/2025

Pool Tiles Clean

Filled by Harold Burns on 07/01/2025

Pool clean, vacuumed, skimmed as needed

Filled by Harold Burns on 07/01/2025

Sheppard's hook, life rings and skimmer are in proper working condition

Filled by Harold Burns on 07/01/2025

of Patron in the pool

Filled by Harold Burns on 07/01/2025

Section #1

CPO Checklist Photos of Current Pool/Equipment Conditions:



Filled by Harold Burns on 07/01/2025

ID: #74
Opening Facilities Checklist
Type: Preventive

Trails CDD

07/01/2025
 Done
Completed by Harold Burns on 07/01/2025

☰ PROCEDURE DESCRIPTION
Daily Opening Checklist-Amenity Center
Opening Amenity Center Checklists

Medium

Amenity
CenterFacilities
Checklists

Harold Burns

Team Member clock in completed:

 N/A*Filled by Harold Burns on 07/01/2025*

Opening Checklist Photos:

*Filled by Harold Burns on 07/01/2025*

Restrooms opening procedure:

- Clean all toilets
- Clean all sinks
- Clean all mirrors and windows
- Empty all trash as needed
- Fill soap dispensers as needed
- Replenish toilet paper as needed
- Replenish paper towels as needed
- Sanitize/Disinfectant-all handles, stall doors and walls as needed
- Mop all floors with disinfectant cleaner
- All lights, fans and emergency lights are working

Filled by Harold Burns on 07/01/2025

Fitness Center opening procedure:

- Wipe down all fitness equipment
- Clean all mirrors and windows
- Sweep/damp mop floor
- Empty all trash as needed
- Stock disinfectant wipes as needed
- Report to manager any equipment issues
- All lights, fans and emergency lights are working
- All t.v.'s and overhead music are working

Filled by Harold Burns on 07/01/2025

Social Hall opening checklist:

- Unlock door**
- Kitchen, microwave, refrigerator, counters clean**
- Restrooms clean and stocked**
- Windows clean**
- Floors swept and mopped**
- Empty trash as needed**
- Set up room for meetings or rentals as needed**
- All lights, fans, are clean and working properly**
- All t.v.'s and electronics are dusted and working properly**
- Outside doors to parking lot are to remained locked**

Filled by Harold Burns on 07/01/2025

Other Opening Checklists:

- Wipe down all tables, chairs, loungers and pool deck furniture**
- ADA pool lift chair is charged and working properly**
- Pickup trash and debris around the amenity center, parking lots, playgrounds, courts, parks, front entrances and common areas as needed**
- Blow off all areas of the amenity center & walkways as needed**
- Ensure all stormwater drains around the amenity center and parking lot are free of leaves and debris**
- AED/Fire Extinguishers are present, up to date and inspected**
- Air conditioning/heater is working properly**
- Camera monitoring system is functioning properly**
- Inspect amenity center facilities, playground, other amenities and notify manager of any repairs needed**

Filled by Harold Burns on 07/01/2025

Chlorine Level: **6.0**

Filled by Harold Burns on 07/01/2025

PH Level: **7.6**

Filled by Harold Burns on 07/01/2025

:


- N/A**

Filled by Harold Burns on 07/01/2025

Team Member clock out completed:

- N/A**

Filled by Harold Burns on 07/01/2025

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
<p>ID: #26</p> <p>DM Walk Through</p> <p>06/16/3025</p> <p>Type: Reactive</p> <p>Medium</p> <p>Inspection</p> <p>Howard McGaffney</p> <p>Harold Burns</p> <p>Justin Bozeman</p> <p>Honestee Anthony</p>	<p>Trails CDD</p>	<p>07/30/2025</p> <p>✓ Done</p> <p>Completed by Howard McGaffney on 07/01/2025</p>		
<p>ID: #77</p> <p>Closing Facilities Checklists</p> <p>Type: Preventive</p> <p>Medium</p> <p>Amenity Center</p> <p>Facilities Checklists</p> <p>Justin Bozeman</p>	<p>Trails CDD</p>	<p>07/01/2025</p> <p>✓ Done</p> <p>Completed by Justin Bozeman on 07/01/2025</p>		<p>☰ PROCEDURE DESCRIPTION</p> <p>Closing Amenity Center Checklist</p> <p>Team Member clock in completed:</p> <p><input checked="" type="checkbox"/> Yes</p> <p><i>Filled by Justin Bozeman on 07/01/2025</i></p> <hr/> <p>Closing Checklist Photos:</p>  <p><i>Filled by Justin Bozeman on 07/01/2025</i></p> <hr/> <p>Restrooms closing procedure:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Floors swept and mopped <input checked="" type="checkbox"/> All mirrors are cleaned <input checked="" type="checkbox"/> Stock toilet paper as needed <input checked="" type="checkbox"/> Stock paper towels as needed <input checked="" type="checkbox"/> Fill soap dispensers as needed <input checked="" type="checkbox"/> All fans, lights and emergency light are working, turned off at closing <input checked="" type="checkbox"/> Empty trash as needed <input checked="" type="checkbox"/> Clean all toilets and sinks <p><i>Filled by Justin Bozeman on 07/01/2025</i></p>

Social Hall closing procedure:

- All fans, lights working properly, dusted, and turned off at closing
- Restrooms cleaned and stocked
- Floors swept and mopped
- Furniture organized, wiped down, cleaned
- Kitchen cleaned, refrigerator emptied as needed
- Windows cleaned
- All doors are locked

Filled by Justin Bozeman on 07/01/2025

Fitness Center is clean and secured:

- Floors swept and clean
- Wipe down all fitness equipment/disinfectant
- T.V.'s and music are working, turned off at closing
- Lights and fans are working, turned off at closing
- Trash is emptied as needed
- High dust all fans, fan blades, t.v.'s and other overhead areas
- Clean all windows and mirrors

Filled by Justin Bozeman on 07/01/2025

Other Amenity Closing Procedures:

- Pool and pool deck is clear/clean and pool equipment enclosure is locked/secured
- Pool furniture/tables are straightened, organized, wiped down and clean
- Office lights are off, office door locked/secured
- Pool lights are working
- Parking lights are working
- Trash is taken out to dumpster as needed

Filled by Justin Bozeman on 07/01/2025

Team Member clock out completed:

- Yes

Filled by Justin Bozeman on 07/01/2025

ID: #79

Trails CDD

07/02/2025

Opening Facilities Checklist

Done

Type: Preventive

Completed by Harold Burns
on 07/02/2025

Medium

☰ PROCEDURE DESCRIPTION

Daily Opening Checklist-Amenity Center

Opening Amenity Center Checklists

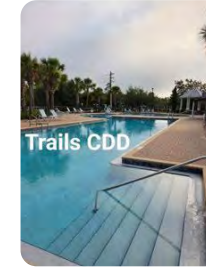
[Amenity
Center](#)[Facilities
Checklists](#)

Harold Burns

Team Member clock in completed:

 N/A*Filled by Harold Burns on 07/02/2025*

Opening Checklist Photos:

*Filled by Harold Burns on 07/02/2025*

Restrooms opening procedure:

- Clean all toilets
- Clean all sinks
- Clean all mirrors and windows
- Empty all trash as needed
- Fill soap dispensers as needed
- Replenish toilet paper as needed
- Replenish paper towels as needed
- Sanitize/Disinfectant-all handles, stall doors and walls as needed
- Mop all floors with disinfectant cleaner
- All lights, fans and emergency lights are working

Filled by Harold Burns on 07/02/2025

Fitness Center opening procedure:

- Wipe down all fitness equipment
- Clean all mirrors and windows
- Sweep/damp mop floor
- Empty all trash as needed
- Stock disinfectant wipes as needed
- Report to manager any equipment issues
- All lights, fans and emergency lights are working
- All t.v.'s and overhead music are working

Filled by Harold Burns on 07/02/2025

Social Hall opening checklist:

- Unlock door**
- Kitchen, microwave, refrigerator, counters clean**
- Restrooms clean and stocked**
- Windows clean**
- Floors swept and mopped**
- Empty trash as needed**
- Set up room for meetings or rentals as needed**
- All lights, fans, are clean and working properly**
- All t.v.'s and electronics are dusted and working properly**
- Outside doors to parking lot are to remained locked**

Filled by Harold Burns on 07/02/2025

Other Opening Checklists:

- Wipe down all tables, chairs, loungers and pool deck furniture**
- ADA pool lift chair is charged and working properly**
- Pickup trash and debris around the amenity center, parking lots, playgrounds, courts, parks, front entrances and common areas as needed**
- Blow off all areas of the amenity center & walkways as needed**
- Ensure all stormwater drains around the amenity center and parking lot are free of leaves and debris**
- AED/Fire Extinguishers are present, up to date and inspected**
- Air conditioning/heater is working properly**
- Camera monitoring system is functioning properly**
- Inspect amenity center facilities, playground, other amenities and notify manager of any repairs needed**

Filled by Harold Burns on 07/02/2025

Chlorine Level: **6.40**

Filled by Harold Burns on 07/02/2025

PH Level: **7.5**

Filled by Harold Burns on 07/02/2025

:

- N/A**

Filled by Harold Burns on 07/02/2025

Team Member clock out completed:

- N/A**

Filled by Harold Burns on 07/02/2025

Notes: **Completed** 😊

Filled by Harold Burns on 07/02/2025

ID: #78
Trails-CPO - Daily Checklist
 Type: Preventive

Trails CDD

07/02/2025
 ✓ Done
 Completed by Harold Burns on 07/02/2025

Medium

Amenity Center

Facilities Checklists

Harold Burns

☰ PROCEDURE DESCRIPTION

Daily Certified Pool Operator Checklist. Number of days per week as outlined in the contract.

Chlorine level: **6.49**

Filled by Harold Burns on 07/02/2025

PH level: **7.5**

Filled by Harold Burns on 07/02/2025

Total Alkalinity level: **90**

Filled by Harold Burns on 07/02/2025

Cyanuric Acid level: **30**

Filled by Harold Burns on 07/02/2025

Calcium Hardness: **200**

Filled by Harold Burns on 07/02/2025

Flow GPM: **470**

Filled by Harold Burns on 07/02/2025

Sodium Bicarb Added:

No

Filled by Harold Burns on 07/02/2025

Pool Shock Added:

No

Filled by Harold Burns on 07/02/2025

Phosphate Treatment Added:

No

Filled by Harold Burns on 07/02/2025

CYA/Stabilizer Added:

No

Filled by Harold Burns on 07/02/2025

Filters Clean

Filled by Harold Burns on 07/02/2025

Pool Gutters Clean

Filled by Harold Burns on 07/02/2025

Pool Tiles Clean

Filled by Harold Burns on 07/02/2025

Pool clean, vacuumed, skimmed as needed

Filled by Harold Burns on 07/02/2025

Sheppard's hook, life rings and skimmer are in proper working condition

Filled by Harold Burns on 07/02/2025

of Patron in the pool

Filled by Harold Burns on 07/02/2025

Section #1

CPO Checklist Photos of Current Pool/Equipment Conditions:



Filled by Harold Burns on 07/02/2025

ID: #89

Trails CDD

07/12/2025

Overnight parking not allowed on district property

Done

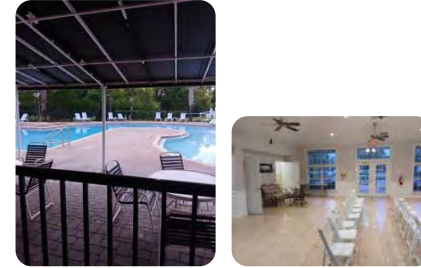
Completed by Harold Burns on 07/02/2025

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
Type: Reactive Medium Howard McGaffney Harold Burns				
ID: #92 Parking violations decals Type: Reactive Low Amenity Center Parking lot P Howard McGaffney Harold Burns	Trails CDD	07/04/2025 ✓ Done Completed by Harold Burns on 07/02/2025		
ID: #84 Remove spider webs from Can lamps and Cameras Type: Reactive Medium Howard McGaffney Justin Bozeman	Trails CDD	07/07/2025 ✓ Done Completed by Justin Bozeman on 07/02/2025		
ID: #86 Closing Facilities Checklists Type: Preventive Medium Amenity Center	Trails CDD	07/02/2025 ✓ Done Completed by Justin Bozeman on 07/02/2025		☰ PROCEDURE DESCRIPTION Closing Amenity Center Checklist Team Member clock in completed: ☑ Yes <i>Filled by Justin Bozeman on 07/02/2025</i>

Facilities
Checklists

Justin Bozeman

Closing Checklist Photos:



Filled by Justin Bozeman on 07/02/2025

Restrooms closing procedure:

- Floors swept and mopped
- All mirrors are cleaned
- Stock toilet paper as needed
- Stock paper towels as needed
- Fill soap dispensers as needed
- All fans, lights and emergency light are working, turned off at closing
- Empty trash as needed
- Clean all toilets and sinks

Filled by Justin Bozeman on 07/02/2025

Social Hall closing procedure:

- All fans, lights working properly, dusted, and turned off at closing
- Restrooms cleaned and stocked
- Floors swept and mopped
- Furniture organized, wiped down, cleaned
- Kitchen cleaned, refrigerator emptied as needed
- Windows cleaned
- All doors are locked

Filled by Justin Bozeman on 07/02/2025

Fitness Center is clean and secured:

- Floors swept and clean
- Wipe down all fitness equipment/disinfectant
- T.V.'s and music are working, turned off at closing
- Lights and fans are working, turned off at closing
- Trash is emptied as needed
- High dust all fans, fan blades, t.v.'s and other overhead areas
- Clean all windows and mirrors

Filled by Justin Bozeman on 07/02/2025

Other Amenity Closing Procedures:

- Pool and pool deck is clear/clean and pool equipment enclosure is locked/secured
- Pool furniture/tables are straightened, organized, wiped down and clean
- Office lights are off, office door locked/secured
- Pool lights are working
- Parking lights are working
- Trash is taken out to dumpster as needed

Filled by Justin Bozeman on 07/02/2025

Team Member clock out completed:

- Yes

Filled by Justin Bozeman on 07/02/2025

ID: #87

Trails CDD

07/03/2025

Opening Facilities Checklist

Type: Preventive

Done
Completed by Harold Burns on 07/03/2025

Medium

Amenity Center

Facilities Checklists

Harold Burns

☰ PROCEDURE DESCRIPTION

Daily Opening Checklist-Amenity Center

Opening Amenity Center Checklists

Team Member clock in completed:

- N/A

Filled by Harold Burns on 07/03/2025

Opening Checklist Photos:



Filled by Harold Burns on 07/03/2025

Restrooms opening procedure:

- Clean all toilets
- Clean all sinks
- Clean all mirrors and windows
- Empty all trash as needed
- Fill soap dispensers as needed
- Replenish toilet paper as needed
- Replenish paper towels as needed
- Sanitize/Disinfectant-all handles, stall doors and walls as needed
- Mop all floors with disinfectant cleaner
- All lights, fans and emergency lights are working

Filled by Harold Burns on 07/03/2025

Fitness Center opening procedure:

- Wipe down all fitness equipment
- Clean all mirrors and windows
- Sweep/damp mop floor
- Empty all trash as needed
- Stock disinfectant wipes as needed
- Report to manager any equipment issues
- All lights, fans and emergency lights are working
- All t.v.'s and overhead music are working

Filled by Harold Burns on 07/03/2025

Social Hall opening checklist:

- Unlock door**
- Kitchen, microwave, refrigerator, counters clean**
- Restrooms clean and stocked**
- Windows clean**
- Floors swept and mopped**
- Empty trash as needed**
- Set up room for meetings or rentals as needed**
- All lights, fans, are clean and working properly**
- All t.v.'s and electronics are dusted and working properly**
- Outside doors to parking lot are to remained locked**

Filled by Harold Burns on 07/03/2025

Other Opening Checklists:

- Wipe down all tables, chairs, loungers and pool deck furniture**
- ADA pool lift chair is charged and working properly**
- Pickup trash and debris around the amenity center, parking lots, playgrounds, courts, parks, front entrances and common areas as needed**
- Blow off all areas of the amenity center & walkways as needed**
- Ensure all stormwater drains around the amenity center and parking lot are free of leaves and debris**
- AED/Fire Extinguishers are present, up to date and inspected**
- Air conditioning/heater is working properly**
- Inspect amenity center facilities, playground, other amenities and notify manager of any repairs needed**

Filled by Harold Burns on 07/03/2025

Chlorine Level: **6.25**

Filled by Harold Burns on 07/03/2025

PH Level: **7.5**

Filled by Harold Burns on 07/03/2025

:

- N/A**

Filled by Harold Burns on 07/03/2025

Team Member clock out completed:

- N/A**

Filled by Harold Burns on 07/03/2025

ID: #88

Trails CDD

07/03/2025

Trails-CPO - Daily Checklist

Type: Preventive

Medium

Amenity
CenterFacilities
Checklists

Harold Burns

✓ Done

Completed by Harold Burns
on 07/03/2025Notes: **Completed***Filled by Harold Burns on 07/03/2025*

☰ PROCEDURE DESCRIPTION

Daily Certified Pool Operator Checklist. Number of days per week as outlined in the contract.

Chlorine level: **6.25***Filled by Harold Burns on 07/03/2025*PH level: **7.5***Filled by Harold Burns on 07/03/2025*Total Alkalinity level: **90***Filled by Harold Burns on 07/03/2025*Cyanuric Acid level: **30***Filled by Harold Burns on 07/03/2025*Calcium Hardness: **200***Filled by Harold Burns on 07/03/2025*Flow GPM: **470***Filled by Harold Burns on 07/03/2025*

Sodium Bicarb Added:

 No*Filled by Harold Burns on 07/03/2025*

Pool Shock Added:

 No*Filled by Harold Burns on 07/03/2025*

Phosphate Treatment Added:

 No*Filled by Harold Burns on 07/03/2025*

CYA/Stabilizer Added:

No

Filled by Harold Burns on 07/03/2025

Filters Clean

Filled by Harold Burns on 07/03/2025

Pool Gutters Clean

Filled by Harold Burns on 07/03/2025

Pool Tiles Clean

Filled by Harold Burns on 07/03/2025

Pool clean, vacuumed, skimmed as needed

Filled by Harold Burns on 07/03/2025

Sheppard's hook, life rings and skimmer are in proper working condition

Filled by Harold Burns on 07/03/2025

of Patron in the pool

Filled by Harold Burns on 07/03/2025

Section #1

CPO Checklist Photos of Current Pool/Equipment Conditions:



Filled by Harold Burns on 07/03/2025

ID: #96

Trails CDD

07/03/2025

Schedule updates with district supervisor for

Done

Completed by Harold Burns on 07/03/2025

4th of July Community event

Type: Reactive

Low

Amenity Center

Howard McGaffney
Harold Burns

ID: #101

Trails CDD

07/01/2025

Monthly-Landscape Scorecard

Type: Preventive

High

Inspection

Landscaping

Howard McGaffney
Harold Burns

✓ Done

Completed by Harold Burns on 07/03/2025

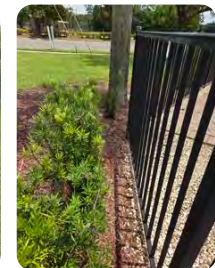
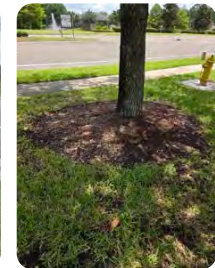
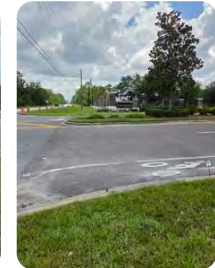
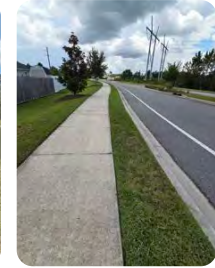
☰ PROCEDURE DESCRIPTION

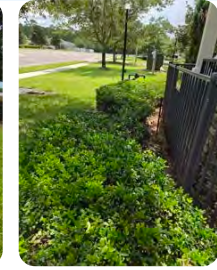
Monthly Scorecard for Landscape Vendor

Date: **07/03/2025**

Filled by Howard McGaffney on 07/03/2025

Checklist Photos:





Filled by Harold Burns on 07/03/2025

Mowing of all common areas:

 **Flag**



Filled by Howard McGaffney on 07/03/2025

Mowing all ponds:

 **Pass**

Filled by Howard McGaffney on 07/03/2025

Soft edge all beds, sidewalk and curbs:

 **Flag**



Filled by Howard McGaffney on 07/03/2025

Blowing debris off walkways, parking lot, sidewalks, beds, etc.:

 **Pass**

Filled by Howard McGaffney on 07/03/2025

Pruning of shrubs & ground cover:

 **Pass**

Filled by Howard McGaffney on 07/03/2025

Cutback all ornamental grasses:

✓ **Pass**

Filled by Howard McGaffney on 07/03/2025

Prune/limb up trees:

✓ **Pass**

Filled by Howard McGaffney on 07/03/2025

Application-Weed control-Turf:

✓ **Pass**

Filled by Howard McGaffney on 07/03/2025

Application-Weed control-Beds:

✓ **Pass**

Filled by Harold Burns on 07/03/2025

Application-Ants & Insects Pest Control-Turf and Beds:

🚩 **Flag**



Filled by Howard McGaffney on 07/03/2025

Application-Chinch Bugs-Pest Control-Turf and Beds:

✓ **Pass**

Filled by Howard McGaffney on 07/03/2025

Application-Fertilization-Shrubs & Groundcover:

✓ **Pass**

Filled by Howard McGaffney on 07/03/2025

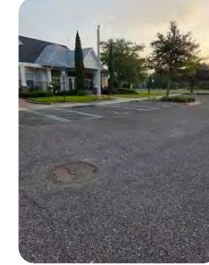
Application-Fertilization-Turf:

✓ **Pass**

Filled by Howard McGaffney on 07/03/2025

Communication-Notified Manager when onsite:

🚩 **Flag**



Filled by Howard McGaffney on 07/03/2025

Communication-Submit Monthly QSA Report to Manager:

✓ **Pass**

Filled by Howard McGaffney on 07/03/2025

Communication-Submit Monthly Photo Documentation:

✓ **Pass**

Filled by Howard McGaffney on 07/03/2025

Communication-Irrigation-Submit Monthly Report:

✓ **Pass**

Filled by Howard McGaffney on 07/03/2025

Irrigation-Monthly Wet Check:

✓ **Pass**

Filled by Howard McGaffney on 07/03/2025

Irrigation-Repairs-Submit Work Order Request to Manager:

✓ **Pass**

Filled by Howard McGaffney on 07/03/2025

Pull/Treat weeds around amenity center:

 **Flag**



Filled by Howard McGaffney on 07/03/2025

Total Flags and Fails: **5 Flags**

ID: #93

Trails CDD

07/03/2025

Closing Facilities Checklists

✓ Done

Type: Preventive

Completed by Justin Bozeman on 07/03/2025

Medium

Amenity Center

Facilities Checklists

Justin Bozeman

☰ PROCEDURE DESCRIPTION

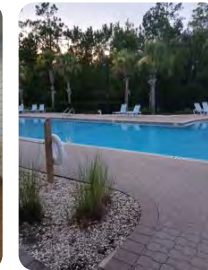
Closing Amenity Center Checklist

Team Member clock in completed:

Yes

Filled by Justin Bozeman on 07/03/2025

Closing Checklist Photos:



Filled by Justin Bozeman on 07/03/2025

Restrooms closing procedure:

- Floors swept and mopped
- All mirrors are cleaned
- Stock toilet paper as needed
- Stock paper towels as needed
- Fill soap dispensers as needed
- All fans, lights and emergency light are working, turned off at closing
- Empty trash as needed
- Clean all toilets and sinks

Filled by Justin Bozeman on 07/03/2025

Social Hall closing procedure:

- All fans, lights working properly, dusted, and turned off at closing
- Restrooms cleaned and stocked
- Floors swept and mopped
- Furniture organized, wiped down, cleaned
- Kitchen cleaned, refrigerator emptied as needed
- Windows cleaned
- All doors are locked

Filled by Justin Bozeman on 07/03/2025

Fitness Center is clean and secured:

- Floors swept and clean
- Wipe down all fitness equipment/disinfectant
- T.V.'s and music are working, turned off at closing
- Lights and fans are working, turned off at closing
- Trash is emptied as needed
- High dust all fans, fan blades, t.v.'s and other overhead areas
- Clean all windows and mirrors

Filled by Justin Bozeman on 07/03/2025

Other Amenity Closing Procedures:


- Pool and pool deck is clear/clean and pool equipment enclosure is locked/secured
- Pool furniture/tables are straightened, organized, wiped down and clean
- Office lights are off, office door locked/secured
- Pool lights are working
- Parking lights are working
- Trash is taken out to dumpster as needed

Filled by Justin Bozeman on 07/03/2025

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
-----------------	------------------	--------------	-------------	-------------------

				<p>Team Member clock out completed:</p> <p><input checked="" type="checkbox"/> Yes</p> <p><i>Filled by Justin Bozeman on 07/03/2025</i></p>
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<p>ID: #81</p> <p>Amenity Center Pre-Clean & Set Up for Community 4th of July Event</p> <p>Type: Reactive</p> <p>High</p> <p>Inspection</p> <p>Social Hall</p> <p>Howard McGaffney Harold Burns Justin Bozeman</p>	Trails CDD	<p>07/04/2025</p> <p>✓ Done</p> <p>Completed by Justin Bozeman on 07/03/2025</p>		<p>Pre-Clean & Set up for Event: Floors swept and mopped</p> <p><i>Filled by Justin Bozeman on 07/03/2025</i></p>
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<p>ID: #102</p> <p>Monthly-Pond Maintenance Scorecard</p> <p>Type: Preventive</p> <p>High</p> <p>Inspection</p> <p>Landscaping</p> <p>Howard McGaffney Harold Burns</p>	Trails CDD	<p>07/01/2025</p> <p>✓ Done</p> <p>Completed by Harold Burns on 07/04/2025</p>		<p>☰ PROCEDURE DESCRIPTION</p> <p>Monthly Scorecard for Pond / Aquatics Company</p> <p>Date: 07/01/2025</p> <p><i>Filled by Howard McGaffney on 07/03/2025</i></p> <hr/> <p>Scorecard Photos:</p>  <p><i>Filled by Harold Burns on 07/04/2025</i></p>
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Application - Shoreline Weed Control:

✓ **Pass**

Filled by Howard McGaffney on 07/03/2025

Application - Pond / Lake Weed Control:

🚩 **Flag**



Filled by Howard McGaffney on 07/03/2025

Application - Algae Control:

🚩 **Flag**



Filled by Howard McGaffney on 07/03/2025

Application - Dye Treatment:

✓ **Pass**

Filled by Howard McGaffney on 07/03/2025

Maintenance - Inspection/Monitoring:

✓ **Pass**

Filled by Howard McGaffney on 07/03/2025

Maintenance - Trash and Debris collected/removed from ponds / pond bank:

✓ **Pass**

Filled by Howard McGaffney on 07/03/2025

Maintenance-Remove Trash/Debris from culverts/outfall structures:

✓ **Pass**

Filled by Howard McGaffney on 07/03/2025

Communication-Notify Manager when onsite:

✓ **Pass**

Filled by Howard McGaffney on 07/03/2025

Communication-Submit service report to Manager:

✓ **Pass**

Notes: June's report had "May"

Filled by Howard McGaffney on 07/03/2025

Communication-Submit photo documentation of pond bank, culverts, outfalls:

✗ **Fail**



Filled by Howard McGaffney on 07/03/2025

Total Flags and Fails: **2 Flags, 1 Fail**

ID: #106

Trails CDD

✓ **Done**

Completed by Harold Burns on 07/04/2025

Corrective Action: 1 failure and 2 flags on "Monthly-Pond Maintenance Scorecard"

Type: Reactive

High

Inspection

Landscaping

Failure

Communication-Submit photo documentation of pond bank, culverts, outfalls:

📄 **Flag**



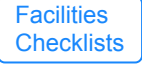


Notes: Add pictures

Filled by Harold Burns on 07/04/2025

Flags

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
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Howard McGaffney Harold Burns				<p>Application - Pond / Lake Weed Control:  Flag Notes: Correct issues <i>Filled by Harold Burns on 07/04/2025</i></p> <hr/> <p>Application - Algae Control:  Flag Notes: Add pictures and correct issues <i>Filled by Harold Burns on 07/04/2025</i></p> <hr/> <p>Total Flags and Fails: 3 Flags</p>
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<p>ID: #95 Trails-CPO - Daily Checklist Type: Preventive    Harold Burns</p>	Trails CDD	<p>07/04/2025  Done Completed by Harold Burns on 07/04/2025</p>		<p> PROCEDURE DESCRIPTION</p> <p>Daily Certified Pool Operator Checklist. Number of days per week as outlined in the contract.</p> <p>Chlorine level: 6.2 <i>Filled by Harold Burns on 07/04/2025</i></p> <hr/> <p>PH level: 7.6 <i>Filled by Harold Burns on 07/04/2025</i></p> <hr/> <p>Total Alkalinity level: 80 <i>Filled by Harold Burns on 07/04/2025</i></p> <hr/> <p>Cyanuric Acid level: 40 <i>Filled by Harold Burns on 07/04/2025</i></p> <hr/> <p>Calcium Hardness: 300 <i>Filled by Harold Burns on 07/04/2025</i></p> <hr/> <p>Flow GPM: 470 <i>Filled by Harold Burns on 07/04/2025</i></p> <hr/> <p>Sodium Bicarb Added: <input checked="" type="checkbox"/> No <i>Filled by Harold Burns on 07/04/2025</i></p>
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Pool Shock Added:

No

Filled by Harold Burns on 07/04/2025

Phosphate Treatment Added:

No

Filled by Harold Burns on 07/04/2025

CYA/Stabilizer Added:

No

Filled by Harold Burns on 07/04/2025

Filters Clean

Filled by Harold Burns on 07/04/2025

Pool Gutters Clean

Filled by Harold Burns on 07/04/2025

Pool Tiles Clean

Filled by Harold Burns on 07/04/2025

Pool clean, vacuumed, skimmed as needed

Filled by Harold Burns on 07/04/2025

Sheppard's hook, life rings and skimmer are in proper working condition

Filled by Harold Burns on 07/04/2025

of Patron in the pool

Filled by Harold Burns on 07/04/2025

Section #1

CPO Checklist Photos of Current Pool/Equipment Conditions:



Filled by Harold Burns on 07/04/2025

ID: #94

Trails CDD

07/04/2025

Opening Facilities Checklist

Type: Preventive

✓ Done

Completed by Harold Burns on 07/04/2025

Medium

Amenity Center

Facilities Checklists

Harold Burns

☰ PROCEDURE DESCRIPTION

Daily Opening Checklist-Amenity Center

Opening Amenity Center Checklists

Team Member clock in completed:

☑ N/A

Filled by Harold Burns on 07/04/2025

Opening Checklist Photos:



Filled by Harold Burns on 07/04/2025

Restrooms opening procedure:

- Clean all toilets
- Clean all sinks
- Clean all mirrors and windows
- Empty all trash as needed
- Fill soap dispensers as needed
- Replenish toilet paper as needed
- Replenish paper towels as needed
- Sanitize/Disinfectant-all handles, stall doors and walls as needed
- Mop all floors with disinfectant cleaner
- All lights, fans and emergency lights are working

Filled by Harold Burns on 07/04/2025

Fitness Center opening procedure:

- Wipe down all fitness equipment
- Clean all mirrors and windows
- Sweep/damp mop floor
- Empty all trash as needed
- Stock disinfectant wipes as needed
- Report to manager any equipment issues
- All lights, fans and emergency lights are working
- All t.v.'s and overhead music are working

Filled by Harold Burns on 07/04/2025

Social Hall opening checklist:

- Unlock door
- Kitchen, microwave, refrigerator, counters clean
- Restrooms clean and stocked
- Windows clean
- Floors swept and mopped
- Empty trash as needed
- Set up room for meetings or rentals as needed
- All lights, fans, are clean and working properly
- All t.v.'s and electronics are dusted and working properly
- Outside doors to parking lot are to remained locked

Filled by Harold Burns on 07/04/2025

Other Opening Checklists:

- Wipe down all tables, chairs, loungers and pool deck furniture
- ADA pool lift chair is charged and working properly
- Blow off all areas of the amenity center & walkways as needed
- Ensure all stormwater drains around the amenity center and parking lot are free of leaves and debris
- AED/Fire Extinguishers are present, up to date and inspected
- Air conditioning/heater is working properly
- Camera monitoring system is functioning properly
- Inspect amenity center facilities, playground, other amenities and notify manager of any repairs needed

Filled by Harold Burns on 07/04/2025

Chlorine Level: **6.2**

Filled by Harold Burns on 07/04/2025

PH Level: **7.6**

Filled by Harold Burns on 07/04/2025

:
 Yes



Filled by Harold Burns on 07/04/2025

Team Member clock out completed:

N/A

Filled by Harold Burns on 07/04/2025

Notes: **Completed 4th of July**

Filled by Harold Burns on 07/04/2025

ID: #104

Trails CDD

07/04/2025

Done

☰ PROCEDURE DESCRIPTION

Closing Amenity Center Checklist

WORK ORDER INFO**LOCATION & ASSET****DUE & STATUS****TIME & COST****PROCEDURE ANSWERS****Closing Facilities Checklists**

Type: Preventive

Medium

Amenity Center

Facilities Checklists

Justin Bozeman

Completed by Justin Bozeman on 07/04/2025

Team Member clock in completed:

 Yes*Filled by Justin Bozeman on 07/04/2025*

Closing Checklist Photos:

*Filled by Justin Bozeman on 07/04/2025*

Restrooms closing procedure:

- Floors swept and mopped**
- All mirrors are cleaned**
- Stock toilet paper as needed**
- Stock paper towels as needed**
- Fill soap dispensers as needed**
- All fans, lights and emergency light are working, turned off at closing**
- Empty trash as needed**
- Clean all toilets and sinks**

Filled by Justin Bozeman on 07/04/2025

Social Hall closing procedure:

- All fans, lights working properly, dusted, and turned off at closing**
- Restrooms cleaned and stocked**
- Floors swept and mopped**
- Furniture organized, wiped down, cleaned**
- Kitchen cleaned, refrigerator emptied as needed**
- Windows cleaned**
- All doors are locked**

Filled by Justin Bozeman on 07/04/2025

Fitness Center is clean and secured:

- Floors swept and clean
- Wipe down all fitness equipment/disinfectant
- T.V.'s and music are working, turned off at closing
- Lights and fans are working, turned off at closing
- Trash is emptied as needed
- High dust all fans, fan blades, t.v.'s and other overhead areas
- Clean all windows and mirrors

Filled by Justin Bozeman on 07/04/2025

Other Amenity Closing Procedures:

- Pool and pool deck is clear/clean and pool equipment enclosure is locked/secured
- Pool furniture/tables are straightened, organized, wiped down and clean
- Office lights are off, office door locked/secured
- Pool lights are working
- Parking lights are working
- Trash is taken out to dumpster as needed

Filled by Justin Bozeman on 07/04/2025

Team Member clock out completed:

- Yes

Filled by Justin Bozeman on 07/04/2025

ID: #73

Trails CDD

07/05/2025

Weekend Closing Facilities Checklist

Type: Preventive

Done

Completed by Honestee Anthony on 07/05/2025

Medium

Amenity Center

Facilities Checklists

Honestee Anthony

☰ PROCEDURE DESCRIPTION

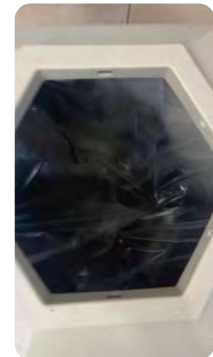
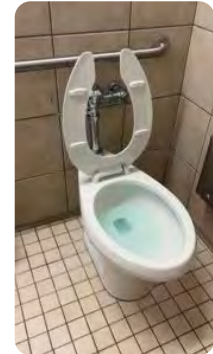
Closing Amenity Center Checklist

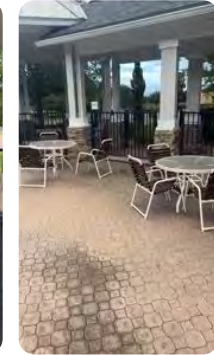
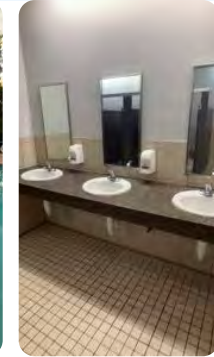
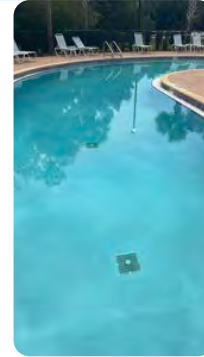
Team Member clock in completed:

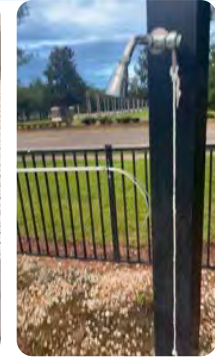
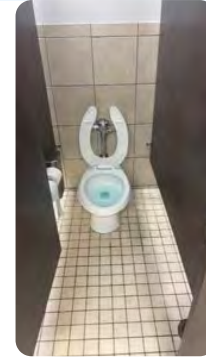
- Yes

Filled by Honestee Anthony on 07/05/2025

Closing Checklist Photos:







Filled by Honestee Anthony on 07/05/2025

Restrooms closing procedure:

- Floors swept and mopped
- All mirrors are cleaned
- Stock toilet paper as needed
- Stock paper towels as needed
- Fill soap dispensers as needed
- All fans, lights and emergency light are working, turned off at closing
- Empty trash as needed
- Clean all toilets and sinks

Filled by Honestee Anthony on 07/05/2025

Social Hall closing procedure:

- All fans, lights working properly, dusted, and turned off at closing
- Restrooms cleaned and stocked
- Floors swept and mopped
- Furniture organized, wiped down, cleaned
- Kitchen cleaned, refrigerator emptied as needed
- Windows cleaned
- All doors are locked

Filled by Honestee Anthony on 07/05/2025

Fitness Center is clean and secured:

- Floors swept and clean
- Wipe down all fitness equipment/disinfectant
- T.V.'s and music are working, turned off at closing
- Lights and fans are working, turned off at closing
- Trash is emptied as needed
- High dust all fans, fan blades, t.v.'s and other overhead areas
- Clean all windows and mirrors

Filled by Honestee Anthony on 07/05/2025

Other Amenity Closing Procedures:

- Pool and pool deck is clear/clean and pool equipment enclosure is locked/secured
- Pool furniture/tables are straightened, organized, wiped down and clean
- Office lights are off, office door locked/secured
- Pool lights are working
- Parking lights are working
- Trash is taken out to dumpster as needed

Filled by Honestee Anthony on 07/05/2025

Team Member clock out completed:

- Yes

Filled by Honestee Anthony on 07/05/2025

ID: #111

Trails CDD

07/06/2025

**Weekend Closing
Facilities Checklist**

Done

Type: Preventive

Completed by Honestee
Anthony on 07/06/2025

Medium

☰ PROCEDURE DESCRIPTION

Closing Amenity Center Checklist

Team Member clock in completed:

- Yes

Filled by Honestee Anthony on 07/06/2025

Amenity Center

Facilities Checklists

Honestee Anthony

Closing Checklist Photos:



Filled by Honestee Anthony on 07/06/2025

Restrooms closing procedure:

- Floors swept and mopped
- All mirrors are cleaned
- Stock toilet paper as needed
- Stock paper towels as needed
- Fill soap dispensers as needed
- All fans, lights and emergency light are working, turned off at closing
- Empty trash as needed
- Clean all toilets and sinks

Filled by Honestee Anthony on 07/06/2025

Social Hall closing procedure:

- All fans, lights working properly, dusted, and turned off at closing
- Restrooms cleaned and stocked
- Floors swept and mopped
- Furniture organized, wiped down, cleaned
- Kitchen cleaned, refrigerator emptied as needed
- Windows cleaned
- All doors are locked

Filled by Honestee Anthony on 07/06/2025

Fitness Center is clean and secured:

- Floors swept and clean
- Wipe down all fitness equipment/disinfectant
- T.V.'s and music are working, turned off at closing
- Lights and fans are working, turned off at closing
- Trash is emptied as needed
- High dust all fans, fan blades, t.v.'s and other overhead areas
- Clean all windows and mirrors

Filled by Honestee Anthony on 07/06/2025

Other Amenity Closing Procedures:


- Pool and pool deck is clear/clean and pool equipment enclosure is locked/secured
- Pool furniture/tables are straightened, organized, wiped down and clean
- Office lights are off, office door locked/secured
- Pool lights are working
- Parking lights are working
- Trash is taken out to dumpster as needed

Filled by Honestee Anthony on 07/06/2025

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
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				<p>Team Member clock out completed:</p> <p><input checked="" type="checkbox"/> Yes</p> <p><i>Filled by Honestee Anthony on 07/06/2025</i></p>
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<p>ID: #83</p> <p>Exterior doors cleaning</p> <p>Type: Reactive</p> <p>Low</p> <p>Howard McGaffney Justin Bozeman Honestee Anthony</p>	Trails CDD	<p>07/07/2025</p> <p><input checked="" type="checkbox"/> Done</p> <p>Completed by Honestee Anthony on 07/06/2025</p>		
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<p>ID: #108</p> <p>Opening Facilities Checklist</p> <p>Type: Preventive</p> <p>Medium</p> <p>Amenity Center</p> <p>Facilities Checklists</p> <p>Harold Burns</p>	Trails CDD	<p>07/07/2025</p> <p><input checked="" type="checkbox"/> Done</p> <p>Completed by Harold Burns on 07/07/2025</p>		<p>☰ PROCEDURE DESCRIPTION</p> <p>Daily Opening Checklist-Amenity Center</p> <p>Opening Amenity Center Checklists</p> <p>Team Member clock in completed:</p> <p><input checked="" type="checkbox"/> N/A</p> <p><i>Filled by Harold Burns on 07/07/2025</i></p> <p>Opening Checklist Photos:</p>  <p><i>Filled by Harold Burns on 07/07/2025</i></p>
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Restrooms opening procedure:

- Clean all toilets
- Clean all sinks
- Clean all mirrors and windows
- Empty all trash as needed
- Fill soap dispensers as needed
- Replenish toilet paper as needed
- Replenish paper towels as needed
- Sanitize/Disinfectant-all handles, stall doors and walls as needed
- Mop all floors with disinfectant cleaner
- All lights, fans and emergency lights are working

Filled by Harold Burns on 07/07/2025

Fitness Center opening procedure:

- Wipe down all fitness equipment
- Clean all mirrors and windows
- Sweep/damp mop floor
- Empty all trash as needed
- Stock disinfectant wipes as needed
- Report to manager any equipment issues
- All lights, fans and emergency lights are working
- All t.v.'s and overhead music are working

Filled by Harold Burns on 07/07/2025

Social Hall opening checklist:

- Unlock door
- Kitchen, microwave, refrigerator, counters clean
- Restrooms clean and stocked
- Windows clean
- Floors swept and mopped
- Empty trash as needed
- Set up room for meetings or rentals as needed
- All lights, fans, are clean and working properly
- All t.v.'s and electronics are dusted and working properly
- Outside doors to parking lot are to remained locked

Filled by Harold Burns on 07/07/2025

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

ID: #107
Trails-CPO - Daily Checklist
 Type: Preventive

Trails CDD

07/07/2025
✓ Done
 Completed by Harold Burns on 07/07/2025

Medium

Amenity Center

Other Opening Checklists:

- Wipe down all tables, chairs, loungers and pool deck furniture
- ADA pool lift chair is charged and working properly
- Pickup trash and debris around the amenity center, parking lots, playgrounds, courts, parks, front entrances and common areas as needed
- Blow off all areas of the amenity center & walkways as needed
- Ensure all stormwater drains around the amenity center and parking lot are free of leaves and debris
- AED/Fire Extinguishers are present, up to date and inspected
- Air conditioning/heater is working properly
- Camera monitoring system is functioning properly
- Inspect amenity center facilities, playground, other amenities and notify manager of any repairs needed

Filled by Harold Burns on 07/07/2025

Chlorine Level: **6.0**

Filled by Harold Burns on 07/07/2025

PH Level: **7.5**

Filled by Harold Burns on 07/07/2025

:

N/A

Filled by Harold Burns on 07/07/2025

Team Member clock out completed:

N/A

Filled by Harold Burns on 07/07/2025

Notes: **Completed**

Filled by Harold Burns on 07/07/2025

☰ PROCEDURE DESCRIPTION

Daily Certified Pool Operator Checklist. Number of days per week as outlined in the contract.

Chlorine level: **6.9**

Filled by Harold Burns on 07/07/2025

[Facilities
Checklists](#)

Harold Burns

PH level: **7.5***Filled by Harold Burns on 07/07/2025*Total Alkalinity level: **100***Filled by Harold Burns on 07/07/2025*Cyanuric Acid level: **40***Filled by Harold Burns on 07/07/2025*Calcium Hardness: **200***Filled by Harold Burns on 07/07/2025*Flow GPM: **470***Filled by Harold Burns on 07/07/2025*

Sodium Bicarb Added:

 No*Filled by Harold Burns on 07/07/2025*

Pool Shock Added:

 No*Filled by Harold Burns on 07/07/2025*

Phosphate Treatment Added:

 No*Filled by Harold Burns on 07/07/2025*

CYA/Stabilizer Added:

 No*Filled by Harold Burns on 07/07/2025* **Filters Clean***Filled by Harold Burns on 07/07/2025* **Pool Gutters Clean***Filled by Harold Burns on 07/07/2025* **Pool Tiles Clean***Filled by Harold Burns on 07/07/2025*

- Pool clean, vacuumed, skimmed as needed
Filled by Harold Burns on 07/07/2025

- Sheppard's hook, life rings and skimmer are in proper working condition
Filled by Harold Burns on 07/07/2025

- # of Patron in the pool
Filled by Harold Burns on 07/07/2025

Section #1



CPO Checklist Photos of Current Pool/Equipment Conditions:



Filled by Harold Burns on 07/07/2025

<p>ID: #116 Extinguished fire at the field Type: Reactive High Howard McGaffney Harold Burns Justin Bozeman</p>	<p>Trails CDD Field area</p>	<p>07/07/2025 ✓ Done Completed by Harold Burns on 07/07/2025</p>	
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<p>ID: #65 Pool Chemicals & Replacement Skimmer grates Type: Reactive Medium</p>	<p>Trails CDD Pool Trails CDD</p>	<p>07/29/2025 ✓ Done Completed by Harold Burns on 07/08/2025</p>	<p>Order Details Enter the description of the requested items: Tri chor <i>Filled by Harold Burns on 07/08/2025</i></p>
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WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
<p>Howard McGaffney Harold Burns</p>				<p>Enter the quantity of each item requested: 1 <i>Filled by Harold Burns on 07/08/2025</i></p> <hr/> <p>Enter the estimated cost of the requested items: \$550.00 <i>Filled by Harold Burns on 07/08/2025</i></p> <hr/> <p>Enter the date by which the items are needed: 07/07/2025 <i>Filled by Harold Burns on 07/08/2025</i></p> <hr/> <p>Provide any additional notes or special instructions for the order: Picked up from crown pools <i>Filled by Harold Burns on 07/08/2025</i></p> <hr/> <p>Upload any relevant documents or images related to the order:</p> <div data-bbox="1377 598 1792 869">  </div> <p><i>Filled by Harold Burns on 07/08/2025</i></p> <hr/> <p>Requester Signature: </p> <p><i>Signed by Harold Burns on 07/08/2025</i></p>

<p>ID: #114 Trails-CPO - Daily Checklist Type: Preventive Medium Amenity Center</p>	<p>Trails CDD</p>	<p>07/08/2025 ✓ Done Completed by Harold Burns on 07/08/2025</p>		<p>☰ PROCEDURE DESCRIPTION</p> <p>Daily Certified Pool Operator Checklist. Number of days per week as outlined in the contract.</p> <p>Chlorine level: 6.25 <i>Filled by Harold Burns on 07/08/2025</i></p> <hr/> <p>PH level: 7.5 <i>Filled by Harold Burns on 07/08/2025</i></p>
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Facilities
Checklists

Harold Burns

Total Alkalinity level: **80**

Filled by Harold Burns on 07/08/2025

Cyanuric Acid level: **40**

Filled by Harold Burns on 07/08/2025

Calcium Hardness: **300**

Filled by Harold Burns on 07/08/2025

Flow GPM: **470**

Filled by Harold Burns on 07/08/2025

Sodium Bicarb Added:

No

Filled by Harold Burns on 07/08/2025

Pool Shock Added:

No

Filled by Harold Burns on 07/08/2025

Phosphate Treatment Added:

No

Filled by Harold Burns on 07/08/2025

CYA/Stabilizer Added:

No

Filled by Harold Burns on 07/08/2025

Filters Clean

Filled by Harold Burns on 07/08/2025

Pool Gutters Clean

Filled by Harold Burns on 07/08/2025

Pool Tiles Clean

Filled by Harold Burns on 07/08/2025

Pool clean, vacuumed, skimmed as needed

Filled by Harold Burns on 07/08/2025

Sheppard's hook, life rings and skimmer are in proper working condition

Filled by Harold Burns on 07/08/2025

of Patron in the pool

Filled by Harold Burns on 07/08/2025

Section #1

CPO Checklist Photos of Current Pool/Equipment Conditions:



Filled by Harold Burns on 07/08/2025

ID: #109

Trails CDD

07/07/2025

Closing Facilities Checklists

Type: Preventive

Medium

Amenity Center

Facilities Checklists

Harold Burns

Justin Bozeman

Done

Completed by Harold Burns on 07/08/2025

☰ PROCEDURE DESCRIPTION

Closing Amenity Center Checklist

Team Member clock in completed:

Yes

Filled by Harold Burns on 07/07/2025

Closing Checklist Photos:



Filled by Harold Burns on 07/07/2025

Restrooms closing procedure:

- Floors swept and mopped
- All mirrors are cleaned
- Stock toilet paper as needed
- Stock paper towels as needed
- Fill soap dispensers as needed
- All fans, lights and emergency light are working, turned off at closing
- Empty trash as needed
- Clean all toilets and sinks

Filled by Harold Burns on 07/07/2025

Social Hall closing procedure:

- All fans, lights working properly, dusted, and turned off at closing
- Restrooms cleaned and stocked
- Floors swept and mopped
- Furniture organized, wiped down, cleaned
- Kitchen cleaned, refrigerator emptied as needed
- Windows cleaned
- All doors are locked

Filled by Harold Burns on 07/07/2025

Fitness Center is clean and secured:

- Floors swept and clean
- Wipe down all fitness equipment/disinfectant
- T.V.'s and music are working, turned off at closing
- Lights and fans are working, turned off at closing
- Trash is emptied as needed
- High dust all fans, fan blades, t.v.'s and other overhead areas
- Clean all windows and mirrors

Filled by Harold Burns on 07/07/2025

Other Amenity Closing Procedures:

- Pool and pool deck is clear/clean and pool equipment enclosure is locked/secured
- Pool furniture/tables are straightened, organized, wiped down and clean
- Office lights are off, office door locked/secured
- Pool lights are working
- Parking lights are working
- Trash is taken out to dumpster as needed

Filled by Harold Burns on 07/07/2025

Team Member clock out completed:

Yes

Filled by Harold Burns on 07/07/2025

ID: #85
Annual Fire Extinguisher Inspections
 Type: Reactive
 Trails CDD
 07/30/2025
 ✓ Done
 Completed by Harold Burns on 07/08/2025

- Medium
- Inspection
- Preventive
- Safety
- Amenity Center

Howard McGaffney
 Harold Burns

ID: #113
Opening Facilities Checklist
 Type: Preventive
 Trails CDD
 07/08/2025
 ✓ Done
 Completed by Harold Burns on 07/08/2025

- Medium
- Amenity Center
- Facilities Checklists

Harold Burns

☰ PROCEDURE DESCRIPTION
 Daily Opening Checklist-Amenity Center
Opening Amenity Center Checklists
 Team Member clock in completed:
 N/A
Filled by Harold Burns on 07/08/2025

Opening Checklist Photos:



Filled by Harold Burns on 07/08/2025

Restrooms opening procedure:

- Clean all toilets
- Clean all sinks
- Clean all mirrors and windows
- Empty all trash as needed
- Fill soap dispensers as needed
- Replenish toilet paper as needed
- Replenish paper towels as needed
- Sanitize/Disinfectant-all handles, stall doors and walls as needed
- Mop all floors with disinfectant cleaner
- All lights, fans and emergency lights are working

Filled by Harold Burns on 07/08/2025

Fitness Center opening procedure:

- Wipe down all fitness equipment
- Clean all mirrors and windows
- Sweep/damp mop floor
- Empty all trash as needed
- Stock disinfectant wipes as needed
- Report to manager any equipment issues
- All lights, fans and emergency lights are working
- All t.v.'s and overhead music are working

Filled by Harold Burns on 07/08/2025

Social Hall opening checklist:

- Unlock door
- Kitchen, microwave, refrigerator, counters clean
- Restrooms clean and stocked
- Windows clean
- Floors swept and mopped
- Empty trash as needed
- Set up room for meetings or rentals as needed
- All lights, fans, are clean and working properly
- All t.v.'s and electronics are dusted and working properly
- Outside doors to parking lot are to remained locked

Filled by Harold Burns on 07/08/2025

Other Opening Checklists:

- Wipe down all tables, chairs, loungers and pool deck furniture
- ADA pool lift chair is charged and working properly
- Pickup trash and debris around the amenity center, parking lots, playgrounds, courts, parks, front entrances and common areas as needed
- Blow off all areas of the amenity center & walkways as needed
- Ensure all stormwater drains around the amenity center and parking lot are free of leaves and debris
- AED/Fire Extinguishers are present, up to date and inspected
- Air conditioning/heater is working properly
- Camera monitoring system is functioning properly
- Inspect amenity center facilities, playground, other amenities and notify manager of any repairs needed

Filled by Harold Burns on 07/08/2025

Chlorine Level: **6.25**

Filled by Harold Burns on 07/08/2025

PH Level: **7.5**

Filled by Harold Burns on 07/08/2025

:

Yes



Notes: Inspection done this morning from prior incident with fireworks 7/7/25 1900 hrs

Filled by Harold Burns on 07/08/2025

Team Member clock out completed:

N/A

Filled by Harold Burns on 07/08/2025

Notes: **Completed by HB**

Filled by Harold Burns on 07/08/2025

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
<p>ID: #120</p> <p>Resident attempt to have pop-up Video game function on District property without proper permission from the district</p> <p>Type: Reactive</p> <p>Medium</p> <p>Amenity Center</p> <p>Parking Lot-District property CDD</p> <p>Howard McGaffney Harold Burns Justin Bozeman</p>	<p>Trails CDD</p>	<p>07/08/2025</p> <p>✓ Done</p> <p>Completed by Harold Burns on 07/08/2025</p>		
<p>ID: #121</p> <p>7/07/25 Field fire incident report</p> <p>Type: Reactive</p> <p>Parking Lot-District property CDD</p> <p>Howard McGaffney Harold Burns Justin Bozeman</p>	<p>Trails CDD</p>	<p>07/09/2025</p> <p>✓ Done</p> <p>Completed by Justin Bozeman on 07/08/2025</p>		
<p>ID: #118</p> <p>Closing Facilities Checklists</p> <p>Type: Preventive</p>	<p>Trails CDD</p>	<p>07/08/2025</p> <p>✓ Done</p> <p>Completed by Justin Bozeman on 07/08/2025</p>		<p>☰ PROCEDURE DESCRIPTION</p> <p>Closing Amenity Center Checklist</p>

Medium

Amenity
CenterFacilities
Checklists

Justin Bozeman

Team Member clock in completed:

 Yes*Filled by Justin Bozeman on 07/08/2025*

Closing Checklist Photos:

*Filled by Justin Bozeman on 07/08/2025*

Restrooms closing procedure:

- Floors swept and mopped**
- All mirrors are cleaned**
- Stock toilet paper as needed**
- Stock paper towels as needed**
- Fill soap dispensers as needed**
- All fans, lights and emergency light are working, turned off at closing**
- Empty trash as needed**
- Clean all toilets and sinks**

Filled by Justin Bozeman on 07/08/2025

Social Hall closing procedure:

- All fans, lights working properly, dusted, and turned off at closing**
- Restrooms cleaned and stocked**
- Floors swept and mopped**
- Furniture organized, wiped down, cleaned**
- Kitchen cleaned, refrigerator emptied as needed**
- Windows cleaned**
- All doors are locked**

Filled by Justin Bozeman on 07/08/2025

Fitness Center is clean and secured:

- Floors swept and clean
- Wipe down all fitness equipment/disinfectant
- T.V.'s and music are working, turned off at closing
- Lights and fans are working, turned off at closing
- Trash is emptied as needed
- High dust all fans, fan blades, t.v.'s and other overhead areas
- Clean all windows and mirrors

Filled by Justin Bozeman on 07/08/2025

Other Amenity Closing Procedures:

- Pool and pool deck is clear/clean and pool equipment enclosure is locked/secured
- Pool furniture/tables are straightened, organized, wiped down and clean
- Office lights are off, office door locked/secured
- Pool lights are working
- Parking lights are working
- Trash is taken out to dumpster as needed

Filled by Justin Bozeman on 07/08/2025

Team Member clock out completed:

- Yes

Filled by Justin Bozeman on 07/08/2025

ID: #119

Trails CDD

07/09/2025

Opening Facilities Checklist

Type: Preventive

Done
Completed by Harold Burns on 07/09/2025

Medium

Amenity Center

Facilities Checklists

Harold Burns

☰ PROCEDURE DESCRIPTION

Daily Opening Checklist-Amenity Center

Opening Amenity Center Checklists

Team Member clock in completed:

- N/A

Filled by Harold Burns on 07/09/2025

Opening Checklist Photos:



Filled by Harold Burns on 07/09/2025

Restrooms opening procedure:

- Clean all toilets
- Clean all sinks
- Clean all mirrors and windows
- Empty all trash as needed
- Fill soap dispensers as needed
- Replenish toilet paper as needed
- Replenish paper towels as needed
- Sanitize/Disinfectant-all handles, stall doors and walls as needed
- Mop all floors with disinfectant cleaner
- All lights, fans and emergency lights are working

Filled by Harold Burns on 07/09/2025

Fitness Center opening procedure:

- Wipe down all fitness equipment
- Clean all mirrors and windows
- Sweep/damp mop floor
- Empty all trash as needed
- Stock disinfectant wipes as needed
- Report to manager any equipment issues
- All lights, fans and emergency lights are working
- All t.v.'s and overhead music are working

Filled by Harold Burns on 07/09/2025

Social Hall opening checklist:

- Unlock door**
- Kitchen, microwave, refrigerator, counters clean**
- Restrooms clean and stocked**
- Windows clean**
- Floors swept and mopped**
- Empty trash as needed**
- Set up room for meetings or rentals as needed**
- All lights, fans, are clean and working properly**
- All t.v.'s and electronics are dusted and working properly**
- Outside doors to parking lot are to remained locked**

Filled by Harold Burns on 07/09/2025

Other Opening Checklists:

- Wipe down all tables, chairs, loungers and pool deck furniture**
- ADA pool lift chair is charged and working properly**
- Pickup trash and debris around the amenity center, parking lots, playgrounds, courts, parks, front entrances and common areas as needed**
- Blow off all areas of the amenity center & walkways as needed**
- Ensure all stormwater drains around the amenity center and parking lot are free of leaves and debris**
- AED/Fire Extinguishers are present, up to date and inspected**
- Air conditioning/heater is working properly**
- Camera monitoring system is functioning properly**
- Inspect amenity center facilities, playground, other amenities and notify manager of any repairs needed**

Filled by Harold Burns on 07/09/2025

Chlorine Level: **6.25**

Filled by Harold Burns on 07/09/2025

PH Level: **7.6**

Filled by Harold Burns on 07/09/2025

:

- N/A**

Filled by Harold Burns on 07/09/2025

Team Member clock out completed:

- N/A**

Filled by Harold Burns on 07/09/2025

ID: #117
Trails-CPO - Daily Checklist
 Type: Preventive

Medium

Amenity Center

Facilities Checklists

Harold Burns

Trails CDD

07/09/2025
 ✓ Done
 Completed by Harold Burns on 07/09/2025

Notes: **Completed**
 Filled by Harold Burns on 07/09/2025

☰ PROCEDURE DESCRIPTION

Daily Certified Pool Operator Checklist. Number of days per week as outlined in the contract.

Chlorine level: **6.2**

Filled by Harold Burns on 07/09/2025

PH level: **7.5**

Filled by Harold Burns on 07/09/2025

Total Alkalinity level: **80**

Filled by Harold Burns on 07/09/2025

Cyanuric Acid level: **40**

Filled by Harold Burns on 07/09/2025

Calcium Hardness: **300**

Filled by Harold Burns on 07/09/2025

Flow GPM: **470**

Filled by Harold Burns on 07/09/2025

Sodium Bicarb Added:

No

Filled by Harold Burns on 07/09/2025

Pool Shock Added:

No

Filled by Harold Burns on 07/09/2025

Phosphate Treatment Added:

No

Filled by Harold Burns on 07/09/2025

CYA/Stabilizer Added:

No

Filled by Harold Burns on 07/09/2025

Filters Clean

Filled by Harold Burns on 07/09/2025

Pool Gutters Clean

Filled by Harold Burns on 07/09/2025

Pool Tiles Clean

Filled by Harold Burns on 07/09/2025

Pool clean, vacuumed, skimmed as needed

Filled by Harold Burns on 07/09/2025

Sheppard's hook, life rings and skimmer are in proper working condition

Filled by Harold Burns on 07/09/2025

of Patron in the pool

Filled by Harold Burns on 07/09/2025

Section #1

CPO Checklist Photos of Current Pool/Equipment Conditions:



Filled by Harold Burns on 07/09/2025

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

ID: #125
Vinyl fence repair request

Type: Reactive

High

Howard McGaffney
Harold Burns
Justin Bozeman

Trails CDD
Vinyl fencing Normandy
blvd

07/09/2025
✓ Done
Completed by Harold Burns
on 07/09/2025

Inspect fence for visible damage or wear:

✗ Fail



Notes: Repairs identified

Filled by Harold Burns on 07/09/2025

Is any part of the fence loose or unstable?:

☑ No

Filled by Harold Burns on 07/09/2025

Describe the location and nature of the damage: **Front entrance fence**

Filled by Harold Burns on 07/09/2025

Upload photo of the damaged area:



Filled by Harold Burns on 07/09/2025

Check for any missing or broken parts:

 **Flag**



Filled by Harold Burns on 07/09/2025

Are there any signs of rust or corrosion?:

No

Filled by Harold Burns on 07/09/2025

Document any rust or corrosion found: **None**

Filled by Harold Burns on 07/09/2025

Ensure all fasteners are secure:

Pass

Filled by Harold Burns on 07/09/2025

Is any part of the fence misaligned?:

No

Filled by Harold Burns on 07/09/2025

Describe the misalignment and potential causes: **None**

Filled by Harold Burns on 07/09/2025

Verify that the fence is properly aligned:

Pass

Filled by Harold Burns on 07/09/2025

Is any repainting required?:

No

Filled by Harold Burns on 07/09/2025

Specify areas that need repainting: **None**

Filled by Harold Burns on 07/09/2025

Ensure the fence is free of debris and vegetation:

✓ **Pass**

Filled by Harold Burns on 07/09/2025

Is any additional maintenance required?:

Yes

Notes: Repair to vinyl slats

Filled by Harold Burns on 07/09/2025

Detail any additional maintenance needed: **None**

Filled by Harold Burns on 07/09/2025

Technician Signature:



Signed by Harold Burns on 07/09/2025

Total Flags and Fails: **1 Flag, 1 Fail**

ID: #122

Trails CDD

07/09/2025

Closing Facilities Checklists

Type: Preventive

Medium

Amenity Center

Facilities Checklists

Justin Bozeman

✓ Done

Completed by Justin Bozeman on 07/09/2025

☰ PROCEDURE DESCRIPTION

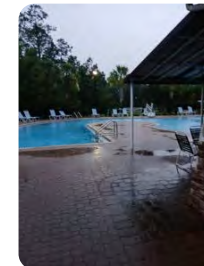
Closing Amenity Center Checklist

Team Member clock in completed:

Yes

Filled by Justin Bozeman on 07/09/2025

Closing Checklist Photos:



Filled by Justin Bozeman on 07/09/2025

Restrooms closing procedure:

- Floors swept and mopped
- All mirrors are cleaned
- Stock toilet paper as needed
- Stock paper towels as needed
- Fill soap dispensers as needed
- All fans, lights and emergency light are working, turned off at closing
- Empty trash as needed
- Clean all toilets and sinks

Filled by Justin Bozeman on 07/09/2025

Social Hall closing procedure:

- All fans, lights working properly, dusted, and turned off at closing
- Restrooms cleaned and stocked
- Floors swept and mopped
- Furniture organized, wiped down, cleaned
- Kitchen cleaned, refrigerator emptied as needed
- Windows cleaned
- All doors are locked

Filled by Justin Bozeman on 07/09/2025

Fitness Center is clean and secured:

- Floors swept and clean
- Wipe down all fitness equipment/disinfectant
- T.V.'s and music are working, turned off at closing
- Lights and fans are working, turned off at closing
- Trash is emptied as needed
- High dust all fans, fan blades, t.v.'s and other overhead areas
- Clean all windows and mirrors

Filled by Justin Bozeman on 07/09/2025

Other Amenity Closing Procedures:

- Pool and pool deck is clear/clean and pool equipment enclosure is locked/secured
- Pool furniture/tables are straightened, organized, wiped down and clean
- Office lights are off, office door locked/secured
- Pool lights are working
- Parking lights are working
- Trash is taken out to dumpster as needed

Filled by Justin Bozeman on 07/09/2025

Team Member clock out completed:

Yes

Filled by Justin Bozeman on 07/09/2025

ID: #124
Trails-CPO - Daily Checklist
 Type: Preventive

Trails CDD

07/10/2025

Done
 Completed by Harold Burns
 on 07/10/2025

Medium

Amenity Center

Facilities Checklists

Harold Burns

☰ PROCEDURE DESCRIPTION

Daily Certified Pool Operator Checklist. Number of days per week as outlined in the contract.

Chlorine level: **6.5**

Filled by Harold Burns on 07/10/2025

PH level: **7.5**

Filled by Harold Burns on 07/10/2025

Total Alkalinity level: **80**

Filled by Harold Burns on 07/10/2025

Cyanuric Acid level: **30**

Filled by Harold Burns on 07/10/2025

Calcium Hardness: **200**

Filled by Harold Burns on 07/10/2025

Flow GPM: **470**

Filled by Harold Burns on 07/10/2025

Sodium Bicarb Added:

No

Filled by Harold Burns on 07/10/2025

Pool Shock Added:

Yes



Notes: Tri-chlor

Filled by Harold Burns on 07/10/2025

Phosphate Treatment Added:

No

Filled by Harold Burns on 07/10/2025

CYA/Stabilizer Added:

No

Filled by Harold Burns on 07/10/2025

Filters Clean

Filled by Harold Burns on 07/10/2025

Pool Gutters Clean

Filled by Harold Burns on 07/10/2025

Pool Tiles Clean

Filled by Harold Burns on 07/10/2025

Pool clean, vacuumed, skimmed as needed

Filled by Harold Burns on 07/10/2025

Sheppard's hook, life rings and skimmer are in proper working condition

Filled by Harold Burns on 07/10/2025

of Patron in the pool

Filled by Harold Burns on 07/10/2025

Section #1

CPO Checklist Photos of Current Pool/Equipment Conditions:



Filled by Harold Burns on 07/10/2025

ID: #123

Trails CDD

07/10/2025

Opening Facilities Checklist

✓ Done

Type: Preventive

Completed by Harold Burns on 07/10/2025

Medium

Amenity Center

Facilities Checklists

Harold Burns

PROCEDURE DESCRIPTION

Daily Opening Checklist-Amenity Center

Opening Amenity Center Checklists

Team Member clock in completed:

✓ N/A

Filled by Harold Burns on 07/10/2025

Opening Checklist Photos:



Filled by Harold Burns on 07/10/2025

Restrooms opening procedure:

- Clean all toilets
- Clean all sinks
- Clean all mirrors and windows
- Empty all trash as needed
- Fill soap dispensers as needed
- Replenish toilet paper as needed
- Replenish paper towels as needed
- Sanitize/Disinfectant-all handles, stall doors and walls as needed
- Mop all floors with disinfectant cleaner
- All lights, fans and emergency lights are working

Filled by Harold Burns on 07/10/2025

Fitness Center opening procedure:

- Wipe down all fitness equipment
- Clean all mirrors and windows
- Sweep/damp mop floor
- Empty all trash as needed
- Stock disinfectant wipes as needed
- Report to manager any equipment issues
- All lights, fans and emergency lights are working
- All t.v.'s and overhead music are working

Filled by Harold Burns on 07/10/2025

Social Hall opening checklist:

- Unlock door
- Kitchen, microwave, refrigerator, counters clean
- Restrooms clean and stocked
- Windows clean
- Floors swept and mopped
- Empty trash as needed
- Set up room for meetings or rentals as needed
- All lights, fans, are clean and working properly
- All t.v.'s and electronics are dusted and working properly
- Outside doors to parking lot are to remained locked

Filled by Harold Burns on 07/10/2025

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

ID: #131
**After Storm pool
 Inspection & cleaning
 7/10/25**
 Type: Preventive
High

Trails CDD
 Pool Trails CDD

07/11/2025
✓ Done
 Completed by Harold Burns
 on 07/10/2025

- Other Opening Checklists:
- Wipe down all tables, chairs, loungers and pool deck furniture
 - ADA pool lift chair is charged and working properly
 - Pickup trash and debris around the amenity center, parking lots, playgrounds, courts, parks, front entrances and common areas as needed
 - Blow off all areas of the amenity center & walkways as needed
 - Ensure all stormwater drains around the amenity center and parking lot are free of leaves and debris
 - AED/Fire Extinguishers are present, up to date and inspected
 - Air conditioning/heater is working properly
 - Camera monitoring system is functioning properly
 - Inspect amenity center facilities, playground, other amenities and notify manager of any repairs needed

Filled by Harold Burns on 07/10/2025

Chlorine Level: **6.3**

Filled by Harold Burns on 07/10/2025

PH Level: **7.5**

Filled by Harold Burns on 07/10/2025

:

N/A

Filled by Harold Burns on 07/10/2025

Team Member clock out completed:

N/A

Filled by Harold Burns on 07/10/2025

Notes: **Completed**

Filled by Harold Burns on 07/10/2025

Clean pool deck:

✓ **Pass**

Filled by Harold Burns on 07/10/2025

Clean skimmer ledge:

✓ **Pass**

Filled by Harold Burns on 07/10/2025

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

Pool/Spas and Equipment

Pool Maintenance

Storm Cleanup

Cleaning

Howard McGaffney
Harold Burns
Justin Bozeman

Vacuum pool:

✓ **Pass**

Filled by Harold Burns on 07/10/2025

Backwash sand filters:

✓ **Pass**

Filled by Harold Burns on 07/10/2025

Add chemicals as needed:

☑ **Yes**



Filled by Harold Burns on 07/10/2025

Brush pool as needed:

✓ **Pass**

Filled by Harold Burns on 07/10/2025

Add trichlor algaeicide:

☑ **Yes**



Filled by Harold Burns on 07/10/2025

Clean pump strainer:

✓ **Pass**

Filled by Harold Burns on 07/10/2025

Additional comments or observations: **Completed clean up after Storm**

Filled by Harold Burns on 07/10/2025

Upload photos of completed tasks:



Filled by Harold Burns on 07/10/2025

ID: #126

Corrective Action: 1 failure and 1 flag on "Vinyl fence repair request"

Type: Reactive

High

Howard McGaffney

Harold Burns

Justin Bozeman

Trails CDD

Vinyl fencing Normandy blvd

✓ Done

Completed by Harold Burns on 07/10/2025

Failure

Inspect fence for visible damage or wear:

✓ Pass



Filled by Harold Burns on 07/10/2025

Flag

Check for any missing or broken parts:

✓ **Pass**



Filled by Harold Burns on 07/10/2025

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
<p>ID: #133</p> <p>Clean skimmer grates & Ledge</p> <p>Type: Preventive</p> <p>Medium</p> <p>Howard McGaffney Harold Burns Justin Bozeman</p>	<p>Trails CDD</p> <p>Pool Trails CDD</p>	<p>07/11/2025</p> <p>✓ Done</p> <p>Completed by Justin Bozeman on 07/10/2025</p>		<p>Preparation</p> <p>✓ Ensure all necessary tools are available for task</p> <p><i>Filled by Justin Bozeman on 07/10/2025</i></p> <p>Skimmer Cleaning</p> <p>Clean skimmer grates and surrounding ledge:</p> <p>✓ Yes</p> <p><i>Filled by Justin Bozeman on 07/10/2025</i></p> <p>Final Steps</p> <p>✓ Check water level on skimmer ledge</p> <p><i>Filled by Justin Bozeman on 07/10/2025</i></p> <p>Comments or notes:</p> <div data-bbox="1377 702 1792 970"> </div> <p><i>Filled by Justin Bozeman on 07/10/2025</i></p>
<p>ID: #134</p> <p>Front entrance post cap repair</p> <p>Type: Reactive</p> <p>Medium</p> <p>Damage</p> <p>Amenity Center</p> <p>Entryway / Exit</p>	<p>Trails CDD</p> <p>Vinyl fencing Normandy blvd</p>	<p>07/18/2025</p> <p>✓ Done</p> <p>Completed by Justin Bozeman on 07/10/2025</p>		

Monuments and Barrier Walls

Howard McGaffney
Harold Burns
Justin Bozeman

ID: #128

Trails CDD

07/10/2025

Closing Facilities Checklists

Type: Preventive

Medium

Amenity Center

Facilities Checklists

Justin Bozeman

✓ Done

Completed by Justin Bozeman on 07/10/2025

☰ PROCEDURE DESCRIPTION

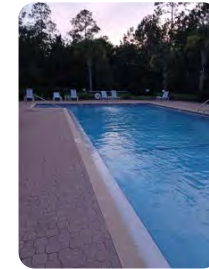
Closing Amenity Center Checklist

Team Member clock in completed:

Yes

Filled by Justin Bozeman on 07/10/2025

Closing Checklist Photos:



Filled by Justin Bozeman on 07/10/2025

Restrooms closing procedure:

- Floors swept and mopped
- All mirrors are cleaned
- Stock toilet paper as needed
- Stock paper towels as needed
- Fill soap dispensers as needed
- All fans, lights and emergency light are working, turned off at closing
- Empty trash as needed
- Clean all toilets and sinks

Filled by Justin Bozeman on 07/10/2025

Social Hall closing procedure:

- All fans, lights working properly, dusted, and turned off at closing
- Restrooms cleaned and stocked
- Floors swept and mopped
- Furniture organized, wiped down, cleaned
- Kitchen cleaned, refrigerator emptied as needed
- Windows cleaned
- All doors are locked

Filled by Justin Bozeman on 07/10/2025

Fitness Center is clean and secured:

- Floors swept and clean
- Wipe down all fitness equipment/disinfectant
- T.V.'s and music are working, turned off at closing
- Lights and fans are working, turned off at closing
- Trash is emptied as needed
- High dust all fans, fan blades, t.v.'s and other overhead areas
- Clean all windows and mirrors

Filled by Justin Bozeman on 07/10/2025

Other Amenity Closing Procedures:

- Pool and pool deck is clear/clean and pool equipment enclosure is locked/secured
- Pool furniture/tables are straightened, organized, wiped down and clean
- Office lights are off, office door locked/secured
- Pool lights are working
- Parking lights are working
- Trash is taken out to dumpster as needed

Filled by Justin Bozeman on 07/10/2025

Team Member clock out completed:

- Yes

Filled by Justin Bozeman on 07/10/2025

ID: #129

Trails CDD

07/11/2025

Trails-CPO - Daily Checklist

Done

Type: Preventive

Completed by Harold Burns on 07/11/2025

Medium

☰ PROCEDURE DESCRIPTION

Daily Certified Pool Operator Checklist. Number of days per week as outlined in the contract.

Chlorine level: **6.40**

Filled by Harold Burns on 07/11/2025

[Amenity Center](#)[Facilities Checklists](#)

Harold Burns

PH level: **7.4***Filled by Harold Burns on 07/11/2025*Total Alkalinity level: **100***Filled by Harold Burns on 07/11/2025*Cyanuric Acid level: **30***Filled by Harold Burns on 07/11/2025*Calcium Hardness: **300***Filled by Harold Burns on 07/11/2025*Flow GPM: **470***Filled by Harold Burns on 07/11/2025*

Sodium Bicarb Added:

 Yes*Filled by Harold Burns on 07/11/2025*

Pool Shock Added:

 No*Filled by Harold Burns on 07/11/2025*

Phosphate Treatment Added:

 No*Filled by Harold Burns on 07/11/2025*

CYA/Stabilizer Added:

 No*Filled by Harold Burns on 07/11/2025*

Filters Clean

Filled by Harold Burns on 07/11/2025

Pool Gutters Clean

Filled by Harold Burns on 07/11/2025

Pool Tiles Clean

Filled by Harold Burns on 07/11/2025

Pool clean, vacuumed, skimmed as needed

Filled by Harold Burns on 07/11/2025

Sheppard's hook, life rings and skimmer are in proper working condition

Filled by Harold Burns on 07/11/2025

of Patron in the pool

Filled by Harold Burns on 07/11/2025

Section #1

CPO Checklist Photos of Current Pool/Equipment Conditions:



Filled by Harold Burns on 07/11/2025

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

ID: #142

Trails CDD

07/11/2025

Weekly landscape inspection

✓ Done

Type: Reactive

Completed by Harold Burns on 07/11/2025

Medium

Inspection

Landscape inspection

Howard McGaffney

Harold Burns

Inspect common areas for proper cuts & edging :



Filled by Harold Burns on 07/11/2025

Check for weeds in landscaped areas:

Yes

Filled by Harold Burns on 07/11/2025

Inspect shrubs and bushes for proper trimming:

Flag



Filled by Harold Burns on 07/11/2025

Inspect mulch coverage and condition:

✗ **Fail**



Filled by Harold Burns on 07/11/2025

Check irrigation system for proper operation:

✓ **Pass**

Filled by Harold Burns on 07/11/2025

Inspect trees for any broken or dead branches:

✓ **Pass**

Filled by Harold Burns on 07/11/2025

Check for litter or debris in landscaped areas:

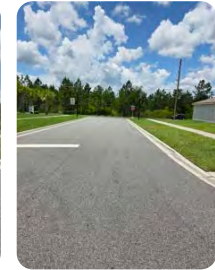
✓ **Pass**

Filled by Harold Burns on 07/11/2025

Notes on any issues found: **Common areas not cut or trimmed**

Filled by Harold Burns on 07/11/2025

Upload photos of any issues:



Filled by Harold Burns on 07/11/2025

Inspection :

 **Flag**



Notes: Not

cut properly

Filled by Harold Burns on 07/11/2025

Total Flags and Fails: 2 Flags, 1 Fail

ID: #143

Trails CDD

 **Done**

Completed by Harold Burns
on 07/11/2025

Corrective Action: 1 failure and 2 flags on "Weekly landscape inspection"

Type: Reactive

High

Inspection

Landscape inspection

Howard McGaffney
Harold Burns

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

ID: #130

Trails CDD

07/11/2025

Opening Facilities Checklist

Type: Preventive

✓ Done

Completed by Harold Burns on 07/11/2025

Medium

Amenity Center

Facilities Checklists

Harold Burns

☰ PROCEDURE DESCRIPTION

Daily Opening Checklist-Amenity Center

Opening Amenity Center Checklists

Team Member clock in completed:

✓ N/A



Filled by Harold Burns on 07/11/2025

Opening Checklist Photos:



Filled by Harold Burns on 07/11/2025

Restrooms opening procedure:

- ✓ Clean all toilets
- ✓ Clean all sinks
- ✓ Clean all mirrors and windows
- ✓ Empty all trash as needed
- ✓ Fill soap dispensers as needed
- ✓ Replenish toilet paper as needed
- ✓ Replenish paper towels as needed
- ✓ Sanitize/Disinfectant-all handles, stall doors and walls as needed
- ✓ Mop all floors with disinfectant cleaner
- ✓ All lights, fans and emergency lights are working

Filled by Harold Burns on 07/11/2025

Fitness Center opening procedure:

- Wipe down all fitness equipment
- Clean all mirrors and windows
- Sweep/damp mop floor
- Empty all trash as needed
- Stock disinfectant wipes as needed
- Report to manager any equipment issues
- All lights, fans and emergency lights are working
- All t.v.'s and overhead music are working

Filled by Harold Burns on 07/11/2025

Social Hall opening checklist:

- Unlock door
- Kitchen, microwave, refrigerator, counters clean
- Restrooms clean and stocked
- Windows clean
- Floors swept and mopped
- Empty trash as needed
- Set up room for meetings or rentals as needed
- All lights, fans, are clean and working properly
- All t.v.'s and electronics are dusted and working properly
- Outside doors to parking lot are to remained locked

Filled by Harold Burns on 07/11/2025

Other Opening Checklists:

- Wipe down all tables, chairs, loungers and pool deck furniture
- ADA pool lift chair is charged and working properly
- Pickup trash and debris around the amenity center, parking lots, playgrounds, courts, parks, front entrances and common areas as needed
- Blow off all areas of the amenity center & walkways as needed
- Ensure all stormwater drains around the amenity center and parking lot are free of leaves and debris
- AED/Fire Extinguishers are present, up to date and inspected
- Air conditioning/heater is working properly
- Camera monitoring system is functioning properly
- Inspect amenity center facilities, playground, other amenities and notify manager of any repairs needed

Filled by Harold Burns on 07/11/2025

Chlorine Level: **6.4**

Filled by Harold Burns on 07/11/2025

PH Level: **7.5**
Filled by Harold Burns on 07/11/2025

:

N/A
Filled by Harold Burns on 07/11/2025

Team Member clock out completed:
 N/A
Filled by Harold Burns on 07/11/2025

Notes: **Completed**
Filled by Harold Burns on 07/11/2025

ID: #145
Replace broken skimmer grate's
 Type: Reactive
Medium
 Howard McGaffney
 Harold Burns

Trails CDD
 Pool Trails CDD

07/11/2025
 Done
 Completed by Harold Burns on 07/11/2025

Inspection
 Inspect the skimmer ledge and water levels:
 Pass
Filled by Harold Burns on 07/11/2025

Upload photo of the current condition of the pool skimmer grates :



Filled by Harold Burns on 07/11/2025

Notes on the condition of the remaining pool skimmer grates : **Fair condition**
Filled by Harold Burns on 07/11/2025

Repair

Describe the repair actions taken: **Replaced broken skimmer grates, total of 6**

Filled by Harold Burns on 07/11/2025

Upload photo after repair:



Filled by Harold Burns on 07/11/2025

Replacement

Is replacement needed for the pools operation :

Yes

Filled by Harold Burns on 07/11/2025

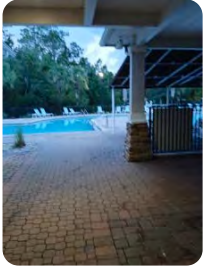
Describe the replacement actions taken: **Completed**

Filled by Harold Burns on 07/11/2025

Upload photo after replacement:



Filled by Harold Burns on 07/11/2025

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
<p>ID: #146</p> <p>Re-secured pillar top at entrance</p> <p>Type: Reactive</p> <p>High</p> <p>Damage</p> <p>Howard McGaffney Harold Burns Justin Bozeman</p>	<p>Trails CDD</p> <p>Vinyl fencing Normandy blvd</p>	<p>07/11/2025</p> <p>✓ Done</p> <p>Completed by Harold Burns on 07/11/2025</p>		
<p>ID: #137</p> <p>Closing Facilities Checklists</p> <p>Type: Preventive</p> <p>Medium</p> <p>Amenity Center</p> <p>Facilities Checklists</p> <p>Justin Bozeman</p>	<p>Trails CDD</p>	<p>07/11/2025</p> <p>✓ Done</p> <p>Completed by Justin Bozeman on 07/11/2025</p>		<p>☰ PROCEDURE DESCRIPTION</p> <p>Closing Amenity Center Checklist</p> <p>Team Member clock in completed:</p> <p><input checked="" type="checkbox"/> Yes</p> <p><i>Filled by Justin Bozeman on 07/11/2025</i></p> <hr/> <p>Closing Checklist Photos:</p>  <p><i>Filled by Justin Bozeman on 07/11/2025</i></p>

Restrooms closing procedure:

- Floors swept and mopped
- All mirrors are cleaned
- Stock toilet paper as needed
- Stock paper towels as needed
- Fill soap dispensers as needed
- All fans, lights and emergency light are working, turned off at closing
- Empty trash as needed
- Clean all toilets and sinks

Filled by Justin Bozeman on 07/11/2025

Social Hall closing procedure:

- All fans, lights working properly, dusted, and turned off at closing
- Restrooms cleaned and stocked
- Floors swept and mopped
- Furniture organized, wiped down, cleaned
- Kitchen cleaned, refrigerator emptied as needed
- Windows cleaned
- All doors are locked

Filled by Justin Bozeman on 07/11/2025

Fitness Center is clean and secured:

- Floors swept and clean
- Wipe down all fitness equipment/disinfectant
- T.V.'s and music are working, turned off at closing
- Lights and fans are working, turned off at closing
- Trash is emptied as needed
- High dust all fans, fan blades, t.v.'s and other overhead areas
- Clean all windows and mirrors

Filled by Justin Bozeman on 07/11/2025

Other Amenity Closing Procedures:

- Pool and pool deck is clear/clean and pool equipment enclosure is locked/secured
- Pool furniture/tables are straightened, organized, wiped down and clean
- Office lights are off, office door locked/secured
- Pool lights are working
- Parking lights are working
- Trash is taken out to dumpster as needed

Filled by Justin Bozeman on 07/11/2025

ID: #112
Weekend Closing Facilities Checklist
 Type: Preventive

Medium

Amenity Center

Facilities Checklists

Honestee Anthony

Trails CDD

07/12/2025

✓ Done

Completed by Honestee Anthony on 07/13/2025

Team Member clock out completed:

Yes

Filled by Justin Bozeman on 07/11/2025

☰ PROCEDURE DESCRIPTION

Closing Amenity Center Checklist

Team Member clock in completed:

Yes

Filled by Honestee Anthony on 07/12/2025

Closing Checklist Photos:



Filled by Honestee Anthony on 07/13/2025

Restrooms closing procedure:

- Floors swept and mopped
- All mirrors are cleaned
- Stock toilet paper as needed
- Stock paper towels as needed
- Fill soap dispensers as needed
- All fans, lights and emergency light are working, turned off at closing
- Empty trash as needed
- Clean all toilets and sinks

Filled by Honestee Anthony on 07/12/2025

ID: #148
Weekend Closing Facilities Checklist
 Type: Preventive
 Medium
 Amenity Center

Trails CDD

07/13/2025
 ✓ Done
 Completed by Honestee Anthony on 07/13/2025

Social Hall closing procedure:
 All fans, lights working properly, dusted, and turned off at closing
 Restrooms cleaned and stocked
 Furniture organized, wiped down, cleaned
 Windows cleaned
 All doors are locked
 Filled by Honestee Anthony on 07/13/2025

Fitness Center is clean and secured:
 Floors swept and clean
 Wipe down all fitness equipment/disinfectant
 T.V.'s and music are working, turned off at closing
 Lights and fans are working, turned off at closing
 Trash is emptied as needed
 High dust all fans, fan blades, t.v.'s and other overhead areas
 Clean all windows and mirrors
 Filled by Honestee Anthony on 07/12/2025

Other Amenity Closing Procedures:
 Pool and pool deck is clear/clean and pool equipment enclosure is locked/secured
 Pool furniture/tables are straightened, organized, wiped down and clean
 Office lights are off, office door locked/secured
 Parking lights are working
 Trash is taken out to dumpster as needed
 Filled by Honestee Anthony on 07/13/2025

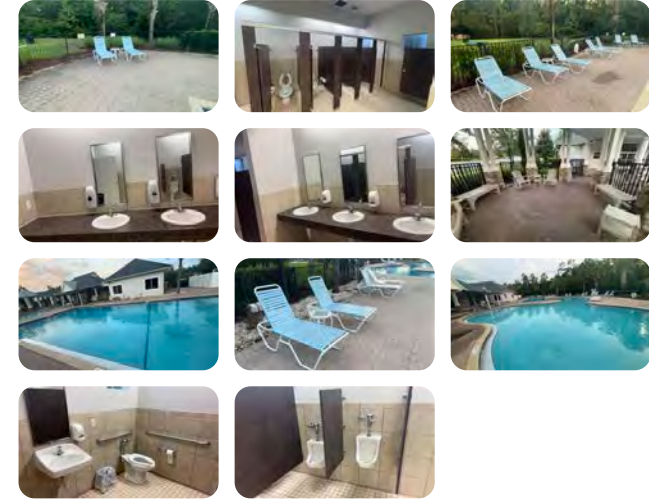
Team Member clock out completed:
 Yes
 Filled by Honestee Anthony on 07/13/2025

☰ PROCEDURE DESCRIPTION
 Closing Amenity Center Checklist
 Team Member clock in completed:
 Yes
 Filled by Honestee Anthony on 07/13/2025

Facilities
Checklists

Honestee Anthony

Closing Checklist Photos:



Filled by Honestee Anthony on 07/13/2025

Restrooms closing procedure:

- Floors swept and mopped
- All mirrors are cleaned
- Stock toilet paper as needed
- Stock paper towels as needed
- Fill soap dispensers as needed
- All fans, lights and emergency light are working, turned off at closing
- Empty trash as needed
- Clean all toilets and sinks

Filled by Honestee Anthony on 07/13/2025

Social Hall closing procedure:

- All fans, lights working properly, dusted, and turned off at closing
- Restrooms cleaned and stocked
- Floors swept and mopped
- Furniture organized, wiped down, cleaned
- Kitchen cleaned, refrigerator emptied as needed
- Windows cleaned
- All doors are locked

Filled by Honestee Anthony on 07/13/2025

Fitness Center is clean and secured:

- Floors swept and clean
- Wipe down all fitness equipment/disinfectant
- T.V.'s and music are working, turned off at closing
- Lights and fans are working, turned off at closing
- Trash is emptied as needed
- High dust all fans, fan blades, t.v.'s and other overhead areas
- Clean all windows and mirrors

Filled by Honestee Anthony on 07/13/2025

Other Amenity Closing Procedures:

- Pool and pool deck is clear/clean and pool equipment enclosure is locked/secured
- Pool furniture/tables are straightened, organized, wiped down and clean
- Office lights are off, office door locked/secured
- Pool lights are working
- Parking lights are working
- Trash is taken out to dumpster as needed

Filled by Honestee Anthony on 07/13/2025

Team Member clock out completed:

- Yes

Filled by Honestee Anthony on 07/13/2025

ID: #141
Trails-CPO - Daily Checklist
 Type: Preventive

Trails CDD

07/14/2025
 Done
 Completed by Harold Burns
 on 07/14/2025

Medium

Amenity Center

Facilities Checklists

Harold Burns

☰ PROCEDURE DESCRIPTION

Daily Certified Pool Operator Checklist. Number of days per week as outlined in the contract.

Chlorine level: **6.10**

Filled by Harold Burns on 07/14/2025

PH level: **7.5**

Filled by Harold Burns on 07/14/2025

Total Alkalinity level: **90**

Filled by Harold Burns on 07/14/2025

Cyanuric Acid level: **30**

Filled by Harold Burns on 07/14/2025

Calcium Hardness: **300**

Filled by Harold Burns on 07/14/2025

Flow GPM: **470**

Filled by Harold Burns on 07/14/2025

Sodium Bicarb Added:

No

Filled by Harold Burns on 07/14/2025

Pool Shock Added:

No

Filled by Harold Burns on 07/14/2025

Phosphate Treatment Added:

No

Filled by Harold Burns on 07/14/2025

CYA/Stabilizer Added:

No

Filled by Harold Burns on 07/14/2025

Filters Clean

Filled by Harold Burns on 07/14/2025

Pool Gutters Clean

Filled by Harold Burns on 07/14/2025

Pool Tiles Clean

Filled by Harold Burns on 07/14/2025

Pool clean, vacuumed, skimmed as needed

Filled by Harold Burns on 07/14/2025

Sheppard's hook, life rings and skimmer are in proper working condition

Filled by Harold Burns on 07/14/2025

of Patron in the pool

Filled by Harold Burns on 07/14/2025

ID: #144

Trails CDD

07/14/2025

Opening Facilities Checklist

Type: Preventive

✓ Done

Completed by Harold Burns on 07/14/2025

Medium

Amenity Center

Facilities Checklists

Harold Burns

Section #1

CPO Checklist Photos of Current Pool/Equipment Conditions:



Filled by Harold Burns on 07/14/2025

☰ PROCEDURE DESCRIPTION

Daily Opening Checklist-Amenity Center

Opening Amenity Center Checklists

Team Member clock in completed:

☑ N/A

Filled by Harold Burns on 07/14/2025

Opening Checklist Photos:



Filled by Harold Burns on 07/14/2025

Restrooms opening procedure:

- Clean all toilets
- Clean all sinks
- Clean all mirrors and windows
- Empty all trash as needed
- Fill soap dispensers as needed
- Replenish toilet paper as needed
- Replenish paper towels as needed
- Sanitize/Disinfectant-all handles, stall doors and walls as needed
- Mop all floors with disinfectant cleaner
- All lights, fans and emergency lights are working

Filled by Harold Burns on 07/14/2025

Fitness Center opening procedure:

- Wipe down all fitness equipment
- Clean all mirrors and windows
- Sweep/damp mop floor
- Empty all trash as needed
- Stock disinfectant wipes as needed
- Report to manager any equipment issues
- All lights, fans and emergency lights are working
- All t.v.'s and overhead music are working

Filled by Harold Burns on 07/14/2025

Social Hall opening checklist:

- Unlock door
- Kitchen, microwave, refrigerator, counters clean
- Restrooms clean and stocked
- Windows clean
- Floors swept and mopped
- Empty trash as needed
- Set up room for meetings or rentals as needed
- All lights, fans, are clean and working properly
- All t.v.'s and electronics are dusted and working properly
- Outside doors to parking lot are to remained locked

Filled by Harold Burns on 07/14/2025

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

ID: #136
Clean skimmer grates & Ledge
Type: Preventive

Trails CDD
Pool Trails CDD

07/14/2025
✔ Done
Completed by Justin Bozeman on 07/14/2025

Medium

Inspection

Other Opening Checklists:

- ✔ Wipe down all tables, chairs, loungers and pool deck furniture
- ✔ ADA pool lift chair is charged and working properly
- ✔ Pickup trash and debris around the amenity center, parking lots, playgrounds, courts, parks, front entrances and common areas as needed
- ✔ Blow off all areas of the amenity center & walkways as needed
- ✔ Ensure all stormwater drains around the amenity center and parking lot are free of leaves and debris
- ✔ AED/Fire Extinguishers are present, up to date and inspected
- ✔ Air conditioning/heater is working properly
- ✔ Camera monitoring system is functioning properly
- ✔ Inspect amenity center facilities, playground, other amenities and notify manager of any repairs needed

Filled by Harold Burns on 07/14/2025

Chlorine Level: **6.10**

Filled by Harold Burns on 07/14/2025

PH Level: **7.5**

Filled by Harold Burns on 07/14/2025

:

✔ Yes

Filled by Harold Burns on 07/14/2025

Team Member clock out completed:

✔ N/A

Filled by Harold Burns on 07/14/2025

Notes: **Completed**

Filled by Harold Burns on 07/14/2025

Preparation

- ✔ Ensure all necessary tools are available for task

Filled by Justin Bozeman on 07/14/2025

Skimmer Cleaning

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

Pool Maintenance

Cleaning

Howard McGaffney
Harold Burns
Justin Bozeman

Clean skimmer grates and surrounding ledge:

Yes

Filled by Justin Bozeman on 07/14/2025

Final Steps

Check water level on skimmer ledge

Filled by Justin Bozeman on 07/14/2025

Comments or notes:



Filled by Justin Bozeman on 07/14/2025

ID: #147

Trails CDD

07/14/2025

Closing Facilities Checklists

Done

Type: Preventive

Completed by Justin Bozeman on 07/14/2025

Medium

Amenity Center

Facilities Checklists

Justin Bozeman

☰ PROCEDURE DESCRIPTION

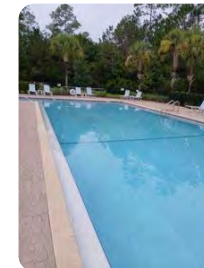
Closing Amenity Center Checklist

Team Member clock in completed:

Yes

Filled by Justin Bozeman on 07/14/2025

Closing Checklist Photos:



Filled by Justin Bozeman on 07/14/2025

Restrooms closing procedure:

- Floors swept and mopped
- All mirrors are cleaned
- Stock toilet paper as needed
- Stock paper towels as needed
- Fill soap dispensers as needed
- All fans, lights and emergency light are working, turned off at closing
- Empty trash as needed
- Clean all toilets and sinks

Filled by Justin Bozeman on 07/14/2025

Social Hall closing procedure:

- All fans, lights working properly, dusted, and turned off at closing
- Restrooms cleaned and stocked
- Floors swept and mopped
- Furniture organized, wiped down, cleaned
- Kitchen cleaned, refrigerator emptied as needed
- Windows cleaned
- All doors are locked

Filled by Justin Bozeman on 07/14/2025

Fitness Center is clean and secured:

- Floors swept and clean
- Wipe down all fitness equipment/disinfectant
- T.V.'s and music are working, turned off at closing
- Lights and fans are working, turned off at closing
- Trash is emptied as needed
- High dust all fans, fan blades, t.v.'s and other overhead areas
- Clean all windows and mirrors



Filled by Justin Bozeman on 07/14/2025

Other Amenity Closing Procedures:

- Pool and pool deck is clear/clean and pool equipment enclosure is locked/secured
- Pool furniture/tables are straightened, organized, wiped down and clean
- Office lights are off, office door locked/secured
- Pool lights are working
- Parking lights are working
- Trash is taken out to dumpster as needed

Filled by Justin Bozeman on 07/14/2025

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
<p>ID: #152</p> <p>Clean skimmer grates & Ledge</p> <p>Type: Preventive</p> <p>Medium</p> <p>Howard McGaffney Harold Burns Justin Bozeman</p>	<p>Trails CDD</p> <p>Pool Trails CDD</p>	<p>07/15/2025</p> <p>✓ Done</p> <p>Completed by Harold Burns on 07/15/2025</p>		<p>Team Member clock out completed:</p> <p>✓ Yes</p> <p><i>Filled by Justin Bozeman on 07/14/2025</i></p> <p>Preparation</p> <p>✓ Ensure all necessary tools are available for task</p> <p><i>Filled by Harold Burns on 07/15/2025</i></p> <p>Skimmer Cleaning</p> <p>Clean skimmer grates and surrounding ledge:</p> <p>✓ Yes</p> <p><i>Filled by Harold Burns on 07/15/2025</i></p> <p>Final Steps</p> <p>✓ Check water level on skimmer ledge</p> <p><i>Filled by Harold Burns on 07/15/2025</i></p>
<p>ID: #80</p> <p>Toilet seat replacement for restrooms in amenity center</p> <p>Type: Reactive</p> <p>Medium</p> <p>Inspection</p> <p>Amenity Center</p> <p>Plumbing</p> <p>Howard McGaffney Harold Burns Justin Bozeman</p>	<p>Trails CDD</p>	<p>✓ Done</p> <p>Completed by Harold Burns on 07/15/2025</p>	<p>Total Part Costs \$30.00</p> <p>Total Costs \$30.00</p>	
<p>ID: #110</p>	<p>General</p>	<p>07/16/2025</p> <p>✓ Done</p>	<p>Total Part Costs \$30.00</p>	<p>☰ PROCEDURE DESCRIPTION</p>

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
Women's Second Stall Restroom Type: Reactive Low Plumbing Product Order request Maintenance Howard McGaffney Harold Burns Justin Bozeman	Restrooms	Completed by Harold Burns on 07/15/2025	Total Costs \$30.00	Repair Replace toilet seat : <input checked="" type="checkbox"/> Yes   <i>Filled by Harold Burns on 07/15/2025</i>

ID: #151 Opening Facilities Checklist Type: Preventive Medium Amenity Center Facilities Checklists Harold Burns	Trails CDD	07/15/2025 <input checked="" type="checkbox"/> Done Completed by Harold Burns on 07/15/2025	☰ PROCEDURE DESCRIPTION Daily Opening Checklist-Amenity Center Opening Amenity Center Checklists Team Member clock in completed: <input checked="" type="checkbox"/> N/A <i>Filled by Harold Burns on 07/15/2025</i>
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Opening Checklist Photos:



Filled by Harold Burns on 07/15/2025

Restrooms opening procedure:

- Clean all toilets
- Clean all sinks
- Clean all mirrors and windows
- Empty all trash as needed
- Fill soap dispensers as needed
- Replenish toilet paper as needed
- Replenish paper towels as needed
- Sanitize/Disinfectant-all handles, stall doors and walls as needed
- Mop all floors with disinfectant cleaner
- All lights, fans and emergency lights are working

Filled by Harold Burns on 07/15/2025

Fitness Center opening procedure:

- Wipe down all fitness equipment
- Clean all mirrors and windows
- Sweep/damp mop floor
- Empty all trash as needed
- Stock disinfectant wipes as needed
- Report to manager any equipment issues
- All lights, fans and emergency lights are working
- All t.v.'s and overhead music are working

Filled by Harold Burns on 07/15/2025

Social Hall opening checklist:

- Unlock door**
- Kitchen, microwave, refrigerator, counters clean**
- Restrooms clean and stocked**
- Windows clean**
- Floors swept and mopped**
- Empty trash as needed**
- Set up room for meetings or rentals as needed**
- All lights, fans, are clean and working properly**
- All t.v.'s and electronics are dusted and working properly**
- Outside doors to parking lot are to remained locked**

Filled by Harold Burns on 07/15/2025

Other Opening Checklists:

- Wipe down all tables, chairs, loungers and pool deck furniture**
- ADA pool lift chair is charged and working properly**
- Pickup trash and debris around the amenity center, parking lots, playgrounds, courts, parks, front entrances and common areas as needed**
- Blow off all areas of the amenity center & walkways as needed**
- Ensure all stormwater drains around the amenity center and parking lot are free of leaves and debris**
- AED/Fire Extinguishers are present, up to date and inspected**
- Air conditioning/heater is working properly**
- Camera monitoring system is functioning properly**
- Inspect amenity center facilities, playground, other amenities and notify manager of any repairs needed**

Filled by Harold Burns on 07/15/2025

Chlorine Level: **6.75**

Filled by Harold Burns on 07/15/2025

PH Level: **7.4**

Filled by Harold Burns on 07/15/2025

:

- No**

Filled by Harold Burns on 07/15/2025

Team Member clock out completed:

- N/A**

Filled by Harold Burns on 07/15/2025

ID: #150
Trails-CPO - Daily Checklist
 Type: Preventive

Trails CDD

07/15/2025
 ✓ Done
 Completed by Harold Burns on 07/15/2025

Medium

Amenity Center

Facilities Checklists

Harold Burns

Notes: **Completed**
 Filled by Harold Burns on 07/15/2025

☰ PROCEDURE DESCRIPTION

Daily Certified Pool Operator Checklist. Number of days per week as outlined in the contract.

Chlorine level: **6.7**

Filled by Harold Burns on 07/15/2025

PH level: **7.4**

Filled by Harold Burns on 07/15/2025

Total Alkalinity level: **80**

Filled by Harold Burns on 07/15/2025

Cyanuric Acid level: **30**

Filled by Harold Burns on 07/15/2025

Calcium Hardness: **300**

Filled by Harold Burns on 07/15/2025

Flow GPM: **470**

Filled by Harold Burns on 07/15/2025

Sodium Bicarb Added:

No

Filled by Harold Burns on 07/15/2025

Pool Shock Added:

No

Filled by Harold Burns on 07/15/2025

Phosphate Treatment Added:

No

Filled by Harold Burns on 07/15/2025

CYA/Stabilizer Added:

No

Filled by Harold Burns on 07/15/2025

Filters Clean

Filled by Harold Burns on 07/15/2025

Pool Gutters Clean

Filled by Harold Burns on 07/15/2025

Pool Tiles Clean

Filled by Harold Burns on 07/15/2025

Pool clean, vacuumed, skimmed as needed

Filled by Harold Burns on 07/15/2025

Sheppard's hook, life rings and skimmer are in proper working condition

Filled by Harold Burns on 07/15/2025

of Patron in the pool

Filled by Harold Burns on 07/15/2025

Section #1

CPO Checklist Photos of Current Pool/Equipment Conditions:



Filled by Harold Burns on 07/15/2025

ID: #154

**Clean skimmer grates
& Ledge**

Type: Preventive

Medium

Howard McGaffney

Trails CDD

Pool Trails CDD

07/16/2025

Done

Completed by Justin
Bozeman on 07/15/2025

Preparation

Ensure all necessary tools are available for task

Filled by Justin Bozeman on 07/15/2025

Skimmer Cleaning

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

Harold Burns
Justin Bozeman

Clean skimmer grates and surrounding ledge:

Yes

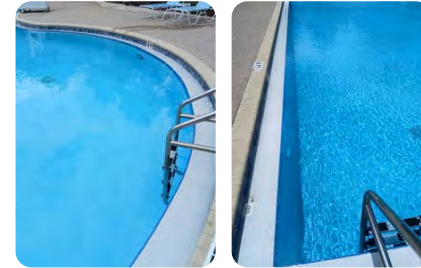
Filled by Justin Bozeman on 07/15/2025

Final Steps

Check water level on skimmer ledge

Filled by Justin Bozeman on 07/15/2025

Comments or notes:



Filled by Justin Bozeman on 07/15/2025

ID: #153

Trails CDD

07/15/2025

Closing Facilities Checklists

Done

Type: Preventive

Completed by Justin Bozeman on 07/15/2025

Medium

Amenity Center

Facilities Checklists

Justin Bozeman

☰ PROCEDURE DESCRIPTION

Closing Amenity Center Checklist

Team Member clock in completed:

Yes

Filled by Justin Bozeman on 07/15/2025

Closing Checklist Photos:



Filled by Justin Bozeman on 07/15/2025

Restrooms closing procedure:

- Floors swept and mopped
- All mirrors are cleaned
- Stock toilet paper as needed
- Stock paper towels as needed
- Fill soap dispensers as needed
- All fans, lights and emergency light are working, turned off at closing
- Empty trash as needed
- Clean all toilets and sinks

Filled by Justin Bozeman on 07/15/2025

Social Hall closing procedure:

- All fans, lights working properly, dusted, and turned off at closing
- Restrooms cleaned and stocked
- Floors swept and mopped
- Furniture organized, wiped down, cleaned
- Kitchen cleaned, refrigerator emptied as needed
- Windows cleaned
- All doors are locked

Filled by Justin Bozeman on 07/15/2025

Fitness Center is clean and secured:

- Floors swept and clean
- Wipe down all fitness equipment/disinfectant
- T.V.'s and music are working, turned off at closing
- Lights and fans are working, turned off at closing
- Trash is emptied as needed
- High dust all fans, fan blades, t.v.'s and other overhead areas
- Clean all windows and mirrors

Filled by Justin Bozeman on 07/15/2025

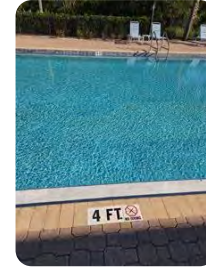
Other Amenity Closing Procedures:

- Pool and pool deck is clear/clean and pool equipment enclosure is locked/secured
- Pool furniture/tables are straightened, organized, wiped down and clean
- Office lights are off, office door locked/secured
- Pool lights are working
- Parking lights are working
- Trash is taken out to dumpster as needed

Filled by Justin Bozeman on 07/15/2025

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
				<p>Team Member clock out completed: <input checked="" type="checkbox"/> Yes <i>Filled by Justin Bozeman on 07/15/2025</i></p>
<p>ID: #132 After Storm pool Inspection & cleaning 7/10/25 Type: Preventive High <div style="border: 1px solid #007bff; padding: 2px; margin-bottom: 2px; display: inline-block;">Pool/Spas and Equipment</div> <div style="border: 1px solid #007bff; padding: 2px; margin-bottom: 2px; display: inline-block;">Pool Maintenance</div> <div style="border: 1px solid #007bff; padding: 2px; margin-bottom: 2px; display: inline-block;">Storm Cleanup</div> <div style="border: 1px solid #007bff; padding: 2px; margin-bottom: 2px; display: inline-block;">Cleaning </div> Howard McGaffney Harold Burns Justin Bozeman</p>	<p>Trails CDD Pool Trails CDD</p>	<p>07/16/2025 <input checked="" type="checkbox"/> Done Completed by Harold Burns on 07/16/2025</p>		<p>Clean pool deck: <input checked="" type="checkbox"/> Pass <i>Filled by Justin Bozeman on 07/15/2025</i></p> <hr/> <p>Clean skimmer ledge: <input checked="" type="checkbox"/> Pass <i>Filled by Justin Bozeman on 07/15/2025</i></p> <hr/> <p>Vacuum pool: <input checked="" type="checkbox"/> Pass <i>Filled by Justin Bozeman on 07/15/2025</i></p> <hr/> <p>Backwash sand filters: <input checked="" type="checkbox"/> Pass <i>Filled by Harold Burns on 07/16/2025</i></p> <hr/> <p>Add chemicals as needed: <input checked="" type="checkbox"/> N/A <i>Filled by Harold Burns on 07/16/2025</i></p> <hr/> <p>Brush pool as needed: <input checked="" type="checkbox"/> Pass <i>Filled by Harold Burns on 07/16/2025</i></p> <hr/> <p>Add trichlor algaecide: <input checked="" type="checkbox"/> No <i>Filled by Harold Burns on 07/16/2025</i></p> <hr/> <p>Clean pump strainer: <input checked="" type="checkbox"/> Pass <i>Filled by Harold Burns on 07/16/2025</i></p> <hr/> <p>Additional comments or observations: Completed <i>Filled by Harold Burns on 07/16/2025</i></p>

Upload photos of completed tasks:



Filled by Harold Burns on 07/16/2025

ID: #156
Trails-CPO - Daily Checklist
 Type: Preventive

Trails CDD

07/16/2025
✓ Done
 Completed by Harold Burns on 07/16/2025

Medium

Amenity Center

Facilities Checklists

Harold Burns

☰ PROCEDURE DESCRIPTION

Daily Certified Pool Operator Checklist. Number of days per week as outlined in the contract.

Chlorine level: **6.3**

Filled by Harold Burns on 07/16/2025

PH level: **7.5**

Filled by Harold Burns on 07/16/2025

Total Alkalinity level: **40**

Filled by Harold Burns on 07/16/2025

Cyanuric Acid level: **80**

Filled by Harold Burns on 07/16/2025

Calcium Hardness: **200**

Filled by Harold Burns on 07/16/2025

Flow GPM: **470**

Filled by Harold Burns on 07/16/2025

Sodium Bicarb Added:

No

Filled by Harold Burns on 07/16/2025

Pool Shock Added:

Yes



Filled by Harold Burns on 07/16/2025

Phosphate Treatment Added:

No

Filled by Harold Burns on 07/16/2025

CYA/Stabilizer Added:

No

Filled by Harold Burns on 07/16/2025

Filters Clean

Filled by Harold Burns on 07/16/2025

Pool Gutters Clean

Filled by Harold Burns on 07/16/2025

Pool Tiles Clean

Filled by Harold Burns on 07/16/2025

Pool clean, vacuumed, skimmed as needed

Filled by Harold Burns on 07/16/2025

Sheppard's hook, life rings and skimmer are in proper working condition

Filled by Harold Burns on 07/16/2025

of Patron in the pool

Filled by Harold Burns on 07/16/2025

Section #1

CPO Checklist Photos of Current Pool/Equipment Conditions:



Filled by Harold Burns on 07/16/2025

ID: #155

Trails CDD

07/16/2025

Opening Facilities Checklist

Type: Preventive

✓ Done

Completed by Harold Burns on 07/16/2025

Medium

Amenity Center

Facilities Checklists

Harold Burns

☰ PROCEDURE DESCRIPTION

Daily Opening Checklist-Amenity Center

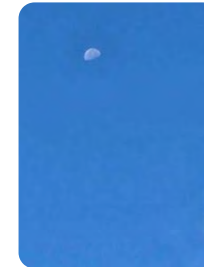
Opening Amenity Center Checklists

Team Member clock in completed:

N/A

Filled by Harold Burns on 07/16/2025

Opening Checklist Photos:



Filled by Harold Burns on 07/16/2025

Restrooms opening procedure:

- Clean all toilets
- Clean all sinks
- Clean all mirrors and windows
- Empty all trash as needed
- Fill soap dispensers as needed
- Replenish toilet paper as needed
- Replenish paper towels as needed
- Sanitize/Disinfectant-all handles, stall doors and walls as needed
- Mop all floors with disinfectant cleaner
- All lights, fans and emergency lights are working

Filled by Harold Burns on 07/16/2025

Fitness Center opening procedure:

- Wipe down all fitness equipment
- Clean all mirrors and windows
- Sweep/damp mop floor
- Empty all trash as needed
- Stock disinfectant wipes as needed
- Report to manager any equipment issues
- All lights, fans and emergency lights are working
- All t.v.'s and overhead music are working

Filled by Harold Burns on 07/16/2025

Social Hall opening checklist:

- Unlock door
- Kitchen, microwave, refrigerator, counters clean
- Restrooms clean and stocked
- Windows clean
- Floors swept and mopped
- Empty trash as needed
- Set up room for meetings or rentals as needed
- All lights, fans, are clean and working properly
- All t.v.'s and electronics are dusted and working properly
- Outside doors to parking lot are to remained locked

Filled by Harold Burns on 07/16/2025

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
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Other Opening Checklists:

- Wipe down all tables, chairs, loungers and pool deck furniture
- ADA pool lift chair is charged and working properly
- Pickup trash and debris around the amenity center, parking lots, playgrounds, courts, parks, front entrances and common areas as needed
- Blow off all areas of the amenity center & walkways as needed
- Ensure all stormwater drains around the amenity center and parking lot are free of leaves and debris
- AED/Fire Extinguishers are present, up to date and inspected
- Air conditioning/heater is working properly
- Camera monitoring system is functioning properly
- Inspect amenity center facilities, playground, other amenities and notify manager of any repairs needed

Filled by Harold Burns on 07/16/2025

Chlorine Level: **6.25**

Filled by Harold Burns on 07/16/2025

PH Level: **7.5**

Filled by Harold Burns on 07/16/2025

:

N/A

Filled by Harold Burns on 07/16/2025

Team Member clock out completed:

N/A

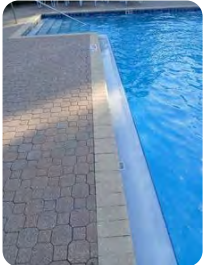
Filled by Harold Burns on 07/16/2025

Notes: **Completed**

Filled by Harold Burns on 07/16/2025

ID: #162	Trails CDD	07/16/2025
Clear debris from the road	Vinyl fencing Normandy blvd	<input checked="" type="checkbox"/> Done
Type: Reactive		Completed by Justin Bozeman on 07/16/2025
Justin Bozeman		

ID: #161	Trails CDD	07/16/2025
		<input checked="" type="checkbox"/> Done

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
<p>Clean spiderwebs from camera and lights</p> <p>Type: Reactive</p> <p>Medium</p> <p>Justin Bozeman</p>		<p>Completed by Justin Bozeman on 07/16/2025</p>		
<p>ID: #157</p> <p>Clean skimmer grates & Ledge</p> <p>Type: Preventive</p> <p>Medium</p> <p>Howard McGaffney Harold Burns Justin Bozeman</p>	<p>Trails CDD Pool Trails CDD</p>	<p>07/17/2025</p> <p>✓ Done</p> <p>Completed by Justin Bozeman on 07/16/2025</p>		<p>Preparation</p> <ul style="list-style-type: none"> ✓ Ensure all necessary tools are available for task <p><i>Filled by Justin Bozeman on 07/16/2025</i></p> <p>Skimmer Cleaning</p> <p>Clean skimmer grates and surrounding ledge:</p> <ul style="list-style-type: none"> ✓ Yes <p><i>Filled by Justin Bozeman on 07/16/2025</i></p> <p>Final Steps</p> <ul style="list-style-type: none"> ✓ Check water level on skimmer ledge <p><i>Filled by Justin Bozeman on 07/16/2025</i></p> <p>Comments or notes:</p>  <p><i>Filled by Justin Bozeman on 07/16/2025</i></p>
<p>ID: #158</p> <p>Closing Facilities Checklists</p> <p>Type: Preventive</p>	<p>Trails CDD</p>	<p>07/16/2025</p> <p>✓ Done</p> <p>Completed by Justin Bozeman on 07/16/2025</p>		<p>☰ PROCEDURE DESCRIPTION</p> <p>Closing Amenity Center Checklist</p>

Medium

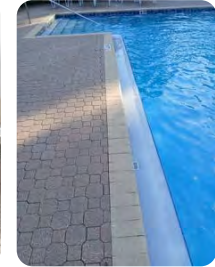
Amenity
CenterFacilities
Checklists

Justin Bozeman

Team Member clock in completed:

 Yes*Filled by Justin Bozeman on 07/16/2025*

Closing Checklist Photos:

*Filled by Justin Bozeman on 07/16/2025*

Restrooms closing procedure:

- Floors swept and mopped
- All mirrors are cleaned
- Stock toilet paper as needed
- Stock paper towels as needed
- Fill soap dispensers as needed
- All fans, lights and emergency light are working, turned off at closing
- Empty trash as needed
- Clean all toilets and sinks

Filled by Justin Bozeman on 07/16/2025

Social Hall closing procedure:

- All fans, lights working properly, dusted, and turned off at closing
- Restrooms cleaned and stocked
- Floors swept and mopped
- Furniture organized, wiped down, cleaned
- Kitchen cleaned, refrigerator emptied as needed
- Windows cleaned
- All doors are locked

Filled by Justin Bozeman on 07/16/2025

Fitness Center is clean and secured:

- Floors swept and clean
- Wipe down all fitness equipment/disinfectant
- T.V.'s and music are working, turned off at closing
- Lights and fans are working, turned off at closing
- Trash is emptied as needed
- High dust all fans, fan blades, t.v.'s and other overhead areas
- Clean all windows and mirrors

Filled by Justin Bozeman on 07/16/2025

Other Amenity Closing Procedures:

- Pool and pool deck is clear/clean and pool equipment enclosure is locked/secured
- Pool furniture/tables are straightened, organized, wiped down and clean
- Office lights are off, office door locked/secured
- Pool lights are working
- Parking lights are working
- Trash is taken out to dumpster as needed

Filled by Justin Bozeman on 07/16/2025

Team Member clock out completed:

- Yes

Filled by Justin Bozeman on 07/16/2025

ID: #160

Trails CDD

07/17/2025

Opening Facilities Checklist

Done

Type: Preventive

Completed by Harold Burns on 07/17/2025

Medium

☰ PROCEDURE DESCRIPTION

Daily Opening Checklist-Amenity Center

Opening Amenity Center Checklists

[Amenity Center](#)[Facilities Checklists](#)

Harold Burns

Team Member clock in completed:

 N/A*Filled by Harold Burns on 07/17/2025*

Opening Checklist Photos:

*Filled by Harold Burns on 07/17/2025*

Restrooms opening procedure:

- Clean all toilets
- Clean all sinks
- Clean all mirrors and windows
- Empty all trash as needed
- Fill soap dispensers as needed
- Replenish toilet paper as needed
- Replenish paper towels as needed
- Sanitize/Disinfectant-all handles, stall doors and walls as needed
- Mop all floors with disinfectant cleaner
- All lights, fans and emergency lights are working

Filled by Harold Burns on 07/17/2025

Fitness Center opening procedure:

- Wipe down all fitness equipment
- Clean all mirrors and windows
- Sweep/damp mop floor
- Empty all trash as needed
- Stock disinfectant wipes as needed
- Report to manager any equipment issues
- All lights, fans and emergency lights are working
- All t.v.'s and overhead music are working

Filled by Harold Burns on 07/17/2025

Social Hall opening checklist:

- Unlock door**
- Kitchen, microwave, refrigerator, counters clean**
- Restrooms clean and stocked**
- Windows clean**
- Floors swept and mopped**
- Empty trash as needed**
- Set up room for meetings or rentals as needed**
- All lights, fans, are clean and working properly**
- All t.v.'s and electronics are dusted and working properly**
- Outside doors to parking lot are to remained locked**

Filled by Harold Burns on 07/17/2025

Other Opening Checklists:

- Wipe down all tables, chairs, loungers and pool deck furniture**
- ADA pool lift chair is charged and working properly**
- Pickup trash and debris around the amenity center, parking lots, playgrounds, courts, parks, front entrances and common areas as needed**
- Blow off all areas of the amenity center & walkways as needed**
- Ensure all stormwater drains around the amenity center and parking lot are free of leaves and debris**
- AED/Fire Extinguishers are present, up to date and inspected**
- Air conditioning/heater is working properly**
- Camera monitoring system is functioning properly**
- Inspect amenity center facilities, playground, other amenities and notify manager of any repairs needed**

Filled by Harold Burns on 07/17/2025

Chlorine Level: **6.5**

Filled by Harold Burns on 07/17/2025

PH Level: **7.4**

Filled by Harold Burns on 07/17/2025

:

- No**

Filled by Harold Burns on 07/17/2025

Team Member clock out completed:

N/A



Filled by Harold Burns on 07/17/2025

Notes: **Completed**

Filled by Harold Burns on 07/17/2025

ID: #159

Trails CDD

07/17/2025

Done

Completed by Harold Burns
on 07/17/2025

Trails-CPO - Daily Checklist

Type: Preventive

Medium

Amenity Center

Facilities Checklists

Harold Burns

☰ PROCEDURE DESCRIPTION

Daily Certified Pool Operator Checklist. Number of days per week as outlined in the contract.

Chlorine level: **6.5**

Filled by Harold Burns on 07/17/2025

PH level: **7.4**

Filled by Harold Burns on 07/17/2025

Total Alkalinity level: **100**

Filled by Harold Burns on 07/17/2025

Cyanuric Acid level: **30**

Filled by Harold Burns on 07/17/2025

Calcium Hardness: **300**

Filled by Harold Burns on 07/17/2025

Flow GPM: **470**

Filled by Harold Burns on 07/17/2025

Sodium Bicarb Added:

No

Filled by Harold Burns on 07/17/2025

Pool Shock Added:

No

Filled by Harold Burns on 07/17/2025

Phosphate Treatment Added:

No

Filled by Harold Burns on 07/17/2025

CYA/Stabilizer Added:

No

Filled by Harold Burns on 07/17/2025

Filters Clean

Filled by Harold Burns on 07/17/2025

Pool Gutters Clean

Filled by Harold Burns on 07/17/2025

Pool Tiles Clean

Filled by Harold Burns on 07/17/2025

Pool clean, vacuumed, skimmed as needed

Filled by Harold Burns on 07/17/2025

Sheppard's hook, life rings and skimmer are in proper working condition

Filled by Harold Burns on 07/17/2025

of Patron in the pool

Filled by Harold Burns on 07/17/2025

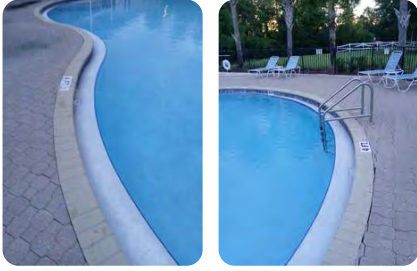
Section #1

CPO Checklist Photos of Current Pool/Equipment Conditions:



Filled by Harold Burns on 07/17/2025

<p>ID: #168</p> <p>Mud tracks from lawnmowers at Amenity center entrance & Sidewalk.</p> <p>Type: Reactive</p> <p>High</p> <p>Amenity Center</p> <p>Cleaning</p> <p>Howard McGaffney Harold Burns Justin Bozeman</p>	<p>Trails CDD</p>	<p>07/17/2025</p> <p>✓ Done</p> <p>Completed by Harold Burns on 07/17/2025</p>	<p>Total Time</p>	<p>1h 5m 1s</p>
<p>ID: #169</p> <p>Broken sprinkler head</p> <p>Type: Reactive</p> <p>Low</p> <p>Howard McGaffney Harold Burns Justin Bozeman</p>	<p>Trails CDD</p>	<p>07/17/2025</p> <p>✓ Done</p> <p>Completed by Harold Burns on 07/17/2025</p>		
<p>ID: #170</p>	<p>Trails CDD</p>	<p>07/17/2025</p>		

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
<p>Treeline teens attempt entrance into pool</p> <p>Type: Reactive</p> <p>Medium</p> <p>Amenity Center</p> <p>Howard McGaffney Harold Burns Justin Bozeman Honestee Anthony</p>		<p>✓ Done</p> <p>Completed by Harold Burns on 07/17/2025</p>		
<p>ID: #163</p> <p>Clean skimmer grates & Ledge</p> <p>Type: Preventive</p> <p>Medium</p> <p>Howard McGaffney Harold Burns Justin Bozeman</p>	<p>Trails CDD</p> <p>Pool Trails CDD</p>	<p>07/18/2025</p> <p>✓ Done</p> <p>Completed by Justin Bozeman on 07/17/2025</p>		<p>Preparation</p> <ul style="list-style-type: none"> ✓ Ensure all necessary tools are available for task <p><i>Filled by Justin Bozeman on 07/17/2025</i></p> <p>Skimmer Cleaning</p> <p>Clean skimmer grates and surrounding ledge:</p> <ul style="list-style-type: none"> ✓ Yes <p><i>Filled by Justin Bozeman on 07/17/2025</i></p> <p>Final Steps</p> <ul style="list-style-type: none"> ✓ Check water level on skimmer ledge <p><i>Filled by Justin Bozeman on 07/17/2025</i></p>
				<p>Comments or notes:</p> <div data-bbox="1377 1109 1792 1380">  </div> <p><i>Filled by Justin Bozeman on 07/17/2025</i></p>

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

ID: #164

Trails CDD

07/17/2025

Closing Facilities Checklists

Type: Preventive

Medium

Amenity
CenterFacilities
Checklists

Justin Bozeman

✓ Done

Completed by Justin
Bozeman on 07/17/2025

☰ PROCEDURE DESCRIPTION

Closing Amenity Center Checklist

Team Member clock in completed:

 Yes*Filled by Justin Bozeman on 07/17/2025*

Closing Checklist Photos:

*Filled by Justin Bozeman on 07/17/2025*

Restrooms closing procedure:

- Floors swept and mopped
- All mirrors are cleaned
- Stock toilet paper as needed
- Stock paper towels as needed
- Fill soap dispensers as needed
- All fans, lights and emergency light are working, turned off at closing
- Empty trash as needed
- Clean all toilets and sinks

Filled by Justin Bozeman on 07/17/2025

Social Hall closing procedure:

- All fans, lights working properly, dusted, and turned off at closing
- Restrooms cleaned and stocked
- Floors swept and mopped
- Furniture organized, wiped down, cleaned
- Kitchen cleaned, refrigerator emptied as needed
- Windows cleaned
- All doors are locked

Filled by Justin Bozeman on 07/17/2025

- Fitness Center is clean and secured:
- Floors swept and clean
 - Wipe down all fitness equipment/disinfectant
 - T.V.'s and music are working, turned off at closing
 - Lights and fans are working, turned off at closing
 - Trash is emptied as needed
 - High dust all fans, fan blades, t.v.'s and other overhead areas
 - Clean all windows and mirrors

Filled by Justin Bozeman on 07/17/2025

- Other Amenity Closing Procedures:
- Pool and pool deck is clear/clean and pool equipment enclosure is locked/secured
 - Pool furniture/tables are straightened, organized, wiped down and clean
 - Office lights are off, office door locked/secured
 - Pool lights are working
 - Parking lights are working
 - Trash is taken out to dumpster as needed

Filled by Justin Bozeman on 07/17/2025

Team Member clock out completed:

- Yes

Filled by Justin Bozeman on 07/17/2025

<p>ID: #173 Trails -District Manager Onsite Visit Type: Reactive High Inspection Howard McGaffney Harold Burns</p>	<p>Trails CDD</p>	<p>✓ Done Completed by Howard McGaffney on 07/18/2025</p>
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<p>ID: #25 Landscaping-Operational walk through Type: Other</p>	<p>Trails CDD</p>	<p>07/31/2025 ✓ Done Completed by Howard McGaffney on 07/18/2025</p>
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High

Inspection

Landscaping

Howard McGaffney
Harold Burns

ID: #165

Trails CDD

07/18/2025

Opening Facilities Checklist

Type: Preventive

Medium

Amenity Center

Facilities Checklists

Harold Burns

✓ Done

Completed by Harold Burns
on 07/18/2025

☰ PROCEDURE DESCRIPTION

Daily Opening Checklist-Amenity Center

Opening Amenity Center Checklists

Team Member clock in completed:

 N/A*Filled by Harold Burns on 07/18/2025*

Opening Checklist Photos:

*Filled by Harold Burns on 07/18/2025*

Restrooms opening procedure:

- Clean all toilets
- Clean all sinks
- Clean all mirrors and windows
- Empty all trash as needed
- Fill soap dispensers as needed
- Replenish toilet paper as needed
- Replenish paper towels as needed
- Sanitize/Disinfectant-all handles, stall doors and walls as needed
- Mop all floors with disinfectant cleaner
- All lights, fans and emergency lights are working

Filled by Harold Burns on 07/18/2025

Fitness Center opening procedure:

- Wipe down all fitness equipment
- Clean all mirrors and windows
- Sweep/damp mop floor
- Empty all trash as needed
- Stock disinfectant wipes as needed
- Report to manager any equipment issues
- All lights, fans and emergency lights are working
- All t.v.'s and overhead music are working

Filled by Harold Burns on 07/18/2025

Social Hall opening checklist:

- Unlock door
- Kitchen, microwave, refrigerator, counters clean
- Restrooms clean and stocked
- Windows clean
- Floors swept and mopped
- Empty trash as needed
- Set up room for meetings or rentals as needed
- All lights, fans, are clean and working properly
- All t.v.'s and electronics are dusted and working properly
- Outside doors to parking lot are to remained locked

Filled by Harold Burns on 07/18/2025

Other Opening Checklists:

- Wipe down all tables, chairs, loungers and pool deck furniture
- ADA pool lift chair is charged and working properly
- Pickup trash and debris around the amenity center, parking lots, playgrounds, courts, parks, front entrances and common areas as needed
- Blow off all areas of the amenity center & walkways as needed
- Ensure all stormwater drains around the amenity center and parking lot are free of leaves and debris
- AED/Fire Extinguishers are present, up to date and inspected
- Air conditioning/heater is working properly
- Camera monitoring system is functioning properly
- Inspect amenity center facilities, playground, other amenities and notify manager of any repairs needed

Filled by Harold Burns on 07/18/2025

Chlorine Level: **6.4**

Filled by Harold Burns on 07/18/2025

				<p>PH Level: 7.5</p> <p><i>Filled by Harold Burns on 07/18/2025</i></p> <hr/> <p>:</p> <p><input checked="" type="checkbox"/> N/A</p> <p><i>Filled by Harold Burns on 07/18/2025</i></p> <hr/> <p>Team Member clock out completed:</p> <p><input checked="" type="checkbox"/> N/A</p> <p><i>Filled by Harold Burns on 07/18/2025</i></p> <hr/> <p>Notes: Completed</p> <p><i>Filled by Harold Burns on 07/18/2025</i></p>
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<p>ID: #166</p> <p>Trails-CPO - Daily Checklist</p> <p>Type: Preventive</p> <p>Medium</p> <p>Amenity Center</p> <p>Facilities Checklists</p> <p>Harold Burns</p>	<p>Trails CDD</p>	<p>07/18/2025</p> <p><input checked="" type="checkbox"/> Done</p> <p>Completed by Harold Burns on 07/18/2025</p>		<p>☰ PROCEDURE DESCRIPTION</p> <p>Daily Certified Pool Operator Checklist. Number of days per week as outlined in the contract.</p> <p>Chlorine level: 6.4</p> <p><i>Filled by Harold Burns on 07/18/2025</i></p> <hr/> <p>PH level: 7.5</p> <p><i>Filled by Harold Burns on 07/18/2025</i></p> <hr/> <p>Total Alkalinity level: 80</p> <p><i>Filled by Harold Burns on 07/18/2025</i></p> <hr/> <p>Cyanuric Acid level: 30</p> <p><i>Filled by Harold Burns on 07/18/2025</i></p> <hr/> <p>Calcium Hardness: 200</p> <p><i>Filled by Harold Burns on 07/18/2025</i></p> <hr/> <p>Flow GPM: 470</p> <p><i>Filled by Harold Burns on 07/18/2025</i></p> <hr/> <p>Sodium Bicarb Added:</p> <p><input checked="" type="checkbox"/> No</p> <p><i>Filled by Harold Burns on 07/18/2025</i></p>
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Pool Shock Added:

No

Filled by Harold Burns on 07/18/2025

Phosphate Treatment Added:

No

Filled by Harold Burns on 07/18/2025

CYA/Stabilizer Added:

No

Filled by Harold Burns on 07/18/2025

Filters Clean

Filled by Harold Burns on 07/18/2025

Pool Gutters Clean

Filled by Harold Burns on 07/18/2025

Pool Tiles Clean

Filled by Harold Burns on 07/18/2025

Pool clean, vacuumed, skimmed as needed

Filled by Harold Burns on 07/18/2025

Sheppard's hook, life rings and skimmer are in proper working condition

Filled by Harold Burns on 07/18/2025

of Patron in the pool

Filled by Harold Burns on 07/18/2025

Section #1

CPO Checklist Photos of Current Pool/Equipment Conditions:



Filled by Harold Burns on 07/18/2025

ID: #176
Replace thermostat cover

Trails CDD

07/18/2025

✓ Done

Completed by Harold Burns on 07/18/2025

Type: Reactive

Low

Amenity Center

Howard McGaffney
 Harold Burns

Preparation

Verify you have the correct replacement cover:

Yes

Filled by Harold Burns on 07/18/2025

Installation

Align the new cover with the thermostat:

✓ **Pass**

Filled by Harold Burns on 07/18/2025

Secure the new cover in place:

✓ **Pass**

Filled by Harold Burns on 07/18/2025

Check if the cover is properly secured:

Yes

Filled by Harold Burns on 07/18/2025

Upload photo of the new cover installed:



Filled by Harold Burns on 07/18/2025

Finalization

Verify thermostat functionality:

Yes

Filled by Harold Burns on 07/18/2025

ID: #179
Fire Extinguisher check

Trails CDD
 Pool Trails CDD

07/22/2025
 ✓ Done
 Completed by Justin Bozeman on 07/18/2025

Type: Reactive

Medium

Inspection

Justin Bozeman

ID: #178
Remove all screws and tape from the social hall.

Trails CDD



07/18/2025
 ✓ Done
 Completed by Justin Bozeman on 07/18/2025

Type: Reactive

Medium

Inspection

Howard McGaffney
 Harold Burns
 Justin Bozeman

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #177 Clean tables and deck chairs. Type: Reactive Justin Bozeman	Trails CDD Pool Trails CDD	07/18/2025 ✓ Done Completed by Justin Bozeman on 07/18/2025		
ID: #172 Closing Facilities Checklists Type: Preventive <div data-bbox="62 497 183 539" style="background-color: #f4a460; border-radius: 5px; padding: 2px; display: inline-block;">Medium</div> <div data-bbox="62 555 183 619" style="border: 1px solid #007bff; border-radius: 5px; padding: 2px; display: inline-block; margin-bottom: 5px;">Amenity Center</div> <div data-bbox="62 628 210 692" style="border: 1px solid #007bff; border-radius: 5px; padding: 2px; display: inline-block;">Facilities Checklists</div> Justin Bozeman	Trails CDD	07/18/2025 ✓ Done Completed by Justin Bozeman on 07/18/2025		<div data-bbox="1375 354 1751 386" style="background-color: #f0f0f0; padding: 5px;">☰ PROCEDURE DESCRIPTION</div> Closing Amenity Center Checklist Team Member clock in completed: <input checked="" type="checkbox"/> Yes <i>Filled by Justin Bozeman on 07/18/2025</i> <hr/> Closing Checklist Photos: <div style="display: flex; justify-content: space-around;">   </div> <i>Filled by Justin Bozeman on 07/18/2025</i> <hr/> Restrooms closing procedure: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Floors swept and mopped <input checked="" type="checkbox"/> All mirrors are cleaned <input checked="" type="checkbox"/> Stock toilet paper as needed <input checked="" type="checkbox"/> Stock paper towels as needed <input checked="" type="checkbox"/> Fill soap dispensers as needed <input checked="" type="checkbox"/> All fans, lights and emergency light are working, turned off at closing <input checked="" type="checkbox"/> Empty trash as needed <input checked="" type="checkbox"/> Clean all toilets and sinks <i>Filled by Justin Bozeman on 07/18/2025</i>

Social Hall closing procedure:

- All fans, lights working properly, dusted, and turned off at closing
- Restrooms cleaned and stocked
- Floors swept and mopped
- Furniture organized, wiped down, cleaned
- Kitchen cleaned, refrigerator emptied as needed
- Windows cleaned
- All doors are locked

Filled by Justin Bozeman on 07/18/2025

Fitness Center is clean and secured:

- Floors swept and clean
- Wipe down all fitness equipment/disinfectant
- T.V.'s and music are working, turned off at closing
- Lights and fans are working, turned off at closing
- Trash is emptied as needed
- High dust all fans, fan blades, t.v.'s and other overhead areas
- Clean all windows and mirrors

Filled by Justin Bozeman on 07/18/2025

Other Amenity Closing Procedures:

- Pool and pool deck is clear/clean and pool equipment enclosure is locked/secured
- Pool furniture/tables are straightened, organized, wiped down and clean
- Office lights are off, office door locked/secured
- Pool lights are working
- Parking lights are working
- Trash is taken out to dumpster as needed

Filled by Justin Bozeman on 07/18/2025

Team Member clock out completed:

- Yes

Filled by Justin Bozeman on 07/18/2025

ID: #149

Trails CDD

07/19/2025

**Weekend Closing
Facilities Checklist**

Done

Type: Preventive

Completed by Honestee
Anthony on 07/19/2025

Medium

☰ PROCEDURE DESCRIPTION

Closing Amenity Center Checklist

Team Member clock in completed:

- Yes

Filled by Honestee Anthony on 07/19/2025

[Amenity
Center](#)[Facilities
Checklists](#)

Honestee Anthony

Closing Checklist Photos:

*Filled by Honestee Anthony on 07/19/2025*

Restrooms closing procedure:

- Floors swept and mopped
- All mirrors are cleaned
- Stock toilet paper as needed
- Stock paper towels as needed
- Fill soap dispensers as needed
- All fans, lights and emergency light are working, turned off at closing
- Empty trash as needed
- Clean all toilets and sinks

Filled by Honestee Anthony on 07/19/2025

Social Hall closing procedure:

- All fans, lights working properly, dusted, and turned off at closing
- Restrooms cleaned and stocked
- Floors swept and mopped
- Furniture organized, wiped down, cleaned
- Kitchen cleaned, refrigerator emptied as needed
- Windows cleaned
- All doors are locked

Filled by Honestee Anthony on 07/19/2025

Fitness Center is clean and secured:

- Floors swept and clean
- Wipe down all fitness equipment/disinfectant
- T.V.'s and music are working, turned off at closing
- Lights and fans are working, turned off at closing
- Trash is emptied as needed
- High dust all fans, fan blades, t.v.'s and other overhead areas
- Clean all windows and mirrors

Filled by Honestee Anthony on 07/19/2025

				<p>Other Amenity Closing Procedures:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Pool and pool deck is clear/clean and pool equipment enclosure is locked/secured <input checked="" type="checkbox"/> Pool furniture/tables are straightened, organized, wiped down and clean <input checked="" type="checkbox"/> Office lights are off, office door locked/secured <input checked="" type="checkbox"/> Pool lights are working <input checked="" type="checkbox"/> Parking lights are working <input checked="" type="checkbox"/> Trash is taken out to dumpster as needed <p><i>Filled by Honestee Anthony on 07/19/2025</i></p> <hr/> <p>Team Member clock out completed:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Yes <p><i>Filled by Honestee Anthony on 07/19/2025</i></p>
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<p>ID: #175</p> <p>Trails-CPO - Daily Checklist</p> <p>Type: Preventive</p> <p>Medium</p> <p>Amenity Center</p> <p>Facilities Checklists</p> <p>Harold Burns</p>	<p>Trails CDD</p>	<p>07/21/2025</p> <p><input checked="" type="checkbox"/> Done</p> <p>Completed by Harold Burns on 07/21/2025</p>	<p>☰ PROCEDURE DESCRIPTION</p> <p>Daily Certified Pool Operator Checklist. Number of days per week as outlined in the contract.</p> <p>Chlorine level: 6.0</p> <p><i>Filled by Harold Burns on 07/21/2025</i></p> <hr/> <p>PH level: 7.4</p> <p><i>Filled by Harold Burns on 07/21/2025</i></p> <hr/> <p>Total Alkalinity level: 100</p> <p><i>Filled by Harold Burns on 07/21/2025</i></p> <hr/> <p>Cyanuric Acid level: 30</p> <p><i>Filled by Harold Burns on 07/21/2025</i></p> <hr/> <p>Calcium Hardness: 200</p> <p><i>Filled by Harold Burns on 07/21/2025</i></p> <hr/> <p>Flow GPM: 470</p> <p><i>Filled by Harold Burns on 07/21/2025</i></p> <hr/> <p>Sodium Bicarb Added:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> No <p><i>Filled by Harold Burns on 07/21/2025</i></p>
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Pool Shock Added:

No

Filled by Harold Burns on 07/21/2025

Phosphate Treatment Added:

No

Filled by Harold Burns on 07/21/2025

CYA/Stabilizer Added:

No

Filled by Harold Burns on 07/21/2025

Filters Clean

Filled by Harold Burns on 07/21/2025

Pool Gutters Clean

Filled by Harold Burns on 07/21/2025

Pool Tiles Clean

Filled by Harold Burns on 07/21/2025

Pool clean, vacuumed, skimmed as needed

Filled by Harold Burns on 07/21/2025

Sheppard's hook, life rings and skimmer are in proper working condition

Filled by Harold Burns on 07/21/2025

of Patron in the pool

Filled by Harold Burns on 07/21/2025

Section #1

ID: #183
Weekend Closing Facilities Checklist
 Type: Preventive

Trails CDD

07/21/2025
✓ Done
 Completed by Harold Burns
 on 07/21/2025

Medium

Amenity Center

Facilities Checklists

Harold Burns
 Honestee Anthony

CPO Checklist Photos of Current Pool/Equipment Conditions:



Filled by Harold Burns on 07/21/2025

☰ PROCEDURE DESCRIPTION

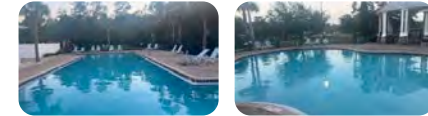
Closing Amenity Center Checklist

Team Member clock in completed:

Yes

Filled by Honestee Anthony on 07/20/2025

Closing Checklist Photos:



Filled by Honestee Anthony on 07/20/2025

Restrooms closing procedure:

- Floors swept and mopped
- All mirrors are cleaned
- Stock toilet paper as needed
- Stock paper towels as needed
- Fill soap dispensers as needed
- All fans, lights and emergency light are working, turned off at closing
- Empty trash as needed
- Clean all toilets and sinks

Filled by Harold Burns on 07/21/2025

ID: #174

Trails CDD

07/21/2025

Opening Facilities Checklist

✓ Done

Type: Preventive

Completed by Harold Burns on 07/21/2025

Medium

Social Hall closing procedure:

- ✓ All fans, lights working properly, dusted, and turned off at closing
- ✓ Restrooms cleaned and stocked
- ✓ Floors swept and mopped
- ✓ Furniture organized, wiped down, cleaned
- ✓ Kitchen cleaned, refrigerator emptied as needed
- ✓ Windows cleaned
- ✓ All doors are locked

Filled by Harold Burns on 07/21/2025

Fitness Center is clean and secured:

- ✓ Floors swept and clean
- ✓ Wipe down all fitness equipment/disinfectant
- ✓ T.V.'s and music are working, turned off at closing
- ✓ Lights and fans are working, turned off at closing
- ✓ Trash is emptied as needed
- ✓ High dust all fans, fan blades, t.v.'s and other overhead areas
- ✓ Clean all windows and mirrors

Filled by Harold Burns on 07/21/2025

Other Amenity Closing Procedures:

- ✓ Pool and pool deck is clear/clean and pool equipment enclosure is locked/secured
- ✓ Pool furniture/tables are straightened, organized, wiped down and clean
- ✓ Office lights are off, office door locked/secured
- ✓ Pool lights are working
- ✓ Parking lights are working
- ✓ Trash is taken out to dumpster as needed

Filled by Harold Burns on 07/21/2025

Team Member clock out completed:

- ✓ Yes

Filled by Harold Burns on 07/21/2025

☰ PROCEDURE DESCRIPTION

Daily Opening Checklist-Amenity Center

Opening Amenity Center Checklists

[Amenity Center](#)[Facilities Checklists](#)

Harold Burns

Team Member clock in completed:

 N/A*Filled by Harold Burns on 07/21/2025*

Opening Checklist Photos:

*Filled by Harold Burns on 07/21/2025*

Restrooms opening procedure:

- Clean all toilets
- Clean all sinks
- Clean all mirrors and windows
- Empty all trash as needed
- Fill soap dispensers as needed
- Replenish toilet paper as needed
- Replenish paper towels as needed
- Sanitize/Disinfectant-all handles, stall doors and walls as needed
- Mop all floors with disinfectant cleaner
- All lights, fans and emergency lights are working

Filled by Harold Burns on 07/21/2025

Fitness Center opening procedure:

- Wipe down all fitness equipment
- Clean all mirrors and windows
- Sweep/damp mop floor
- Empty all trash as needed
- Stock disinfectant wipes as needed
- Report to manager any equipment issues
- All lights, fans and emergency lights are working
- All t.v.'s and overhead music are working

Filled by Harold Burns on 07/21/2025

Social Hall opening checklist:

- Unlock door**
- Kitchen, microwave, refrigerator, counters clean**
- Restrooms clean and stocked**
- Windows clean**
- Floors swept and mopped**
- Empty trash as needed**
- Set up room for meetings or rentals as needed**
- All lights, fans, are clean and working properly**
- All t.v.'s and electronics are dusted and working properly**
- Outside doors to parking lot are to remained locked**

Filled by Harold Burns on 07/21/2025

Other Opening Checklists:

- Wipe down all tables, chairs, loungers and pool deck furniture**
- ADA pool lift chair is charged and working properly**
- Pickup trash and debris around the amenity center, parking lots, playgrounds, courts, parks, front entrances and common areas as needed**
- Blow off all areas of the amenity center & walkways as needed**
- Ensure all stormwater drains around the amenity center and parking lot are free of leaves and debris**
- AED/Fire Extinguishers are present, up to date and inspected**
- Air conditioning/heater is working properly**
- Camera monitoring system is functioning properly**
- Inspect amenity center facilities, playground, other amenities and notify manager of any repairs needed**

Filled by Harold Burns on 07/21/2025

Chlorine Level: **6.0**

Filled by Harold Burns on 07/21/2025

PH Level: **7.4**

Filled by Harold Burns on 07/21/2025

:

- No**

Filled by Harold Burns on 07/21/2025

Team Member clock out completed:

- N/A**

Filled by Harold Burns on 07/21/2025

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
				<p>Notes: Completed</p> <p><i>Filled by Harold Burns on 07/21/2025</i></p>
<p>ID: #186</p> <p>Bland landscape inspection brief</p> <p>Type: Reactive</p> <p>Medium</p> <p>Inspection</p> <p>Landscaping</p> <p>Landscape inspection</p> <p>Howard McGaffney</p> <p>Harold Burns</p>	<p>Trails CDD</p>	<p>07/21/2025</p> <p>✓ Done</p> <p>Completed by Harold Burns on 07/21/2025</p>		
<p>ID: #187</p> <p>Clean social hall and pavers outside of social hall, clean windows</p> <p>Type: Reactive</p> <p>Medium</p> <p>Social Hall</p> <p>Cleaning</p> <p>Harold Burns</p> <p>Justin Bozeman</p>	<p>Trails CDD</p>	<p>07/21/2025</p> <p>✓ Done</p> <p>Completed by Justin Bozeman on 07/21/2025</p>		
<p>ID: #181</p> <p>Closing Facilities Checklists</p> <p>Type: Preventive</p> <p>Medium</p>	<p>Trails CDD</p>	<p>07/21/2025</p> <p>✓ Done</p> <p>Completed by Justin Bozeman on 07/21/2025</p>	<p>☰ PROCEDURE DESCRIPTION</p> <p>Closing Amenity Center Checklist</p> <p>Team Member clock in completed:</p> <p><input checked="" type="checkbox"/> Yes</p> <p><i>Filled by Justin Bozeman on 07/21/2025</i></p>	

Amenity
Center

Facilities
Checklists

Justin Bozeman

Closing Checklist Photos:



Filled by Justin Bozeman on 07/21/2025

Restrooms closing procedure:

- Floors swept and mopped
- All mirrors are cleaned
- Stock toilet paper as needed
- Stock paper towels as needed
- Fill soap dispensers as needed
- All fans, lights and emergency light are working, turned off at closing
- Empty trash as needed
- Clean all toilets and sinks

Filled by Justin Bozeman on 07/21/2025

Social Hall closing procedure:

- All fans, lights working properly, dusted, and turned off at closing
- Restrooms cleaned and stocked
- Floors swept and mopped
- Furniture organized, wiped down, cleaned
- Kitchen cleaned, refrigerator emptied as needed
- Windows cleaned
- All doors are locked

Filled by Justin Bozeman on 07/21/2025

ID: #171
Clean skimmer grates & Ledge

Type: Preventive

Medium

Howard McGaffney
 Harold Burns
 Justin Bozeman

Trails CDD
 Pool Trails CDD

07/21/2025

✓ Done

Completed by Justin Bozeman on 07/21/2025

Fitness Center is clean and secured:

- ✓ Floors swept and clean
- ✓ Wipe down all fitness equipment/disinfectant
- ✓ T.V.'s and music are working, turned off at closing
- ✓ Lights and fans are working, turned off at closing
- ✓ Trash is emptied as needed
- ✓ High dust all fans, fan blades, t.v.'s and other overhead areas
- ✓ Clean all windows and mirrors

Filled by Justin Bozeman on 07/21/2025

Other Amenity Closing Procedures:

- ✓ Pool and pool deck is clear/clean and pool equipment enclosure is locked/secured
- ✓ Pool furniture/tables are straightened, organized, wiped down and clean
- ✓ Office lights are off, office door locked/secured
- ✓ Pool lights are working
- ✓ Parking lights are working
- ✓ Trash is taken out to dumpster as needed

Filled by Justin Bozeman on 07/21/2025

Team Member clock out completed:

- ✓ Yes

Filled by Justin Bozeman on 07/21/2025

Preparation

- ✓ Ensure all necessary tools are available for task

Filled by Justin Bozeman on 07/21/2025

Skimmer Cleaning

Clean skimmer grates and surrounding ledge:

- ✓ Yes

Filled by Justin Bozeman on 07/21/2025

Final Steps

- ✓ Check water level on skimmer ledge

Filled by Justin Bozeman on 07/21/2025

ID: #189
Clean skimmer grates & Ledge

Trails CDD
Pool Trails CDD

07/22/2025

✓ Done

Completed by Justin Bozeman on 07/21/2025

Type: Preventive

Medium

Howard McGaffney
Harold Burns
Justin Bozeman

Comments or notes:



Filled by Justin Bozeman on 07/21/2025

Preparation

- ✓ Ensure all necessary tools are available for task

Filled by Justin Bozeman on 07/21/2025

Skimmer Cleaning

Clean skimmer grates and surrounding ledge:

- ✓ Yes

Filled by Justin Bozeman on 07/21/2025

Final Steps

- ✓ Check water level on skimmer ledge

Filled by Justin Bozeman on 07/21/2025

Comments or notes:



Filled by Justin Bozeman on 07/21/2025

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
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ID: #167
A/C out in Gym and Restrooms
 Type: Reactive
High
HVAC
 Howard McGaffney
 Harold Burns

Trails CDD
 Air handler for Gym and Restrooms

07/22/2025
✓ Done
 Completed by Harold Burns on 07/22/2025

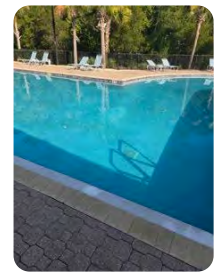
ID: #185
Opening Facilities Checklist
 Type: Preventive
Medium
Amenity Center
Facilities Checklists
 Harold Burns

Trails CDD

07/22/2025
✓ Done
 Completed by Harold Burns on 07/22/2025

☰ PROCEDURE DESCRIPTION
 Daily Opening Checklist-Amenity Center
Opening Amenity Center Checklists
 Team Member clock in completed:
 N/A
Filled by Harold Burns on 07/22/2025

Opening Checklist Photos:



Filled by Harold Burns on 07/22/2025

Restrooms opening procedure:

- Clean all toilets
- Clean all sinks
- Clean all mirrors and windows
- Empty all trash as needed
- Fill soap dispensers as needed
- Replenish toilet paper as needed
- Replenish paper towels as needed
- Sanitize/Disinfectant-all handles, stall doors and walls as needed
- Mop all floors with disinfectant cleaner
- All lights, fans and emergency lights are working

Filled by Harold Burns on 07/22/2025

Fitness Center opening procedure:

- Wipe down all fitness equipment
- Clean all mirrors and windows

Filled by Harold Burns on 07/22/2025

Social Hall opening checklist:

- Unlock door
- Kitchen, microwave, refrigerator, counters clean
- Restrooms clean and stocked
- Windows clean
- Floors swept and mopped
- Empty trash as needed
- Set up room for meetings or rentals as needed
- All lights, fans, are clean and working properly
- All t.v.'s and electronics are dusted and working properly
- Outside doors to parking lot are to remained locked

Filled by Harold Burns on 07/22/2025

ID: #184
Trails-CPO - Daily Checklist
 Type: Preventive

Trails CDD

07/22/2025
✓ Done
 Completed by Harold Burns on 07/22/2025

Medium

Amenity Center

Other Opening Checklists:

- Wipe down all tables, chairs, loungers and pool deck furniture
- ADA pool lift chair is charged and working properly
- Pickup trash and debris around the amenity center, parking lots, playgrounds, courts, parks, front entrances and common areas as needed
- Blow off all areas of the amenity center & walkways as needed
- Ensure all stormwater drains around the amenity center and parking lot are free of leaves and debris
- AED/Fire Extinguishers are present, up to date and inspected
- Air conditioning/heater is working properly
- Camera monitoring system is functioning properly
- Inspect amenity center facilities, playground, other amenities and notify manager of any repairs needed

Filled by Harold Burns on 07/22/2025

Chlorine Level: **6.1**

Filled by Harold Burns on 07/22/2025

PH Level: **7.4**

Filled by Harold Burns on 07/22/2025

:

N/A

Filled by Harold Burns on 07/22/2025

Team Member clock out completed:

N/A

Filled by Harold Burns on 07/22/2025

Notes: **Completed**

Filled by Harold Burns on 07/22/2025

☰ PROCEDURE DESCRIPTION

Daily Certified Pool Operator Checklist. Number of days per week as outlined in the contract.

Chlorine level: **6.1**

Filled by Harold Burns on 07/22/2025

[Facilities
Checklists](#)

Harold Burns

PH level: **7.5***Filled by Harold Burns on 07/22/2025*Total Alkalinity level: **100***Filled by Harold Burns on 07/22/2025*Cyanuric Acid level: **40***Filled by Harold Burns on 07/22/2025*Calcium Hardness: **300***Filled by Harold Burns on 07/22/2025*Flow GPM: **470***Filled by Harold Burns on 07/22/2025*

Sodium Bicarb Added:

 Yes*Filled by Harold Burns on 07/22/2025*

Pool Shock Added:


 No*Filled by Harold Burns on 07/22/2025*

Phosphate Treatment Added:

 No*Filled by Harold Burns on 07/22/2025*

CYA/Stabilizer Added:

 No*Filled by Harold Burns on 07/22/2025* **Filters Clean***Filled by Harold Burns on 07/22/2025* **Pool Gutters Clean***Filled by Harold Burns on 07/22/2025* **Pool Tiles Clean***Filled by Harold Burns on 07/22/2025*

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
				<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Pool clean, vacuumed, skimmed as needed <i>Filled by Harold Burns on 07/22/2025</i> <hr/> <input checked="" type="checkbox"/> Sheppard's hook, life rings and skimmer are in proper working condition <i>Filled by Harold Burns on 07/22/2025</i> <hr/> <input checked="" type="checkbox"/> # of Patron in the pool <i>Filled by Harold Burns on 07/22/2025</i> <p>Section #1</p> <p>CPO Checklist Photos of Current Pool/Equipment Conditions:</p>  <p><i>Filled by Harold Burns on 07/22/2025</i></p>
<p>ID: #190</p> <p>Clean skimmer grates & Ledge</p> <p>Type: Preventive</p> <p>Medium</p> <p>Howard McGaffney Harold Burns Justin Bozeman</p>	<p>Trails CDD</p> <p>Pool Trails CDD</p>	<p>07/23/2025</p> <p><input checked="" type="checkbox"/> Done</p> <p>Completed by Justin Bozeman on 07/22/2025</p>		<p>Preparation</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Ensure all necessary tools are available for task <i>Filled by Justin Bozeman on 07/22/2025</i> <p>Skimmer Cleaning</p> <p>Clean skimmer grates and surrounding ledge:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Yes <p><i>Filled by Justin Bozeman on 07/22/2025</i></p> <p>Final Steps</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Check water level on skimmer ledge <i>Filled by Justin Bozeman on 07/22/2025</i>

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

ID: #188

Trails CDD

07/22/2025

Closing Facilities Checklists

Type: Preventive

Medium

Amenity
CenterFacilities
Checklists

Justin Bozeman

✓ Done

Completed by Justin
Bozeman on 07/22/2025

☰ PROCEDURE DESCRIPTION

Closing Amenity Center Checklist

Team Member clock in completed:

 Yes*Filled by Justin Bozeman on 07/22/2025*

Closing Checklist Photos:

*Filled by Justin Bozeman on 07/22/2025*

Restrooms closing procedure:

- Floors swept and mopped
- All mirrors are cleaned
- Stock toilet paper as needed
- Stock paper towels as needed
- Fill soap dispensers as needed
- All fans, lights and emergency light are working, turned off at closing
- Empty trash as needed
- Clean all toilets and sinks

Filled by Justin Bozeman on 07/22/2025

Social Hall closing procedure:

- All fans, lights working properly, dusted, and turned off at closing
- Restrooms cleaned and stocked
- Floors swept and mopped
- Furniture organized, wiped down, cleaned
- Kitchen cleaned, refrigerator emptied as needed
- Windows cleaned
- All doors are locked

Filled by Justin Bozeman on 07/22/2025

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
				<p>Fitness Center is clean and secured:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Floors swept and clean <input checked="" type="checkbox"/> Wipe down all fitness equipment/disinfectant <input checked="" type="checkbox"/> T.V.'s and music are working, turned off at closing <input checked="" type="checkbox"/> Lights and fans are working, turned off at closing <input checked="" type="checkbox"/> Trash is emptied as needed <input checked="" type="checkbox"/> High dust all fans, fan blades, t.v.'s and other overhead areas <input checked="" type="checkbox"/> Clean all windows and mirrors <p><i>Filled by Justin Bozeman on 07/22/2025</i></p> <hr/> <p>Other Amenity Closing Procedures:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Pool and pool deck is clear/clean and pool equipment enclosure is locked/secured <input checked="" type="checkbox"/> Pool furniture/tables are straightened, organized, wiped down and clean <input checked="" type="checkbox"/> Office lights are off, office door locked/secured <input checked="" type="checkbox"/> Pool lights are working <input checked="" type="checkbox"/> Parking lights are working <input checked="" type="checkbox"/> Trash is taken out to dumpster as needed <p><i>Filled by Justin Bozeman on 07/22/2025</i></p> <hr/> <p>Team Member clock out completed:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Yes <p><i>Filled by Justin Bozeman on 07/22/2025</i></p>
<p>ID: #195 DM Onsite Visit- 07/21/2025 Type: Reactive Howard McGaffney Harold Burns</p>	<p>Trails CDD Landscaping areas</p>	<p><input checked="" type="checkbox"/> Done Completed by Howard McGaffney on 07/23/2025</p>		
<p>ID: #192 Trails-CPO - Daily Checklist Type: Preventive</p> <p>Medium</p> <p>Amenity Center</p>	<p>Trails CDD</p>	<p>07/23/2025 <input checked="" type="checkbox"/> Done Completed by Harold Burns on 07/23/2025</p>		<p>☰ PROCEDURE DESCRIPTION</p> <p>Daily Certified Pool Operator Checklist. Number of days per week as outlined in the contract.</p> <p>Chlorine level: 6.0</p> <p><i>Filled by Harold Burns on 07/23/2025</i></p> <hr/> <p>PH level: 7.4</p> <p><i>Filled by Harold Burns on 07/23/2025</i></p>

Facilities
Checklists

Harold Burns

Total Alkalinity level: **100**

Filled by Harold Burns on 07/23/2025

Cyanuric Acid level: **40**

Filled by Harold Burns on 07/23/2025

Calcium Hardness: **300**

Filled by Harold Burns on 07/23/2025

Flow GPM: **470**

Filled by Harold Burns on 07/23/2025

Sodium Bicarb Added:

No

Filled by Harold Burns on 07/23/2025

Pool Shock Added:

No

Filled by Harold Burns on 07/23/2025

Phosphate Treatment Added:

No

Filled by Harold Burns on 07/23/2025

CYA/Stabilizer Added:

No

Filled by Harold Burns on 07/23/2025

Filters Clean

Filled by Harold Burns on 07/23/2025

Pool Gutters Clean

Filled by Harold Burns on 07/23/2025

Pool Tiles Clean

Filled by Harold Burns on 07/23/2025

Pool clean, vacuumed, skimmed as needed

Filled by Harold Burns on 07/23/2025

Sheppard's hook, life rings and skimmer are in proper working condition

Filled by Harold Burns on 07/23/2025

of Patron in the pool

Filled by Harold Burns on 07/23/2025

Section #1

CPO Checklist Photos of Current Pool/Equipment Conditions:



Filled by Harold Burns on 07/23/2025

ID: #191

Trails CDD

07/23/2025

Opening Facilities Checklist

Type: Preventive

Done

Completed by Harold Burns on 07/23/2025

Medium

Amenity Center

Facilities Checklists

Howard McGaffney
Harold Burns

☰ PROCEDURE DESCRIPTION

Daily Opening Checklist-Amenity Center

Opening Amenity Center Checklists

Team Member clock in completed:

Yes

Filled by Harold Burns on 07/23/2025

Opening Checklist Photos:



Filled by Harold Burns on 07/23/2025

Restrooms opening procedure:

Filled by Harold Burns on 07/23/2025

Fitness Center opening procedure:

- Empty all trash as needed
- Stock disinfectant wipes as needed
- Report to manager any equipment issues
- All t.v.'s and overhead music are working

Filled by Harold Burns on 07/23/2025

Social Hall opening checklist:

- Unlock door
- Kitchen, microwave, refrigerator, counters clean
- Windows clean
- Floors swept and mopped
- Set up room for meetings or rentals as needed
- All lights, fans, are clean and working properly
- All t.v.'s and electronics are dusted and working properly
- Outside doors to parking lot are to remained locked

Filled by Harold Burns on 07/23/2025

Other Opening Checklists:

- Wipe down all tables, chairs, loungers and pool deck furniture
- ADA pool lift chair is charged and working properly
- Pickup trash and debris around the amenity center, parking lots, playgrounds, courts, parks, front entrances and common areas as needed
- Blow off all areas of the amenity center & walkways as needed
- Ensure all stormwater drains around the amenity center and parking lot are free of leaves and debris
- AED/Fire Extinguishers are present, up to date and inspected
- Air conditioning/heater is working properly
- Camera monitoring system is functioning properly
- Inspect amenity center facilities, playground, other amenities and notify manager of any repairs needed

Filled by Harold Burns on 07/23/2025

Chlorine Level: **6**

Filled by Harold Burns on 07/23/2025

PH Level: **7.4**

Filled by Harold Burns on 07/23/2025

:

- Yes

Filled by Harold Burns on 07/23/2025

ID: #59
**Reader Board
Lettering Replacement
request**

Trails CDD

07/25/2025

✓ Done
Completed by Harold Burns
on 07/23/2025

Type: Other

Medium

Product
Order
request

Howard McGaffney
Harold Burns

Team Member clock out completed:

Yes

Filled by Harold Burns on 07/23/2025

Notes: **Completed**

Filled by Harold Burns on 07/23/2025

Order Details

Enter the description of the requested items: **Lettering numbers**

Filled by Harold Burns on 07/23/2025

Enter the quantity of each item requested: **100**

Filled by Harold Burns on 07/09/2025

Enter the estimated cost of the requested items: **\$200.00**

Filled by Harold Burns on 07/23/2025

Enter the date by which the items are needed: **07/31/2025**

Filled by Harold Burns on 07/09/2025

Provide any additional notes or special instructions for the order: **Order completed**

Filled by Harold Burns on 07/23/2025

Upload any relevant documents or images related to the order:



Filled by Harold Burns on 07/23/2025

Requester Signature:



Signed by Harold Burns on 07/23/2025

<p>ID: #199 Destroyed wasp nest Type: Reactive Cleaning Harold Burns Justin Bozeman</p>	<p>Trails CDD</p>	<p>07/23/2025 ✓ Done Completed by Justin Bozeman on 07/23/2025</p>		
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<p>ID: #198 Replace all automatic air freshener with freshener & Battery Type: Reactive Low Howard McGaffney Justin Bozeman</p>	<p>Trails CDD</p>	<p>07/30/2025 ✓ Done Completed by Justin Bozeman on 07/23/2025</p>	<p>Total Part Costs \$3.05 Total Costs \$3.05</p>	
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<p>ID: #194 Closing Facilities Checklists Type: Preventive Medium Amenity Center Facilities Checklists Justin Bozeman</p>	<p>Trails CDD</p>	<p>07/23/2025 ✓ Done Completed by Justin Bozeman on 07/23/2025</p>		<p>☰ PROCEDURE DESCRIPTION Closing Amenity Center Checklist Team Member clock in completed: <input checked="" type="checkbox"/> Yes Filled by Justin Bozeman on 07/23/2025</p>
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Closing Checklist Photos:



Filled by Justin Bozeman on 07/23/2025

Restrooms closing procedure:

- Floors swept and mopped
- All mirrors are cleaned
- Stock toilet paper as needed
- Stock paper towels as needed
- Fill soap dispensers as needed
- All fans, lights and emergency light are working, turned off at closing
- Empty trash as needed
- Clean all toilets and sinks

Filled by Justin Bozeman on 07/23/2025

Social Hall closing procedure:

- All fans, lights working properly, dusted, and turned off at closing
- Restrooms cleaned and stocked
- Floors swept and mopped
- Furniture organized, wiped down, cleaned
- Kitchen cleaned, refrigerator emptied as needed
- Windows cleaned
- All doors are locked

Filled by Justin Bozeman on 07/23/2025

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
				<p>Fitness Center is clean and secured:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Floors swept and clean <input checked="" type="checkbox"/> Wipe down all fitness equipment/disinfectant <input checked="" type="checkbox"/> T.V.'s and music are working, turned off at closing <input checked="" type="checkbox"/> Lights and fans are working, turned off at closing <input checked="" type="checkbox"/> Trash is emptied as needed <input checked="" type="checkbox"/> High dust all fans, fan blades, t.v.'s and other overhead areas <input checked="" type="checkbox"/> Clean all windows and mirrors <p><i>Filled by Justin Bozeman on 07/23/2025</i></p> <hr/> <p>Other Amenity Closing Procedures:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Pool and pool deck is clear/clean and pool equipment enclosure is locked/secured <input checked="" type="checkbox"/> Pool furniture/tables are straightened, organized, wiped down and clean <input checked="" type="checkbox"/> Office lights are off, office door locked/secured <input checked="" type="checkbox"/> Pool lights are working <input checked="" type="checkbox"/> Parking lights are working <input checked="" type="checkbox"/> Trash is taken out to dumpster as needed <p><i>Filled by Justin Bozeman on 07/23/2025</i></p> <hr/> <p>Team Member clock out completed:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Yes <p><i>Filled by Justin Bozeman on 07/23/2025</i></p>
<p>ID: #193</p> <p>Clean skimmer grates & Ledge</p> <p>Type: Preventive</p> <p>Medium</p> <p>Howard McGaffney Harold Burns Justin Bozeman</p>	<p>Trails CDD Pool Trails CDD</p>	<p>07/24/2025</p> <p>✓ Done</p> <p><small>Completed by Justin Bozeman on 07/23/2025</small></p>		<p>Preparation</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Ensure all necessary tools are available for task <p><i>Filled by Justin Bozeman on 07/23/2025</i></p> <p>Skimmer Cleaning</p> <p>Clean skimmer grates and surrounding ledge:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Yes <p><i>Filled by Justin Bozeman on 07/23/2025</i></p> <p>Final Steps</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Check water level on skimmer ledge <p><i>Filled by Justin Bozeman on 07/23/2025</i></p>

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

ID: #197

Trails CDD

07/24/2025

Opening Facilities Checklist

Type: Preventive

✓ Done

Completed by Harold Burns on 07/24/2025

Medium

Amenity Center

Facilities Checklists

Harold Burns

☰ PROCEDURE DESCRIPTION

Daily Opening Checklist-Amenity Center

Opening Amenity Center Checklists

Team Member clock in completed:

✓ Yes

Filled by Harold Burns on 07/24/2025

Opening Checklist Photos:



Filled by Harold Burns on 07/24/2025

Restrooms opening procedure:

- ✓ Check all toilets
- ✓ Check all sinks
- ✓ Check all mirrors and windows
- ✓ Check all trash receptacles
- ✓ Check all soap dispensers
- ✓ Check toilet paper supplies
- ✓ Check paper towels supplies
- ✓ Check all floors
- ✓ Check All lights, fans and emergency lights are working

Filled by Harold Burns on 07/24/2025

Fitness Center opening procedure:

- ✓ Empty all trash as needed
- ✓ Stock disinfectant wipes as needed
- ✓ Report to manager any equipment issues
- ✓ All t.v.'s and overhead music are working

Filled by Harold Burns on 07/24/2025

Social Hall opening checklist:

- Unlock door**
- Kitchen, microwave, refrigerator, counters clean**
- Make sure Restrooms clean and stocked**
- Windows clean**
- Floors swept and mopped**
- Set up room for meetings or rentals as needed**
- All lights, fans, are clean and working properly**
- All t.v.'s and electronics are dusted and working properly**
- Outside doors to parking lot are to remained locked**

Filled by Harold Burns on 07/24/2025

Other Opening Checklists:

- Wipe down all tables, chairs, loungers and pool deck furniture**
- ADA pool lift chair is charged and working properly**
- Pickup trash and debris around the amenity center, parking lots, playgrounds, courts, parks, front entrances and common areas as needed**
- Blow off all areas of the amenity center & walkways as needed**
- Ensure all stormwater drains around the amenity center and parking lot are free of leaves and debris**
- AED/Fire Extinguishers are present, up to date and inspected**
- Air conditioning/heater is working properly**
- Camera monitoring system is functioning properly**
- Inspect amenity center facilities, playground, other amenities and notify manager of any repairs needed**

Filled by Harold Burns on 07/24/2025

Chlorine Level: **6.2**

Filled by Harold Burns on 07/24/2025

PH Level: **7.5**

Filled by Harold Burns on 07/24/2025

:

- Yes**

Filled by Harold Burns on 07/24/2025

Team Member clock out completed:

- Yes**

Filled by Harold Burns on 07/24/2025

Notes: **Completed**

Filled by Harold Burns on 07/24/2025

ID: #196
Trails-CPO - Daily Checklist
 Type: Preventive

Trails CDD

07/24/2025
 ✓ Done
 Completed by Harold Burns on 07/24/2025

Medium

Amenity Center

Facilities Checklists

Harold Burns

☰ PROCEDURE DESCRIPTION

Daily Certified Pool Operator Checklist. Number of days per week as outlined in the contract.

Chlorine level: **6.2**

Filled by Harold Burns on 07/24/2025

PH level: **7.5**

Filled by Harold Burns on 07/24/2025

Total Alkalinity level: **100**

Filled by Harold Burns on 07/24/2025

Cyanuric Acid level: **30**

Filled by Harold Burns on 07/24/2025

Calcium Hardness: **400**

Filled by Harold Burns on 07/24/2025

Flow GPM: **470**

Filled by Harold Burns on 07/24/2025

Sodium Bicarb Added:

No

Filled by Harold Burns on 07/24/2025

Pool Shock Added:

No

Filled by Harold Burns on 07/24/2025

Phosphate Treatment Added:

No

Filled by Harold Burns on 07/24/2025

CYA/Stabilizer Added:

No

Filled by Harold Burns on 07/24/2025

Filters Clean

Filled by Harold Burns on 07/24/2025

Pool Gutters Clean

Filled by Harold Burns on 07/24/2025

Pool Tiles Clean

Filled by Harold Burns on 07/24/2025

Pool clean, vacuumed, skimmed as needed

Filled by Harold Burns on 07/24/2025

Sheppard's hook, life rings and skimmer are in proper working condition

Filled by Harold Burns on 07/24/2025

of Patron in the pool

Filled by Harold Burns on 07/24/2025

Section #1

CPO Checklist Photos of Current Pool/Equipment Conditions:



Filled by Harold Burns on 07/24/2025

ID: #208
Pest Control quarterly
Turner pest Control
 Type: Reactive

Trails CDD

07/24/2025
 Done
 Completed by Harold Burns
 on 07/24/2025

Low

Inspection

Amenity
Center

Howard McGaffney
Harold Burns

ID: #139
**Scrub Clean Stainless
Steel & Shine**
Type: Reactive

Trails CDD

07/31/2025
✓ Done
Completed by Justin
Bozeman on 07/24/2025

Medium

Cleaning

Justin Bozeman
Honestee Anthony

ID: #207
**Trash Bags pickup
Winding mare &
Cuckwagon**
Type: Reactive

Trails CDD

07/25/2025
✓ Done
Completed by Harold Burns
on 07/24/2025

High

Trails CDD
Supervisors
Request

District
Manager
Request

Howard McGaffney
Harold Burns

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

ID: #200

Trails CDD

07/24/2025

Closing Facilities Checklists

Type: Preventive

✓ Done

Completed by Justin Bozeman on 07/24/2025

Medium

Amenity Center

Facilities Checklists

Justin Bozeman

☰ PROCEDURE DESCRIPTION

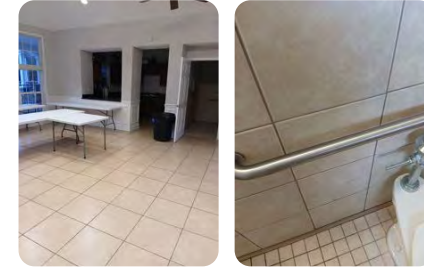
Closing Amenity Center Checklist

Team Member clock in completed:

✓ Yes

Filled by Justin Bozeman on 07/24/2025

Closing Checklist Photos:



Filled by Justin Bozeman on 07/24/2025

Restrooms closing procedure:

- ✓ Floors swept and mopped
- ✓ All mirrors are cleaned
- ✓ Stock toilet paper as needed
- ✓ Stock paper towels as needed
- ✓ Fill soap dispensers as needed
- ✓ All fans, lights and emergency light are working, turned off at closing
- ✓ Empty trash as needed
- ✓ Clean all toilets and sinks

Filled by Justin Bozeman on 07/24/2025

Social Hall closing procedure:

- ✓ All fans, lights working properly, dusted, and turned off at closing
- ✓ Restrooms cleaned and stocked
- ✓ Floors swept and mopped
- ✓ Furniture organized, wiped down, cleaned
- ✓ Kitchen cleaned, refrigerator emptied as needed
- ✓ Windows cleaned
- ✓ All doors are locked

Filled by Justin Bozeman on 07/24/2025

Fitness Center is clean and secured:

- Floors swept and clean
- Wipe down all fitness equipment/disinfectant
- T.V.'s and music are working, turned off at closing
- Lights and fans are working, turned off at closing
- Trash is emptied as needed
- High dust all fans, fan blades, t.v.'s and other overhead areas
- Clean all windows and mirrors

Filled by Justin Bozeman on 07/24/2025

Other Amenity Closing Procedures:

- Pool and pool deck is clear/clean and pool equipment enclosure is locked/secured
- Pool furniture/tables are straightened, organized, wiped down and clean
- Office lights are off, office door locked/secured
- Pool lights are working
- Parking lights are working
- Trash is taken out to dumpster as needed

Filled by Justin Bozeman on 07/24/2025

Team Member clock out completed:

- Yes

Filled by Justin Bozeman on 07/24/2025

ID: #203

Trails CDD

07/25/2025

Trails-CPO - Daily Checklist

Type: Preventive

Done

Completed by Harold Burns on 07/25/2025

Medium

Amenity Center

Facilities Checklists

Harold Burns

☰ PROCEDURE DESCRIPTION

Daily Certified Pool Operator Checklist. Number of days per week as outlined in the contract.

Chlorine level: **6.4**

Filled by Harold Burns on 07/25/2025

PH level: **7.6**

Filled by Harold Burns on 07/25/2025

Total Alkalinity level: **100**

Filled by Harold Burns on 07/25/2025

Cyanuric Acid level: **30**

Filled by Harold Burns on 07/25/2025

Calcium Hardness: **300**

Filled by Harold Burns on 07/25/2025

Flow GPM: **470**

Filled by Harold Burns on 07/25/2025

Sodium Bicarb Added:

No

Filled by Harold Burns on 07/25/2025

Pool Shock Added:

Yes



Filled by Harold Burns on 07/25/2025

Phosphate Treatment Added:

No

Filled by Harold Burns on 07/25/2025

CYA/Stabilizer Added:

No

Filled by Harold Burns on 07/25/2025

Filters Clean

Filled by Harold Burns on 07/25/2025

Pool Gutters Clean

Filled by Harold Burns on 07/25/2025

Pool Tiles Clean

Filled by Harold Burns on 07/25/2025

Pool clean, vacuumed, skimmed as needed

Filled by Harold Burns on 07/25/2025

Sheppard's hook, life rings and skimmer are in proper working condition

Filled by Harold Burns on 07/25/2025

of Patron in the pool

Filled by Harold Burns on 07/25/2025

Section #1

CPO Checklist Photos of Current Pool/Equipment Conditions:



Filled by Harold Burns on 07/25/2025

ID: #202

Trails CDD

07/25/2025

Opening Facilities Checklist

Done

Type: Preventive

Completed by Harold Burns on 07/25/2025

Medium

Amenity Center

Facilities Checklists

Harold Burns

☰ PROCEDURE DESCRIPTION

Daily Opening Checklist-Amenity Center

Opening Amenity Center Checklists

Team Member clock in completed:

Yes

Filled by Harold Burns on 07/25/2025

Opening Checklist Photos:



Filled by Harold Burns on 07/25/2025

Restrooms opening procedure:

- Check all toilets
- Check all sinks
- Check all mirrors and windows
- Check all trash receptacles
- Check all soap dispensers
- Check toilet paper supplies
- Check paper towels supplies
- Check all floors
- Check All lights, fans and emergency lights are working

Filled by Harold Burns on 07/25/2025

Fitness Center opening procedure:

- Empty all trash as needed
- Stock disinfectant wipes as needed
- Report to manager any equipment issues
- All t.v.'s and overhead music are working

Filled by Harold Burns on 07/25/2025


Social Hall opening checklist:



- Unlock door
- Kitchen, microwave, refrigerator, counters clean
- Make sure Restrooms clean and stocked
- Windows clean
- Floors swept and mopped
- Set up room for meetings or rentals as needed
- All lights, fans, are clean and working properly
- All t.v.'s and electronics are dusted and working properly
- Outside doors to parking lot are to remained locked

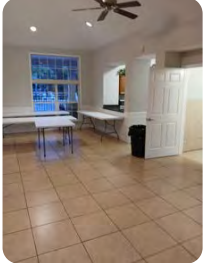
Filled by Harold Burns on 07/25/2025

				<p>Other Opening Checklists:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Wipe down all tables, chairs, loungers and pool deck furniture <input checked="" type="checkbox"/> ADA pool lift chair is charged and working properly <input checked="" type="checkbox"/> Pickup trash and debris around the amenity center, parking lots, playgrounds, courts, parks, front entrances and common areas as needed <input checked="" type="checkbox"/> Blow off all areas of the amenity center & walkways as needed <input checked="" type="checkbox"/> Ensure all stormwater drains around the amenity center and parking lot are free of leaves and debris <input checked="" type="checkbox"/> AED/Fire Extinguishers are present, up to date and inspected <input checked="" type="checkbox"/> Air conditioning/heater is working properly <input checked="" type="checkbox"/> Camera monitoring system is functioning properly <input checked="" type="checkbox"/> Inspect amenity center facilities, playground, other amenities and notify manager of any repairs needed <p><i>Filled by Harold Burns on 07/25/2025</i></p> <hr/> <p>Chlorine Level: 6.4</p> <p><i>Filled by Harold Burns on 07/25/2025</i></p> <hr/> <p>PH Level: 7.6</p> <p><i>Filled by Harold Burns on 07/25/2025</i></p> <hr/> <p>:</p> <p><input checked="" type="checkbox"/> Yes</p> <p><i>Filled by Harold Burns on 07/25/2025</i></p> <hr/> <p>Team Member clock out completed:</p> <p><input checked="" type="checkbox"/> Yes</p> <p><i>Filled by Harold Burns on 07/25/2025</i></p> <hr/> <p>Notes: Completed</p> <p><i>Filled by Harold Burns on 07/25/2025</i></p>
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<p>ID: #205</p> <p>Secure toilet seat in men's room amenity center</p> <p>Type: Reactive</p> <p>Medium</p> <p>Howard McGaffney</p>	<p>Trails CDD</p>	<p>07/25/2025</p> <p><input checked="" type="checkbox"/> Done</p> <p>Completed by Justin Bozeman on 07/25/2025</p>		<p>Inspect toilet for any visible damage or leaks:</p> <p><input checked="" type="checkbox"/> Pass</p> <p><i>Filled by Justin Bozeman on 07/25/2025</i></p> <hr/> <p>Is the replacement toilet seat secure :</p> <p><input checked="" type="checkbox"/> Yes</p> <p><i>Filled by Justin Bozeman on 07/25/2025</i></p>
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WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
Justin Bozeman				
ID: #204 Replace toilet seat women's room Amenity Center Type: Reactive Medium Plumbing Maintenance	Trails CDD	07/25/2025 ✓ Done Completed by Justin Bozeman on 07/25/2025	Total Part Costs \$30.00 Total Costs \$30.00	Inspect toilet for any visible damage or leaks: ✓ Pass <i>Filled by Justin Bozeman on 07/25/2025</i>
Howard McGaffney Justin Bozeman				Is the replacement toilet seat secure : ☑ Yes <i>Filled by Justin Bozeman on 07/25/2025</i>
				Upload photo of any identified replacement : 
				<i>Filled by Justin Bozeman on 07/25/2025</i>
ID: #213 Count the outside lights that aren't working. Type: Reactive Low	Trails CDD Pool Trails CDD	07/25/2025 ✓ Done Completed by Justin Bozeman on 07/25/2025		
Harold Burns Justin Bozeman				
ID: #209 Empty trash 🗑️ Type: Reactive Low Cleaning	Trails CDD	07/25/2025 ✓ Done Completed by Justin Bozeman on 07/25/2025		

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
<p>Howard McGaffney Justin Bozeman</p> <p>ID: #214 Tighten mens toilet seat and replace toilet roll Type: Reactive</p> <p>Low</p> <p>Cleaning</p> <p>Harold Burns Justin Bozeman</p>	<p>Trails CDD</p>	<p>07/25/2025 ✓ Done Completed by Justin Bozeman on 07/25/2025</p>		<p>Inspect toilet for any visible damage or leaks: ✓ Pass <i>Filled by Justin Bozeman on 07/25/2025</i></p> <hr/> <p>Is the replacement toilet seat secure : ✓ Yes <i>Filled by Justin Bozeman on 07/25/2025</i></p> <hr/> <p>Upload photo of any identified replacement :</p>  <p><i>Filled by Justin Bozeman on 07/25/2025</i></p>
<p>ID: #215 Scrub stainless steel in the men's and women's bathroom Type: Reactive</p> <p>Medium</p> <p>Cleaning</p> <p>Harold Burns Justin Bozeman</p>		<p>07/25/2025 ✓ Done Completed by Justin Bozeman on 07/25/2025</p>		<p>Upload photo of post cleaning process:</p>  <p><i>Filled by Justin Bozeman on 07/25/2025</i></p>

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
<p>ID: #201</p> <p>Clean skimmer grates & Ledge</p> <p>Type: Preventive</p> <p>Medium</p> <p>Howard McGaffney Harold Burns Justin Bozeman</p>	<p>Trails CDD</p> <p>Pool Trails CDD</p>	<p>07/25/2025</p> <p>✓ Done</p> <p>Completed by Justin Bozeman on 07/25/2025</p>		<p>Preparation</p> <p>✓ Ensure all necessary tools are available for task</p> <p><i>Filled by Justin Bozeman on 07/25/2025</i></p> <p>Skimmer Cleaning</p> <p>Clean skimmer grates and surrounding ledge:</p> <p>✓ Yes</p> <p><i>Filled by Justin Bozeman on 07/25/2025</i></p> <p>Final Steps</p> <p>✓ Check water level on skimmer ledge</p> <p><i>Filled by Justin Bozeman on 07/25/2025</i></p>
<p>ID: #210</p> <p>Closing Facilities Checklists</p> <p>Type: Preventive</p> <p>Medium</p> <p>Amenity Center</p> <p>Facilities Checklists</p> <p>Justin Bozeman</p>	<p>Trails CDD</p>	<p>07/25/2025</p> <p>✓ Done</p> <p>Completed by Justin Bozeman on 07/25/2025</p>		<p>☰ PROCEDURE DESCRIPTION</p> <p>Closing Amenity Center Checklist</p> <p>Team Member clock in completed:</p> <p>✓ Yes</p> <p><i>Filled by Justin Bozeman on 07/25/2025</i></p> <p>Closing Checklist Photos:</p>  <p><i>Filled by Justin Bozeman on 07/25/2025</i></p>

Restrooms closing procedure:

- Floors swept and mopped
- All mirrors are cleaned
- Stock toilet paper as needed
- Stock paper towels as needed
- Fill soap dispensers as needed
- All fans, lights and emergency light are working, turned off at closing
- Empty trash as needed
- Clean all toilets and sinks

Filled by Justin Bozeman on 07/25/2025

Social Hall closing procedure:

- All fans, lights working properly, dusted, and turned off at closing
- Restrooms cleaned and stocked
- Floors swept and mopped
- Furniture organized, wiped down, cleaned
- Kitchen cleaned, refrigerator emptied as needed
- Windows cleaned
- All doors are locked

Filled by Justin Bozeman on 07/25/2025

Fitness Center is clean and secured:

- Floors swept and clean
- Wipe down all fitness equipment/disinfectant
- T.V.'s and music are working, turned off at closing
- Lights and fans are working, turned off at closing
- Trash is emptied as needed
- High dust all fans, fan blades, t.v.'s and other overhead areas
- Clean all windows and mirrors

Filled by Justin Bozeman on 07/25/2025

Other Amenity Closing Procedures:

- Pool and pool deck is clear/clean and pool equipment enclosure is locked/secured
- Pool furniture/tables are straightened, organized, wiped down and clean
- Office lights are off, office door locked/secured
- Pool lights are working
- Parking lights are working
- Trash is taken out to dumpster as needed

Filled by Justin Bozeman on 07/25/2025

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
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Team Member clock out completed:
 Yes
Filled by Justin Bozeman on 07/25/2025

<p>ID: #206 Organize cleaning & storage supply closet Type: Preventive Medium Inspection Amenity Center Howard McGaffney Harold Burns Justin Bozeman Honestee Anthony</p>	<p>Trails CDD</p>	<p>07/25/2025 <input checked="" type="checkbox"/> Done Completed by Honestee Anthony on 07/26/2025</p>	
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<p>ID: #218 Organize cleaning & storage supply closet Type: Preventive Medium Inspection Amenity Center Howard McGaffney Harold Burns Justin Bozeman Honestee Anthony</p>	<p>Trails CDD</p>	<p>07/30/2025 <input checked="" type="checkbox"/> Done Completed by Harold Burns on 07/28/2025</p>	<p>Preparation Ensure all necessary supplies are available for restocking: <input checked="" type="checkbox"/> Pass <i>Filled by Harold Burns on 07/28/2025</i></p> <p>Rotate Supplies Rotate stock to ensure older items are used first: <input checked="" type="checkbox"/> Pass <i>Filled by Harold Burns on 07/28/2025</i></p> <p>Restock Supplies</p>
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Upload a photo of the clean and restocked supply closet:



Filled by Harold Burns on 07/28/2025

Final Check

Ensure the supply closet is clean and organized:

✓ **Pass**

Filled by Harold Burns on 07/28/2025

ID: #212

Trails CDD

07/28/2025

Opening Facilities Checklist

Type: Preventive

✓ Done

Completed by Harold Burns on 07/28/2025

Medium

Amenity Center

Facilities Checklists

Harold Burns

☰ PROCEDURE DESCRIPTION

Daily Opening Checklist-Amenity Center

Opening Amenity Center Checklists

Team Member clock in completed:

☑ **Yes**



Filled by Harold Burns on 07/28/2025

Opening Checklist Photos:



Filled by Harold Burns on 07/28/2025

Restrooms opening procedure:

- Check all toilets
- Check all sinks
- Check all mirrors and windows
- Check all trash receptacles
- Check all soap dispensers
- Check toilet paper supplies
- Check paper towels supplies
- Check all floors
- Check All lights, fans and emergency lights are working

Filled by Harold Burns on 07/28/2025

Fitness Center opening procedure:

- Empty all trash as needed
- Stock disinfectant wipes as needed
- Report to manager any equipment issues
- All t.v.'s and overhead music are working

Filled by Harold Burns on 07/28/2025

Social Hall opening checklist:

- Unlock door
- Kitchen, microwave, refrigerator, counters clean
- Make sure Restrooms clean and stocked
- Windows clean
- Floors swept and mopped
- Set up room for meetings or rentals as needed
- All lights, fans, are clean and working properly
- All t.v.'s and electronics are dusted and working properly
- Outside doors to parking lot are to remained locked

Filled by Harold Burns on 07/28/2025

Other Opening Checklists:

- Wipe down all tables, chairs, loungers and pool deck furniture
- ADA pool lift chair is charged and working properly
- Pickup trash and debris around the amenity center, parking lots, playgrounds, courts, parks, front entrances and common areas as needed
- Blow off all areas of the amenity center & walkways as needed
- Ensure all stormwater drains around the amenity center and parking lot are free of leaves and debris
- AED/Fire Extinguishers are present, up to date and inspected
- Air conditioning/heater is working properly
- Camera monitoring system is functioning properly
- Inspect amenity center facilities, playground, other amenities and notify manager of any repairs needed

Filled by Harold Burns on 07/28/2025

Chlorine Level: **6.45**

Filled by Harold Burns on 07/28/2025

PH Level: **7.3**

Filled by Harold Burns on 07/28/2025

:

Yes

Filled by Harold Burns on 07/28/2025

Team Member clock out completed:

Yes

Filled by Harold Burns on 07/28/2025

Notes: **Completed** 😊

Filled by Harold Burns on 07/28/2025

ID: #211
Trails-CPO - Daily Checklist
 Type: Preventive

Trails CDD

07/28/2025
 Done
 Completed by Harold Burns on 07/28/2025

Medium

Amenity Center

☰ PROCEDURE DESCRIPTION

Daily Certified Pool Operator Checklist. Number of days per week as outlined in the contract.

Chlorine level: **6.45**

Filled by Harold Burns on 07/28/2025

[Facilities
Checklists](#)

Harold Burns

PH level: **7.3***Filled by Harold Burns on 07/28/2025*Total Alkalinity level: **100***Filled by Harold Burns on 07/28/2025*Cyanuric Acid level: **40***Filled by Harold Burns on 07/28/2025*Calcium Hardness: **300***Filled by Harold Burns on 07/28/2025*Flow GPM: **470***Filled by Harold Burns on 07/28/2025*

Sodium Bicarb Added:

 Yes*Filled by Harold Burns on 07/28/2025*

Pool Shock Added:

 No*Filled by Harold Burns on 07/28/2025*

Phosphate Treatment Added:

 No*Filled by Harold Burns on 07/28/2025*

CYA/Stabilizer Added:

 No*Filled by Harold Burns on 07/28/2025* **Filters Clean***Filled by Harold Burns on 07/28/2025* **Pool Gutters Clean***Filled by Harold Burns on 07/28/2025* **Pool Tiles Clean***Filled by Harold Burns on 07/28/2025*

Pool clean, vacuumed, skimmed as needed

Filled by Harold Burns on 07/28/2025

Sheppard's hook, life rings and skimmer are in proper working condition

Filled by Harold Burns on 07/28/2025

of Patron in the pool

Filled by Harold Burns on 07/28/2025

Section #1

CPO Checklist Photos of Current Pool/Equipment Conditions:



Filled by Harold Burns on 07/28/2025

ID: #219

Trails CDD

07/28/2025

GYM AC vent

Done

Type: Reactive

Completed by Harold Burns on 07/28/2025

Low

HVAC

Howard McGaffney

Harold Burns

Thermostat Inspection

Is the thermostat display clear and functioning?:

Yes

Filled by Harold Burns on 07/28/2025

Check if the thermostat is set to the correct mode and temperature.:

Fail

Notes: Temperature adjustment completed

Filled by Harold Burns on 07/28/2025

Vent Inspection

Inspect vents for any blockages or obstructions.:

Pass

Filled by Harold Burns on 07/28/2025

Thermostat temperature set at 76 degrees or above :

Yes

Filled by Harold Burns on 07/28/2025

General HVAC System Check

Check for unusual noises from the HVAC system.:

Pass

Notes: Belt replacement already scheduled

Filled by Harold Burns on 07/28/2025

Is the HVAC system operating efficiently?:

Yes

Filled by Harold Burns on 07/28/2025

Condensation from vents visible :

No

Filled by Harold Burns on 07/28/2025

Upload photos of vents & thermostat temperature :



Filled by Harold Burns on 07/28/2025

Total Flags and Fails: **1 Fail**

ID: #223

Trails CDD

Done

Completed by Harold Burns
on 07/28/2025

Corrective Action: 1 failure on "GYM AC vent"

Type: Reactive

High

Failure

Check if the thermostat is set to the correct mode and temperature.:

Pass

Filled by Harold Burns on 07/28/2025

HVAC

Howard McGaffney
Harold Burns

ID: #217

Trails CDD

07/28/2025

Closing Facilities Checklists

Type: Preventive

Medium

Amenity
CenterFacilities
Checklists

Justin Bozeman

✓ Done

Completed by Justin
Bozeman on 07/28/2025

PROCEDURE DESCRIPTION

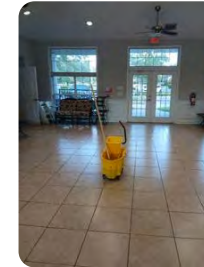
Closing Amenity Center Checklist

Team Member clock in completed:

Yes

Filled by Justin Bozeman on 07/28/2025

Closing Checklist Photos:



Filled by Justin Bozeman on 07/28/2025

Restrooms closing procedure:

- Floors swept and mopped
- All mirrors are cleaned
- Stock toilet paper as needed
- Stock paper towels as needed
- Fill soap dispensers as needed
- All fans, lights and emergency light are working, turned off at closing
- Empty trash as needed
- Clean all toilets and sinks

Filled by Justin Bozeman on 07/28/2025

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

ID: #216
Clean skimmer grates & Ledge
 Type: Preventive
Medium
 Howard McGaffney

Trails CDD
 Pool Trails CDD

07/28/2025
✓ Done
 Completed by Justin Bozeman on 07/28/2025

- Social Hall closing procedure:
- All fans, lights working properly, dusted, and turned off at closing
 - Restrooms cleaned and stocked
 - Floors swept and mopped
 - Furniture organized, wiped down, cleaned
 - Kitchen cleaned, refrigerator emptied as needed
 - Windows cleaned
 - All doors are locked

Filled by Justin Bozeman on 07/28/2025

- Fitness Center is clean and secured:
- Floors swept and clean
 - Wipe down all fitness equipment/disinfectant
 - T.V.'s and music are working, turned off at closing
 - Lights and fans are working, turned off at closing
 - Trash is emptied as needed
 - High dust all fans, fan blades, t.v.'s and other overhead areas
 - Clean all windows and mirrors

Filled by Justin Bozeman on 07/28/2025

- Other Amenity Closing Procedures:
- Pool and pool deck is clear/clean and pool equipment enclosure is locked/secured
 - Pool furniture/tables are straightened, organized, wiped down and clean
 - Office lights are off, office door locked/secured
 - Pool lights are working
 - Parking lights are working
 - Trash is taken out to dumpster as needed

Filled by Justin Bozeman on 07/28/2025

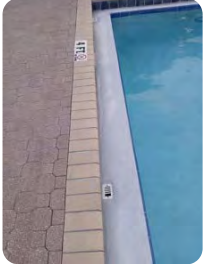
- Team Member clock out completed:
- Yes

Filled by Justin Bozeman on 07/28/2025

- Preparation**
- Ensure all necessary tools are available for task

Filled by Justin Bozeman on 07/28/2025

Skimmer Cleaning

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
Harold Burns Justin Bozeman				<p>Clean skimmer grates and surrounding ledge: <input checked="" type="checkbox"/> Yes <i>Filled by Justin Bozeman on 07/28/2025</i></p> <p>Final Steps</p> <p><input checked="" type="checkbox"/> Check water level on skimmer ledge <i>Filled by Justin Bozeman on 07/28/2025</i></p> <hr/> <p>Comments or notes:</p>  <p><i>Filled by Justin Bozeman on 07/28/2025</i></p>
ID: #91 Order volleyball nets Type: Reactive <div style="background-color: #28a745; color: white; padding: 2px 5px; border-radius: 3px;">Low</div> <div style="border: 1px solid #007bff; padding: 2px 5px; border-radius: 3px; display: inline-block;"> Playground </div> Howard McGaffney Harold Burns Justin Bozeman	Trails CDD	07/31/2025 <input checked="" type="checkbox"/> Done Completed by Harold Burns on 07/29/2025		
ID: #221 Opening Facilities Checklist Type: Preventive <div style="background-color: #ffc107; color: white; padding: 2px 5px; border-radius: 3px;">Medium</div>	Trails CDD	07/29/2025 <input checked="" type="checkbox"/> Done Completed by Harold Burns on 07/29/2025		<p>☰ PROCEDURE DESCRIPTION</p> <p>Daily Opening Checklist-Amenity Center</p> <p>Opening Amenity Center Checklists</p>

Amenity
Center

Facilities
Checklists

Harold Burns

Team Member clock in completed:

Yes

Filled by Harold Burns on 07/29/2025

Opening Checklist Photos:



Filled by Harold Burns on 07/29/2025

Restrooms opening procedure:

- Check all toilets**
- Check all sinks**
- Check all mirrors and windows**
- Check all trash receptacles**
- Check all soap dispensers**
- Check toilet paper supplies**
- Check paper towels supplies**
- Check all floors**
- Check All lights, fans and emergency lights are working**

Filled by Harold Burns on 07/29/2025

Fitness Center opening procedure:

- Empty all trash as needed**
- Stock disinfectant wipes as needed**
- Report to manager any equipment issues**
- All t.v.'s and overhead music are working**

Filled by Harold Burns on 07/29/2025

Social Hall opening checklist:

- Unlock door**
- Kitchen, microwave, refrigerator, counters clean**
- Make sure Restrooms clean and stocked**
- Windows clean**
- Floors swept and mopped**
- Set up room for meetings or rentals as needed**
- All lights, fans, are clean and working properly**
- All t.v.'s and electronics are dusted and working properly**
- Outside doors to parking lot are to remained locked**

Filled by Harold Burns on 07/29/2025

Other Opening Checklists:

- Wipe down all tables, chairs, loungers and pool deck furniture**
- ADA pool lift chair is charged and working properly**
- Pickup trash and debris around the amenity center, parking lots, playgrounds, courts, parks, front entrances and common areas as needed**
- Blow off all areas of the amenity center & walkways as needed**
- Ensure all stormwater drains around the amenity center and parking lot are free of leaves and debris**
- AED/Fire Extinguishers are present, up to date and inspected**
- Air conditioning/heater is working properly**
- Camera monitoring system is functioning properly**
- Inspect amenity center facilities, playground, other amenities and notify manager of any repairs needed**

Filled by Harold Burns on 07/29/2025

Chlorine Level: **6.0**

Filled by Harold Burns on 07/29/2025

PH Level: **7.3**

Filled by Harold Burns on 07/29/2025

:

- Yes**

Filled by Harold Burns on 07/29/2025

Team Member clock out completed:

- Yes**

Filled by Harold Burns on 07/29/2025

ID: #222
Trails-CPO - Daily Checklist
 Type: Preventive

Trails CDD

07/29/2025
✓ Done
 Completed by Harold Burns on 07/29/2025

Medium

Amenity Center

Facilities Checklists

Harold Burns

Notes: **Completed**

Filled by Harold Burns on 07/29/2025

☰ PROCEDURE DESCRIPTION

Daily Certified Pool Operator Checklist. Number of days per week as outlined in the contract.

Chlorine level: **5.95**

Filled by Harold Burns on 07/29/2025

PH level: **7.3**

Filled by Harold Burns on 07/29/2025

Total Alkalinity level: **80**

Filled by Harold Burns on 07/29/2025

Cyanuric Acid level: **30**

Filled by Harold Burns on 07/29/2025

Calcium Hardness: **300**

Filled by Harold Burns on 07/29/2025

Flow GPM: **470**

Filled by Harold Burns on 07/29/2025

Sodium Bicarb Added:

No

Filled by Harold Burns on 07/29/2025

Pool Shock Added:

No

Filled by Harold Burns on 07/29/2025

Phosphate Treatment Added:

No

Filled by Harold Burns on 07/29/2025

CYA/Stabilizer Added:

No

Filled by Harold Burns on 07/29/2025

Filters Clean

Filled by Harold Burns on 07/29/2025

Pool Gutters Clean

Filled by Harold Burns on 07/29/2025

Pool Tiles Clean

Filled by Harold Burns on 07/29/2025

Pool clean, vacuumed, skimmed as needed

Filled by Harold Burns on 07/29/2025

Sheppard's hook, life rings and skimmer are in proper working condition

Filled by Harold Burns on 07/29/2025

of Patron in the pool

Filled by Harold Burns on 07/29/2025

Section #1

CPO Checklist Photos of Current Pool/Equipment Conditions:



Filled by Harold Burns on 07/29/2025

ID: #90
Janitorial & paper products Trails CDD
Type: Reactive

Trails CDD

07/31/2025
 Done
Completed by Harold Burns on 07/29/2025

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

Medium

Inspection

Safety

Amenity Center

Plumbing

Social Hall

Product Order request

Cleaning

Howard McGaffney
Harold Burns
Justin Bozeman
Honestee Anthony

ID: #227

Trails CDD

07/30/2025

✓ Done

Completed by Harold Burns on 07/29/2025

Mowing assignments check-in phase 1&2

Type: Preventive

Medium

Inspection

Landscaping

Landscape inspection

Howard McGaffney
Harold Burns

Mowing Tasks

Checked in with lead for day mowing assignments :

Yes

Filled by Harold Burns on 07/29/2025

Inform crew lead of prior near misses and issues from prior week mowing :

Yes

Filled by Harold Burns on 07/29/2025

Document any feedback from Contractor : **None**

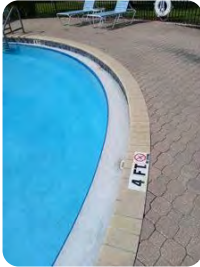
Filled by Harold Burns on 07/29/2025

Post-Mowing Tasks

Visual post-mowing inspection:

Yes

Filled by Harold Burns on 07/29/2025

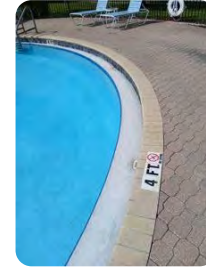
WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
<p>ID: #225</p> <p>Clean skimmer grates & Ledge</p> <p>Type: Preventive</p> <p>Medium</p> <p>Howard McGaffney Harold Burns Justin Bozeman</p>	<p>Trails CDD</p> <p>Pool Trails CDD</p>	<p>07/29/2025</p> <p>✓ Done</p> <p>Completed by Justin Bozeman on 07/29/2025</p>		<p>Preparation</p> <p>✓ Ensure all necessary tools are available for task</p> <p><i>Filled by Justin Bozeman on 07/29/2025</i></p> <p>Skimmer Cleaning</p> <p>Clean skimmer grates and surrounding ledge:</p> <p>✓ Yes</p> <p><i>Filled by Justin Bozeman on 07/29/2025</i></p> <p>Final Steps</p> <p>✓ Check water level on skimmer ledge</p> <p><i>Filled by Justin Bozeman on 07/29/2025</i></p> <p>Comments or notes:</p>  <p><i>Filled by Justin Bozeman on 07/29/2025</i></p>
<p>ID: #230</p> <p>Clean skimmer grates & Ledge</p> <p>Type: Preventive</p> <p>Medium</p> <p>Howard McGaffney Harold Burns Justin Bozeman</p>	<p>Trails CDD</p> <p>Pool Trails CDD</p>	<p>07/30/2025</p> <p>✓ Done</p> <p>Completed by Justin Bozeman on 07/29/2025</p>		<p>Preparation</p> <p>✓ Ensure all necessary tools are available for task</p> <p><i>Filled by Justin Bozeman on 07/29/2025</i></p> <p>Skimmer Cleaning</p> <p>Clean skimmer grates and surrounding ledge:</p> <p>✓ Yes</p> <p><i>Filled by Justin Bozeman on 07/29/2025</i></p>

Final Steps

Check water level on skimmer ledge

Filled by Justin Bozeman on 07/29/2025

Comments or notes:



Filled by Justin Bozeman on 07/29/2025

ID: #224

Trails CDD

07/29/2025

Closing Facilities Checklists

Type: Preventive

Done

Completed by Justin Bozeman on 07/29/2025

Medium

Amenity Center

Facilities Checklists

Justin Bozeman

☰ PROCEDURE DESCRIPTION

Closing Amenity Center Checklist

Team Member clock in completed:

Yes

Filled by Justin Bozeman on 07/29/2025

Closing Checklist Photos:



Filled by Justin Bozeman on 07/29/2025

Restrooms closing procedure:

- Floors swept and mopped
- All mirrors are cleaned
- Stock toilet paper as needed
- Stock paper towels as needed
- Fill soap dispensers as needed
- All fans, lights and emergency light are working, turned off at closing
- Empty trash as needed
- Clean all toilets and sinks

Filled by Justin Bozeman on 07/29/2025

Social Hall closing procedure:

- All fans, lights working properly, dusted, and turned off at closing
- Restrooms cleaned and stocked
- Floors swept and mopped
- Furniture organized, wiped down, cleaned
- Kitchen cleaned, refrigerator emptied as needed
- Windows cleaned
- All doors are locked

Filled by Justin Bozeman on 07/29/2025

Fitness Center is clean and secured:

- Floors swept and clean
- Wipe down all fitness equipment/disinfectant
- T.V.'s and music are working, turned off at closing
- Lights and fans are working, turned off at closing
- Trash is emptied as needed
- High dust all fans, fan blades, t.v.'s and other overhead areas
- Clean all windows and mirrors

Filled by Justin Bozeman on 07/29/2025

Other Amenity Closing Procedures:

- Pool and pool deck is clear/clean and pool equipment enclosure is locked/secured
- Pool furniture/tables are straightened, organized, wiped down and clean
- Office lights are off, office door locked/secured
- Pool lights are working
- Parking lights are working
- Trash is taken out to dumpster as needed

Filled by Justin Bozeman on 07/29/2025

ID: #226
Opening Facilities Checklist
 Type: Preventive
 Medium
 Amenity Center
 Facilities Checklists
 Harold Burns

Trails CDD

07/30/2025
 ✓ Done
 Completed by Harold Burns on 07/30/2025

Team Member clock out completed:
 ✓ Yes
 Filled by Justin Bozeman on 07/29/2025

☰ PROCEDURE DESCRIPTION
 Daily Opening Checklist-Amenity Center
Opening Amenity Center Checklists
 Team Member clock in completed:
 ✓ Yes
 Filled by Harold Burns on 07/30/2025

Opening Checklist Photos:



Filled by Harold Burns on 07/30/2025

Restrooms opening procedure:
 ✓ Check all toilets
 ✓ Check all sinks
 ✓ Check all mirrors and windows
 ✓ Check all trash receptacles
 ✓ Check all soap dispensers
 ✓ Check toilet paper supplies
 ✓ Check paper towels supplies
 ✓ Check all floors
 ✓ Check All lights, fans and emergency lights are working
 Filled by Harold Burns on 07/30/2025

Fitness Center opening procedure:

- Empty all trash as needed
- Stock disinfectant wipes as needed
- Report to manager any equipment issues
- All t.v.'s and overhead music are working

Filled by Harold Burns on 07/30/2025

Social Hall opening checklist:

- Unlock door
- Kitchen, microwave, refrigerator, counters clean
- Make sure Restrooms clean and stocked
- Windows clean
- Floors swept and mopped
- Set up room for meetings or rentals as needed
- All lights, fans, are clean and working properly
- All t.v.'s and electronics are dusted and working properly
- Outside doors to parking lot are to remained locked

Filled by Harold Burns on 07/30/2025

Other Opening Checklists:

- Wipe down all tables, chairs, loungers and pool deck furniture
- ADA pool lift chair is charged and working properly
- Pickup trash and debris around the amenity center, parking lots, playgrounds, courts, parks, front entrances and common areas as needed
- Blow off all areas of the amenity center & walkways as needed
- Ensure all stormwater drains around the amenity center and parking lot are free of leaves and debris
- AED/Fire Extinguishers are present, up to date and inspected
- Air conditioning/heater is working properly
- Camera monitoring system is functioning properly
- Inspect amenity center facilities, playground, other amenities and notify manager of any repairs needed

Filled by Harold Burns on 07/30/2025

Chlorine Level: **5.9**

Filled by Harold Burns on 07/30/2025

PH Level: **7.4**

Filled by Harold Burns on 07/30/2025

ID: #228

Trails CDD

07/30/2025

Trails-CPO - Daily Checklist

Type: Preventive

✓ Done

Completed by Harold Burns on 07/30/2025

Medium

Amenity Center

Facilities Checklists

Harold Burns

:

Yes

Filled by Harold Burns on 07/30/2025

Team Member clock out completed:

Yes

Filled by Harold Burns on 07/30/2025

Notes: **Completed**

Filled by Harold Burns on 07/30/2025

☰ PROCEDURE DESCRIPTION

Daily Certified Pool Operator Checklist. Number of days per week as outlined in the contract.

Chlorine level: **5.9**

Filled by Harold Burns on 07/30/2025

PH level: **7.4**

Filled by Harold Burns on 07/30/2025

Total Alkalinity level: **80**

Filled by Harold Burns on 07/30/2025

Cyanuric Acid level: **40**

Filled by Harold Burns on 07/30/2025

Calcium Hardness: **300**

Filled by Harold Burns on 07/30/2025

Flow GPM: **470**

Filled by Harold Burns on 07/30/2025

Sodium Bicarb Added:

No

Filled by Harold Burns on 07/30/2025

Pool Shock Added:

Yes

Filled by Harold Burns on 07/30/2025

Phosphate Treatment Added:

No

Filled by Harold Burns on 07/30/2025

CYA/Stabilizer Added:

No

Filled by Harold Burns on 07/30/2025

Filters Clean

Filled by Harold Burns on 07/30/2025

Pool Gutters Clean

Filled by Harold Burns on 07/30/2025

Pool Tiles Clean

Filled by Harold Burns on 07/30/2025

Pool clean, vacuumed, skimmed as needed

Filled by Harold Burns on 07/30/2025

Sheppard's hook, life rings and skimmer are in proper working condition

Filled by Harold Burns on 07/30/2025

of Patron in the pool

Filled by Harold Burns on 07/30/2025

Section #1

CPO Checklist Photos of Current Pool/Equipment Conditions:



Filled by Harold Burns on 07/30/2025

ID: #232

Trails CDD

07/30/2025

Closing Facilities Checklists

Type: Preventive

✓ Done

Completed by Justin Bozeman on 07/31/2025

Medium

Amenity Center

Facilities Checklists

Justin Bozeman

☰ PROCEDURE DESCRIPTION

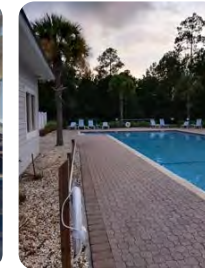
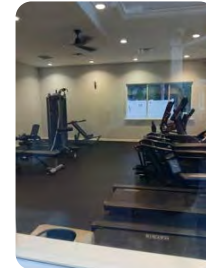
Closing Amenity Center Checklist

Team Member clock in completed:

Yes

Filled by Justin Bozeman on 07/31/2025

Closing Checklist Photos:



Filled by Justin Bozeman on 07/31/2025

Restrooms closing procedure:

- Floors swept and mopped
- All mirrors are cleaned
- Stock toilet paper as needed
- Stock paper towels as needed
- Fill soap dispensers as needed
- All fans, lights and emergency light are working, turned off at closing
- Empty trash as needed
- Clean all toilets and sinks

Filled by Justin Bozeman on 07/31/2025

Social Hall closing procedure:

- All fans, lights working properly, dusted, and turned off at closing
- Restrooms cleaned and stocked
- Floors swept and mopped
- Furniture organized, wiped down, cleaned
- Kitchen cleaned, refrigerator emptied as needed
- Windows cleaned
- All doors are locked

Filled by Justin Bozeman on 07/31/2025

Fitness Center is clean and secured:

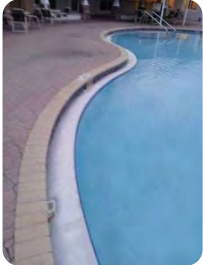
- Floors swept and clean
- Wipe down all fitness equipment/disinfectant
- T.V.'s and music are working, turned off at closing
- Lights and fans are working, turned off at closing
- Trash is emptied as needed
- High dust all fans, fan blades, t.v.'s and other overhead areas
- Clean all windows and mirrors

Filled by Justin Bozeman on 07/31/2025

Other Amenity Closing Procedures:

- Pool and pool deck is clear/clean and pool equipment enclosure is locked/secured
- Pool furniture/tables are straightened, organized, wiped down and clean
- Office lights are off, office door locked/secured
- Pool lights are working
- Parking lights are working
- Trash is taken out to dumpster as needed

Filled by Justin Bozeman on 07/31/2025

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
				<p>Team Member clock out completed: <input checked="" type="checkbox"/> Yes <i>Filled by Justin Bozeman on 07/31/2025</i></p>
<p>ID: #231 Clean skimmer grates & Ledge Type: Preventive Medium Howard McGaffney Harold Burns Justin Bozeman</p>	<p>Trails CDD Pool Trails CDD</p>	<p>07/31/2025 <input checked="" type="checkbox"/> Done Completed by Justin Bozeman on 07/31/2025</p>		<p>Preparation</p> <p><input checked="" type="checkbox"/> Ensure all necessary tools are available for task <i>Filled by Justin Bozeman on 07/31/2025</i></p> <p>Skimmer Cleaning</p> <p>Clean skimmer grates and surrounding ledge: <input checked="" type="checkbox"/> Yes <i>Filled by Justin Bozeman on 07/31/2025</i></p> <p>Final Steps</p> <p><input checked="" type="checkbox"/> Check water level on skimmer ledge <i>Filled by Justin Bozeman on 07/31/2025</i></p> <p>Comments or notes:</p>  <p><i>Filled by Justin Bozeman on 07/31/2025</i></p>
<p>ID: #234 Trails-CPO - Daily Checklist Type: Preventive Medium</p>	<p>Trails CDD</p>	<p>07/31/2025 <input checked="" type="checkbox"/> Done Completed by Harold Burns on 07/31/2025</p>		<p>☰ PROCEDURE DESCRIPTION</p> <p>Daily Certified Pool Operator Checklist. Number of days per week as outlined in the contract.</p> <p>Chlorine level: 6.30 <i>Filled by Harold Burns on 07/31/2025</i></p>

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

Amenity Center

Facilities Checklists

Harold Burns

PH level: **7.3**

Filled by Harold Burns on 07/31/2025

Total Alkalinity level: **90**

Filled by Harold Burns on 07/31/2025

Cyanuric Acid level: **30**

Filled by Harold Burns on 07/31/2025

Calcium Hardness: **300**

Filled by Harold Burns on 07/31/2025

Flow GPM: **470**

Filled by Harold Burns on 07/31/2025

Sodium Bicarb Added:

No

Filled by Harold Burns on 07/31/2025

Pool Shock Added:

No

Filled by Harold Burns on 07/31/2025

Phosphate Treatment Added:

No

Filled by Harold Burns on 07/31/2025

CYA/Stabilizer Added:

No

Filled by Harold Burns on 07/31/2025

Filters Clean

Filled by Harold Burns on 07/31/2025

Pool Gutters Clean

Filled by Harold Burns on 07/31/2025

Pool Tiles Clean

Filled by Harold Burns on 07/31/2025

Pool clean, vacuumed, skimmed as needed

Filled by Harold Burns on 07/31/2025

Sheppard's hook, life rings and skimmer are in proper working condition

Filled by Harold Burns on 07/31/2025

of Patron in the pool

Filled by Harold Burns on 07/31/2025

Section #1

CPO Checklist Photos of Current Pool/Equipment Conditions:



Filled by Harold Burns on 07/31/2025

ID: #233

Trails CDD

07/31/2025

Opening Facilities Checklist

Done

Type: Preventive

Completed by Harold Burns on 07/31/2025

Medium

Amenity Center

Facilities Checklists

Harold Burns

☰ PROCEDURE DESCRIPTION

Daily Opening Checklist-Amenity Center

Opening Amenity Center Checklists

Team Member clock in completed:

Yes

Filled by Harold Burns on 07/31/2025

Opening Checklist Photos:



Filled by Harold Burns on 07/31/2025

Restrooms opening procedure:

- Check all toilets
- Check all sinks
- Check all mirrors and windows
- Check all trash receptacles
- Check all soap dispensers
- Check toilet paper supplies
- Check paper towels supplies
- Check all floors
- Check All lights, fans and emergency lights are working

Filled by Harold Burns on 07/31/2025

Fitness Center opening procedure:

- Empty all trash as needed
- Stock disinfectant wipes as needed
- Report to manager any equipment issues
- All t.v.'s and overhead music are working

Filled by Harold Burns on 07/31/2025

Social Hall opening checklist:

- Unlock door
- Kitchen, microwave, refrigerator, counters clean
- Windows clean
- Floors swept and mopped
- Set up room for meetings or rentals as needed
- All lights, fans, are clean and working properly
- All t.v.'s and electronics are dusted and working properly
- Outside doors to parking lot are to remained locked

Filled by Harold Burns on 07/31/2025

Other Opening Checklists:

- Wipe down all tables, chairs, loungers and pool deck furniture
- ADA pool lift chair is charged and working properly
- Pickup trash and debris around the amenity center, parking lots, playgrounds, courts, parks, front entrances and common areas as needed
- Blow off all areas of the amenity center & walkways as needed
- Ensure all stormwater drains around the amenity center and parking lot are free of leaves and debris
- AED/Fire Extinguishers are present, up to date and inspected
- Air conditioning/heater is working properly
- Camera monitoring system is functioning properly
- Inspect amenity center facilities, playground, other amenities and notify manager of any repairs needed

Filled by Harold Burns on 07/31/2025

Chlorine Level: **6.3**

Filled by Harold Burns on 07/31/2025

PH Level: **7.3**

Filled by Harold Burns on 07/31/2025

:

Yes

Filled by Harold Burns on 07/31/2025

Team Member clock out completed:

Yes


Filled by Harold Burns on 07/31/2025

Notes: **Completed**

Filled by Harold Burns on 07/31/2025

ID: #18
Trails CDD- mulch proposals
 Type: Reactive

Trails CDD

08/08/2025
 **Done**
 Completed by Howard McGaffney on 07/31/2025

Medium

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
<p>Proposals</p> <p>Landscaping</p> <p>Howard McGaffney Harold Burns</p> <p>ID: #220</p> <p>Organize cleaning & storage supply closet</p> <p>Type: Preventive</p> <p>Medium</p> <p>Inspection</p> <p>Amenity Center</p> <p>Howard McGaffney Harold Burns Justin Bozeman Honestee Anthony</p>	<p>Trails CDD</p>	<p>07/31/2025</p> <p>✓ Done</p> <p>Completed by Howard McGaffney on 07/31/2025</p>		<p>Preparation</p> <p>Ensure all necessary supplies are available for restocking:</p> <p>✓ Pass</p> <p><i>Filled by Howard McGaffney on 07/31/2025</i></p> <p>Rotate Supplies</p> <p>Rotate stock to ensure older items are used first:</p> <p>✓ Pass</p> <p><i>Filled by Howard McGaffney on 07/31/2025</i></p> <p>Final Check</p> <p>Ensure the supply closet is clean and organized:</p> <p>✓ Pass</p> <p><i>Filled by Howard McGaffney on 07/31/2025</i></p>
<p>ID: #241</p> <p>DM On-site Visit</p> <p>Type: Reactive</p> <p>High</p> <p>Inspection</p> <p>Howard McGaffney Harold Burns</p>	<p>Trails CDD</p>	<p>07/31/2025</p> <p>✓ Done</p> <p>Completed by Howard McGaffney on 07/31/2025</p>		

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
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ID: #243
Scrape tape and remove glue residue from the gym area
 Type: Reactive
 Medium
 Cleaning
 Justin Bozeman

Trails CDD

07/31/2025
 ✓ Done
 Completed by Justin Bozeman on 07/31/2025

Upload photo of post cleaning process:



Filled by Justin Bozeman on 07/31/2025

ID: #237
Closing Facilities Checklists
 Type: Preventive
 Medium
 Amenity Center
 Facilities Checklists
 Justin Bozeman

Trails CDD

07/31/2025
 ✓ Done
 Completed by Justin Bozeman on 07/31/2025

☰ PROCEDURE DESCRIPTION

Closing Amenity Center Checklist
 Team Member clock in completed:

Yes

Filled by Justin Bozeman on 07/31/2025

Closing Checklist Photos:



Filled by Justin Bozeman on 07/31/2025

Restrooms closing procedure:

- Floors swept and mopped
- All mirrors are cleaned
- Stock toilet paper as needed
- Stock paper towels as needed
- Fill soap dispensers as needed
- All fans, lights and emergency light are working, turned off at closing
- Empty trash as needed
- Clean all toilets and sinks

Filled by Justin Bozeman on 07/31/2025

Social Hall closing procedure:

- All fans, lights working properly, dusted, and turned off at closing
- Restrooms cleaned and stocked
- Floors swept and mopped
- Furniture organized, wiped down, cleaned
- Kitchen cleaned, refrigerator emptied as needed
- Windows cleaned
- All doors are locked

Filled by Justin Bozeman on 07/31/2025

Fitness Center is clean and secured:

- Floors swept and clean
- Wipe down all fitness equipment/disinfectant
- T.V.'s and music are working, turned off at closing
- Lights and fans are working, turned off at closing
- Trash is emptied as needed
- High dust all fans, fan blades, t.v.'s and other overhead areas
- Clean all windows and mirrors

Filled by Justin Bozeman on 07/31/2025

Other Amenity Closing Procedures:

- Pool and pool deck is clear/clean and pool equipment enclosure is locked/secured
- Pool furniture/tables are straightened, organized, wiped down and clean
- Office lights are off, office door locked/secured
- Pool lights are working
- Parking lights are working
- Trash is taken out to dumpster as needed

Filled by Justin Bozeman on 07/31/2025

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
<p>ID: #238</p> <p>Clean skimmer grates & Ledge</p> <p>Type: Preventive</p> <p>Medium</p> <p>Howard McGaffney Harold Burns Justin Bozeman</p>	<p>Trails CDD</p> <p>Pool Trails CDD</p>	<p>08/01/2025</p> <p>✓ Done</p> <p>Completed by Justin Bozeman on 07/31/2025</p>		<p>Team Member clock out completed:</p> <p>✓ Yes</p> <p><i>Filled by Justin Bozeman on 07/31/2025</i></p> <p>Preparation</p> <p>✓ Ensure all necessary tools are available for task</p> <p><i>Filled by Justin Bozeman on 07/31/2025</i></p> <p>Skimmer Cleaning</p> <p>Clean skimmer grates and surrounding ledge:</p> <p>✓ Yes</p> <p><i>Filled by Justin Bozeman on 07/31/2025</i></p> <p>Final Steps</p> <p>✓ Check water level on skimmer ledge</p> <p><i>Filled by Justin Bozeman on 07/31/2025</i></p>
<p>ID: #240</p> <p>Opening Facilities Checklist</p> <p>Type: Preventive</p> <p>Medium</p> <p>Amenity Center</p> <p>Facilities Checklists</p> <p>Harold Burns</p>	<p>Trails CDD</p>	<p>08/01/2025</p> <p>✓ Done</p> <p>Completed by Harold Burns on 08/01/2025</p>		<p>☰ PROCEDURE DESCRIPTION</p> <p>Daily Opening Checklist-Amenity Center</p> <p>Opening Amenity Center Checklists</p> <p>Team Member clock in completed:</p> <p>✓ Yes</p> <p><i>Filled by Harold Burns on 08/01/2025</i></p>

Opening Checklist Photos:



Filled by Harold Burns on 08/01/2025

Restrooms opening procedure:

- Check all toilets
- Check all sinks
- Check all mirrors and windows
- Check all trash receptacles
- Check all soap dispensers
- Check toilet paper supplies
- Check paper towels supplies
- Check all floors
- Check All lights, fans and emergency lights are working

Filled by Harold Burns on 08/01/2025

Fitness Center opening procedure:

- Empty all trash as needed
- Stock disinfectant wipes as needed
- Report to manager any equipment issues
- All t.v.'s and overhead music are working

Filled by Harold Burns on 08/01/2025

Social Hall opening checklist:

- Unlock door
- Kitchen, microwave, refrigerator, counters clean
- Make sure Restrooms clean and stocked
- Windows clean
- Floors swept and mopped
- Set up room for meetings or rentals as needed
- All lights, fans, are clean and working properly
- All t.v.'s and electronics are dusted and working properly
- Outside doors to parking lot are to remained locked

Filled by Harold Burns on 08/01/2025

ID: #239
Trails-CPO - Daily Checklist
 Type: Preventive
 Medium
 Amenity Center

Trails CDD

08/01/2025
 ✓ Done
 Completed by Harold Burns on 08/01/2025

- Other Opening Checklists:
- ✓ Wipe down all tables, chairs, loungers and pool deck furniture
 - ✓ Pickup trash and debris around the amenity center, parking lots, playgrounds, courts, parks, front entrances and common areas as needed
 - ✓ Blow off all areas of the amenity center & walkways as needed
 - ✓ Ensure all stormwater drains around the amenity center and parking lot are free of leaves and debris
 - ✓ AED/Fire Extinguishers are present, up to date and inspected
 - ✓ Air conditioning/heater is working properly
 - ✓ Camera monitoring system is functioning properly
 - ✓ Inspect amenity center facilities, playground, other amenities and notify manager of any repairs needed

Filled by Harold Burns on 08/01/2025

Chlorine Level: **6.3**

Filled by Harold Burns on 08/01/2025

PH Level: **7.5**

Filled by Harold Burns on 08/01/2025

:
 ✓ Yes

Filled by Harold Burns on 08/01/2025

Team Member clock out completed:

✓ Yes

Filled by Harold Burns on 08/01/2025

Notes: **Completed**

Filled by Harold Burns on 08/01/2025

☰ PROCEDURE DESCRIPTION

Daily Certified Pool Operator Checklist. Number of days per week as outlined in the contract.

Chlorine level: **6.3**

Filled by Harold Burns on 08/01/2025

PH level: **7.4**

Filled by Harold Burns on 08/01/2025

[Facilities
Checklists](#)

Harold Burns

Total Alkalinity level: **80***Filled by Harold Burns on 08/01/2025*Cyanuric Acid level: **100***Filled by Harold Burns on 08/01/2025*Calcium Hardness: **30***Filled by Harold Burns on 08/01/2025*Flow GPM: **470***Filled by Harold Burns on 08/01/2025*

Sodium Bicarb Added:

 No*Filled by Harold Burns on 08/01/2025*

Pool Shock Added:

 No*Filled by Harold Burns on 08/01/2025*

Phosphate Treatment Added:

 No*Filled by Harold Burns on 08/01/2025*

CYA/Stabilizer Added:

 No*Filled by Harold Burns on 08/01/2025* **Filters Clean***Filled by Harold Burns on 08/01/2025* **Pool Gutters Clean***Filled by Harold Burns on 08/01/2025* **Pool Tiles Clean***Filled by Harold Burns on 08/01/2025* **Pool clean, vacuumed, skimmed as needed***Filled by Harold Burns on 08/01/2025*

Sheppard's hook, life rings and skimmer are in proper working condition

Filled by Harold Burns on 08/01/2025

of Patron in the pool

Filled by Harold Burns on 08/01/2025

Section #1

CPO Checklist Photos of Current Pool/Equipment Conditions:



Filled by Harold Burns on 08/01/2025

ID: #244

Trails CDD

08/01/2025

Closing Facilities Checklists

Type: Preventive

Medium

Amenity Center

Facilities Checklists

Justin Bozeman

Done

Completed by Justin Bozeman on 08/01/2025

☰ PROCEDURE DESCRIPTION

Closing Amenity Center Checklist

Team Member clock in completed:

Yes

Filled by Justin Bozeman on 08/01/2025

Closing Checklist Photos:



Filled by Justin Bozeman on 08/01/2025

Restrooms closing procedure:

- Floors swept and mopped
- All mirrors are cleaned
- Stock toilet paper as needed
- Stock paper towels as needed
- Fill soap dispensers as needed
- All fans, lights and emergency light are working, turned off at closing
- Empty trash as needed
- Clean all toilets and sinks

Filled by Justin Bozeman on 08/01/2025

Social Hall closing procedure:

- All fans, lights working properly, dusted, and turned off at closing
- Restrooms cleaned and stocked
- Floors swept and mopped
- Furniture organized, wiped down, cleaned
- Kitchen cleaned, refrigerator emptied as needed
- Windows cleaned
- All doors are locked

Filled by Justin Bozeman on 08/01/2025

Fitness Center is clean and secured:

- Floors swept and clean
- Wipe down all fitness equipment/disinfectant
- T.V.'s and music are working, turned off at closing
- Lights and fans are working, turned off at closing
- Trash is emptied as needed
- High dust all fans, fan blades, t.v.'s and other overhead areas
- Clean all windows and mirrors

Filled by Justin Bozeman on 08/01/2025

Other Amenity Closing Procedures:

- Pool and pool deck is clear/clean and pool equipment enclosure is locked/secured
- Pool furniture/tables are straightened, organized, wiped down and clean
- Office lights are off, office door locked/secured
- Pool lights are working
- Parking lights are working
- Trash is taken out to dumpster as needed

Filled by Justin Bozeman on 08/01/2025

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
				Team Member clock out completed: <input checked="" type="checkbox"/> Yes <i>Filled by Justin Bozeman on 08/01/2025</i>
ID: #180 DM-Inspection Service Request Type: Reactive Medium Inspection Cleaning Harold Burns Justin Bozeman Honestee Anthony	Trails CDD	08/03/2025 <input checked="" type="checkbox"/> Done Completed by Honestee Anthony on 08/03/2025		
ID: #242 Organize cleaning & storage supply closet Type: Preventive Medium Inspection Amenity Center Howard McGaffney Harold Burns Justin Bozeman Honestee Anthony	Trails CDD	08/06/2025 <input checked="" type="checkbox"/> Done Completed by Honestee Anthony on 08/03/2025		
ID: #247 Trails-CPO - Daily Checklist Type: Preventive Medium	Trails CDD	08/04/2025 <input checked="" type="checkbox"/> Done Completed by Harold Burns on 08/04/2025	☰ PROCEDURE DESCRIPTION Daily Certified Pool Operator Checklist. Number of days per week as outlined in the contract. Chlorine level: 6.55 <i>Filled by Harold Burns on 08/04/2025</i>	

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

Amenity Center

Facilities Checklists

Harold Burns

PH level: **7.5**

Filled by Harold Burns on 08/04/2025

Total Alkalinity level: **90**

Filled by Harold Burns on 08/04/2025

Cyanuric Acid level: **40**

Filled by Harold Burns on 08/04/2025

Calcium Hardness: **300**

Filled by Harold Burns on 08/04/2025

Flow GPM: **470**

Filled by Harold Burns on 08/04/2025

Sodium Bicarb Added:

No

Filled by Harold Burns on 08/04/2025

Pool Shock Added:

No

Filled by Harold Burns on 08/04/2025

Phosphate Treatment Added:

No

Filled by Harold Burns on 08/04/2025

CYA/Stabilizer Added:

No

Filled by Harold Burns on 08/04/2025

Filters Clean

Filled by Harold Burns on 08/04/2025

Pool Gutters Clean

Filled by Harold Burns on 08/04/2025

Pool Tiles Clean

Filled by Harold Burns on 08/04/2025

Pool clean, vacuumed, skimmed as needed

Filled by Harold Burns on 08/04/2025

Sheppard's hook, life rings and skimmer are in proper working condition

Filled by Harold Burns on 08/04/2025

of Patron in the pool

Filled by Harold Burns on 08/04/2025

Section #1

CPO Checklist Photos of Current Pool/Equipment Conditions:



Filled by Harold Burns on 08/04/2025

ID: #246

Trails CDD

08/04/2025

Opening Facilities Checklist

Type: Preventive

Done

Completed by Harold Burns on 08/04/2025

Medium

Amenity Center

Facilities Checklists

Harold Burns

☰ PROCEDURE DESCRIPTION

Daily Opening Checklist-Amenity Center

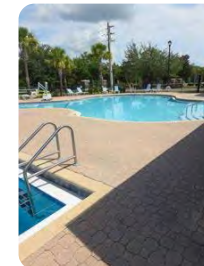
Opening Amenity Center Checklists

Team Member clock in completed:

Yes

Filled by Harold Burns on 08/04/2025

Opening Checklist Photos:



Filled by Harold Burns on 08/04/2025

Restrooms opening procedure:

- Check all toilets
- Check all sinks
- Check all mirrors and windows
- Check all trash receptacles
- Check all soap dispensers
- Check toilet paper supplies
- Check paper towels supplies
- Check all floors
- Check All lights, fans and emergency lights are working

Filled by Harold Burns on 08/04/2025

Fitness Center opening procedure:

- Empty all trash as needed
- Stock disinfectant wipes as needed
- Report to manager any equipment issues
- All t.v.'s and overhead music are working

Filled by Harold Burns on 08/04/2025

Social Hall opening checklist:

- Unlock door
- Kitchen, microwave, refrigerator, counters clean
- Make sure Restrooms clean and stocked
- Windows clean
- Floors swept and mopped
- Set up room for meetings or rentals as needed
- All lights, fans, are clean and working properly
- All t.v.'s and electronics are dusted and working properly
- Outside doors to parking lot are to remained locked

Filled by Harold Burns on 08/04/2025

Other Opening Checklists:

- Wipe down all tables, chairs, loungers and pool deck furniture
- Pickup trash and debris around the amenity center, parking lots, playgrounds, courts, parks, front entrances and common areas as needed
- Blow off all areas of the amenity center & walkways as needed
- Ensure all stormwater drains around the amenity center and parking lot are free of leaves and debris
- AED/Fire Extinguishers are present, up to date and inspected
- Air conditioning/heater is working properly
- Camera monitoring system is functioning properly
- Inspect amenity center facilities, playground, other amenities and notify manager of any repairs needed

Filled by Harold Burns on 08/04/2025

Chlorine Level: **6.55**

Filled by Harold Burns on 08/04/2025

PH Level: **7.5**

Filled by Harold Burns on 08/04/2025

:

Yes

Filled by Harold Burns on 08/04/2025

Team Member clock out completed:

Yes

Filled by Harold Burns on 08/04/2025

Notes: **Completed**

Filled by Harold Burns on 08/04/2025

ID: #236

Trails CDD

08/08/2025

**Supervisor Request-
Dead Tree - Near end
of Winding Mare**


 Done

Completed by Harold Burns
on 08/04/2025

Type: Reactive

Medium

Landscape
inspection

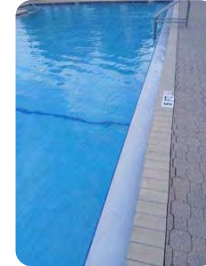
WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
Howard McGaffney Harold Burns				
ID: #254 Backwash of sand filters Type: Preventive <div style="background-color: #f4a460; padding: 2px; border-radius: 5px; display: inline-block;">Medium</div> <div style="border: 1px solid #007bff; padding: 2px; border-radius: 5px; display: inline-block; margin-top: 5px;">Pool Maintenance</div> <div style="border: 1px solid #007bff; padding: 2px; border-radius: 5px; display: inline-block; margin-top: 5px;">Maintenance</div>	Trails CDD Pool Trails CDD	08/04/2025 ✓ Done <small>Completed by Harold Burns on 08/04/2025</small>		Preparation Document any visible damage to the filter system: None <i>Filled by Harold Burns on 08/04/2025</i>
Howard McGaffney Harold Burns				Backwashing Process Close the valves leading to and from the filter: ✓ Pass <i>Filled by Harold Burns on 08/04/2025</i>
				Set the multiport valve to 'Backwash' position: ✓ Pass <i>Filled by Harold Burns on 08/04/2025</i>
				Turn on the pump to start backwashing: <input checked="" type="checkbox"/> Yes <i>Filled by Harold Burns on 08/04/2025</i>
				Monitor the sight glass for clarity of water: <input checked="" type="checkbox"/> Yes
				 <i>Filled by Harold Burns on 08/04/2025</i>
				Run the backwash until water is clear: ✓ Pass <i>Filled by Harold Burns on 08/04/2025</i>

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
				<p>Set the multiport valve to 'Rinse' position: <input checked="" type="checkbox"/> Pass <i>Filled by Harold Burns on 08/04/2025</i></p> <hr/> <p>Turn on the pump to rinse the filter: <input checked="" type="checkbox"/> Yes <i>Filled by Harold Burns on 08/04/2025</i></p> <hr/> <p>Run the rinse cycle for 1-2 minutes: <input checked="" type="checkbox"/> Pass <i>Filled by Harold Burns on 08/04/2025</i></p> <hr/> <p>Set the multiport valve to 'Filter' position: <input checked="" type="checkbox"/> Pass <i>Filled by Harold Burns on 08/04/2025</i></p> <p>Post-Backwash</p> <p>Open the valves leading to and from the filter: <input checked="" type="checkbox"/> Pass <i>Filled by Harold Burns on 08/04/2025</i></p> <hr/> <p>Record any issues encountered during the process: None <i>Filled by Harold Burns on 08/04/2025</i></p>
<p>ID: #245 Clean skimmer grates & Ledge Type: Preventive Medium Howard McGaffney Harold Burns Justin Bozeman</p>	<p>Trails CDD Pool Trails CDD</p>	<p>08/04/2025 <input checked="" type="checkbox"/> Done Completed by Justin Bozeman on 08/04/2025</p>		<p>Preparation</p> <p><input checked="" type="checkbox"/> Ensure all necessary tools are available for task <i>Filled by Justin Bozeman on 08/04/2025</i></p> <p>Skimmer Cleaning</p> <p>Clean skimmer grates and surrounding ledge: <input checked="" type="checkbox"/> Yes <i>Filled by Justin Bozeman on 08/04/2025</i></p> <p>Final Steps</p>

Check water level on skimmer ledge

Filled by Justin Bozeman on 08/04/2025

Comments or notes:



Filled by Justin Bozeman on 08/04/2025

ID: #248

Trails CDD

08/04/2025

Closing Facilities Checklists

Type: Preventive

Done

Completed by Justin Bozeman on 08/04/2025

Medium

Amenity Center

Facilities Checklists

Howard McGaffney

Justin Bozeman

☰ PROCEDURE DESCRIPTION

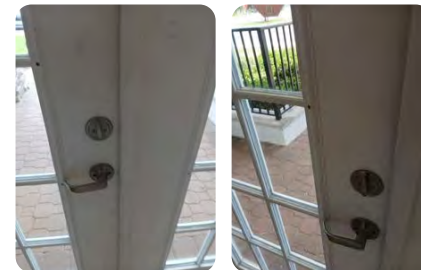
Closing Amenity Center Checklist

Team Member clock in completed:

Yes

Filled by Howard McGaffney on 08/04/2025

Closing Checklist Photos:



Filled by Justin Bozeman on 08/04/2025

Restrooms closing procedure:

- Floors swept and mopped
- All mirrors are cleaned
- Stock toilet paper as needed
- Stock paper towels as needed
- Fill soap dispensers as needed
- All fans, lights and emergency light are working, turned off at closing
- Empty trash as needed
- Clean all toilets and sinks

Filled by Justin Bozeman on 08/04/2025

Social Hall closing procedure:

- All fans, lights working properly, dusted, and turned off at closing
- Restrooms cleaned and stocked
- Floors swept and mopped
- Furniture organized, wiped down, cleaned
- Kitchen cleaned, refrigerator emptied as needed
- Windows cleaned
- All doors are locked

Filled by Justin Bozeman on 08/04/2025

Fitness Center is clean and secured:

- Floors swept and clean
- Wipe down all fitness equipment/disinfectant
- T.V.'s and music are working, turned off at closing
- Lights and fans are working, turned off at closing
- Trash is emptied as needed
- High dust all fans, fan blades, t.v.'s and other overhead areas
- Clean all windows and mirrors

Filled by Justin Bozeman on 08/04/2025

Other Amenity Closing Procedures:

- Pool and pool deck is clear/clean and pool equipment enclosure is locked/secured
- Pool furniture/tables are straightened, organized, wiped down and clean
- Office lights are off, office door locked/secured
- Pool lights are working
- Parking lights are working
- Trash is taken out to dumpster as needed

Filled by Justin Bozeman on 08/04/2025

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
				<p>Team Member clock out completed: <input checked="" type="checkbox"/> Yes <i>Filled by Justin Bozeman on 08/04/2025</i></p>
<p>ID: #255 Backwash of sand filters Type: Preventive Medium Pool Maintenance Maintenance Howard McGaffney Harold Burns</p>	<p>Trails CDD Pool Trails CDD</p>	<p>08/18/2025 <input checked="" type="checkbox"/> Done Completed by Harold Burns on 08/05/2025</p>		<p>Preparation Document any visible damage to the filter system: None <i>Filled by Harold Burns on 08/05/2025</i></p> <p>Backwashing Process Close the valves leading to and from the filter: <input checked="" type="checkbox"/> Pass <i>Filled by Harold Burns on 08/05/2025</i></p> <p>Set the multiport valve to 'Backwash' position: <input checked="" type="checkbox"/> Pass <i>Filled by Harold Burns on 08/05/2025</i></p> <p>Turn on the pump to start backwashing: <input checked="" type="checkbox"/> Yes <i>Filled by Harold Burns on 08/05/2025</i></p> <p>Monitor the sight glass for clarity of water: <input checked="" type="checkbox"/> Yes <i>Filled by Harold Burns on 08/05/2025</i></p> <p>Run the backwash until water is clear: <input checked="" type="checkbox"/> Pass <i>Filled by Harold Burns on 08/05/2025</i></p> <p>Set the multiport valve to 'Rinse' position: <input checked="" type="checkbox"/> Pass <i>Filled by Harold Burns on 08/05/2025</i></p> <p>Turn on the pump to rinse the filter: <input checked="" type="checkbox"/> Yes <i>Filled by Harold Burns on 08/05/2025</i></p>

Run the rinse cycle for 1-2 minutes:

✓ **Pass**

Filled by Harold Burns on 08/05/2025

Set the multiport valve to 'Filter' position:

✓ **Pass**

Filled by Harold Burns on 08/05/2025

Post-Backwash

Open the valves leading to and from the filter:

✓ **Pass**

Filled by Harold Burns on 08/05/2025

Record any issues encountered during the process: **None**

Filled by Harold Burns on 08/05/2025

ID: #252

Trails CDD

08/05/2025

Opening Facilities Checklist

Type: Preventive

✓ **Done**

Completed by Harold Burns on 08/05/2025

Medium

Amenity Center

Facilities Checklists

Harold Burns

☰ PROCEDURE DESCRIPTION

Daily Opening Checklist-Amenity Center

Opening Amenity Center Checklists

Team Member clock in completed:

✓ **Yes**

Filled by Harold Burns on 08/05/2025

Opening Checklist Photos:



Filled by Harold Burns on 08/05/2025

Restrooms opening procedure:

- Check all toilets
- Check all sinks
- Check all mirrors and windows
- Check all trash receptacles
- Check all soap dispensers
- Check toilet paper supplies
- Check paper towels supplies
- Check all floors
- Check All lights, fans and emergency lights are working

Filled by Harold Burns on 08/05/2025

Fitness Center opening procedure:

- Empty all trash as needed
- Stock disinfectant wipes as needed
- Report to manager any equipment issues
- All t.v.'s and overhead music are working

Filled by Harold Burns on 08/05/2025

Social Hall opening checklist:

- Unlock door
- Kitchen, microwave, refrigerator, counters clean
- Make sure Restrooms clean and stocked
- Windows clean
- Floors swept and mopped
- Set up room for meetings or rentals as needed
- All lights, fans, are clean and working properly
- All t.v.'s and electronics are dusted and working properly
- Outside doors to parking lot are to remained locked

Filled by Harold Burns on 08/05/2025

ID: #251
Trails-CPO - Daily Checklist
 Type: Preventive
Medium
Amenity Center

Trails CDD

08/05/2025
✓ Done
 Completed by Harold Burns on 08/05/2025

- Other Opening Checklists:
- Wipe down all tables, chairs, loungers and pool deck furniture
 - Pickup trash and debris around the amenity center, parking lots, playgrounds, courts, parks, front entrances and common areas as needed
 - Blow off all areas of the amenity center & walkways as needed
 - Ensure all stormwater drains around the amenity center and parking lot are free of leaves and debris
 - AED/Fire Extinguishers are present, up to date and inspected
 - Air conditioning/heater is working properly
 - Camera monitoring system is functioning properly
 - Inspect amenity center facilities, playground, other amenities and notify manager of any repairs needed

Filled by Harold Burns on 08/05/2025

Chlorine Level: **6.2**

Filled by Harold Burns on 08/05/2025

PH Level: **7.6**

Filled by Harold Burns on 08/05/2025

:

Yes

Filled by Harold Burns on 08/05/2025

Team Member clock out completed:

Yes

Filled by Harold Burns on 08/05/2025

Notes: **Completed**

Filled by Harold Burns on 08/05/2025

☰ PROCEDURE DESCRIPTION

Daily Certified Pool Operator Checklist. Number of days per week as outlined in the contract.

Chlorine level: **6.20**

Filled by Harold Burns on 08/05/2025

PH level: **7.5**

Filled by Harold Burns on 08/05/2025

[Facilities
Checklists](#)

Harold Burns

Total Alkalinity level: **90***Filled by Harold Burns on 08/05/2025*Cyanuric Acid level: **40***Filled by Harold Burns on 08/05/2025*Calcium Hardness: **300***Filled by Harold Burns on 08/05/2025*Flow GPM: **470***Filled by Harold Burns on 08/05/2025*

Sodium Bicarb Added:

 No*Filled by Harold Burns on 08/05/2025*

Pool Shock Added:

 No*Filled by Harold Burns on 08/05/2025*

Phosphate Treatment Added:

 No*Filled by Harold Burns on 08/05/2025*

CYA/Stabilizer Added:

 No*Filled by Harold Burns on 08/05/2025* **Filters Clean***Filled by Harold Burns on 08/05/2025* **Pool Gutters Clean***Filled by Harold Burns on 08/05/2025* **Pool Tiles Clean***Filled by Harold Burns on 08/05/2025* **Pool clean, vacuumed, skimmed as needed***Filled by Harold Burns on 08/05/2025*

Sheppard's hook, life rings and skimmer are in proper working condition

Filled by Harold Burns on 08/05/2025

of Patron in the pool

Filled by Harold Burns on 08/05/2025

Section #1

CPO Checklist Photos of Current Pool/Equipment Conditions:



Filled by Harold Burns on 08/05/2025

ID: #229

Trails CDD

08/05/2025

Mowing assignments check-in phase 1&2

Done

Type: Preventive

Completed by Harold Burns on 08/05/2025

Medium

Inspection

Landscaping

Landscape inspection

Howard McGaffney
Harold Burns

Mowing Tasks

Checked in with lead for day mowing assignments :

Yes

Filled by Harold Burns on 08/05/2025

Inform crew lead of prior near misses and issues from prior week mowing :

Yes

Filled by Harold Burns on 08/05/2025

Document any feedback from Contractor : **None**


Filled by Harold Burns on 08/05/2025

Post-Mowing Tasks

Visual post-mowing inspection:

Yes

Filled by Harold Burns on 08/05/2025

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
<p>ID: #263</p> <p>Fix fence</p> <p>Type: Reactive</p> <p>Medium</p> <p>Storm Cleanup</p> <p>Justin Bozeman</p>	<p>Trails CDD</p> <p>Vinyl fencing Normandy blvd</p>	<p>08/05/2025</p> <p>✓ Done</p> <p>Completed by Justin Bozeman on 08/05/2025</p>		<p>Inspect fence for visible damage or wear:</p> <p>✓ Pass</p> <p><i>Filled by Justin Bozeman on 08/05/2025</i></p> <hr/> <p>Upload photo of repaired fence post:</p>  <p><i>Filled by Justin Bozeman on 08/05/2025</i></p>
<p>ID: #257</p> <p>Clean skimmer grates & Ledge</p> <p>Type: Preventive</p> <p>Medium</p> <p>Howard McGaffney</p> <p>Harold Burns</p> <p>Justin Bozeman</p>	<p>Trails CDD</p> <p>Pool Trails CDD</p>	<p>08/05/2025</p> <p>✓ Done</p> <p>Completed by Justin Bozeman on 08/05/2025</p>		<p>Preparation</p> <p><input checked="" type="checkbox"/> Ensure all necessary tools are available for task</p> <p><i>Filled by Justin Bozeman on 08/05/2025</i></p> <p>Skimmer Cleaning</p> <p>Clean skimmer grates and surrounding ledge:</p> <p><input checked="" type="checkbox"/> Yes</p> <p><i>Filled by Justin Bozeman on 08/05/2025</i></p> <p>Final Steps</p> <p><input checked="" type="checkbox"/> Check water level on skimmer ledge</p> <p><i>Filled by Justin Bozeman on 08/05/2025</i></p>
<p>ID: #258</p> <p>Closing Facilities Checklists</p> <p>Type: Preventive</p> <p>Medium</p> <p>Amenity Center</p>	<p>Trails CDD</p>	<p>08/05/2025</p> <p>✓ Done</p> <p>Completed by Justin Bozeman on 08/05/2025</p>		<p>☰ PROCEDURE DESCRIPTION</p> <p>Closing Amenity Center Checklist</p> <p>Team Member clock in completed:</p> <p><input checked="" type="checkbox"/> Yes</p> <p><i>Filled by Justin Bozeman on 08/05/2025</i></p>

Facilities
Checklists

Justin Bozeman

Closing Checklist Photos:



Filled by Justin Bozeman on 08/05/2025

Restrooms closing procedure:

- Floors swept and mopped
- All mirrors are cleaned
- Stock toilet paper as needed
- Stock paper towels as needed
- Fill soap dispensers as needed
- All fans, lights and emergency light are working, turned off at closing
- Empty trash as needed
- Clean all toilets and sinks

Filled by Justin Bozeman on 08/05/2025

Social Hall closing procedure:

- All fans, lights working properly, dusted, and turned off at closing
- Restrooms cleaned and stocked
- Floors swept and mopped
- Furniture organized, wiped down, cleaned
- Kitchen cleaned, refrigerator emptied as needed
- Windows cleaned
- All doors are locked

Filled by Justin Bozeman on 08/05/2025

ID: #262

Trails CDD

08/06/2025

**Mowing assignments
check-in phase 1&2**

Type: Preventive

Medium

Inspection

Landscaping

Landscape
inspection

Howard McGaffney

Harold Burns

✓ Done

Completed by Harold Burns
on 08/06/2025

Fitness Center is clean and secured:

- ✓ Floors swept and clean
- ✓ Wipe down all fitness equipment/disinfectant
- ✓ T.V.'s and music are working, turned off at closing
- ✓ Lights and fans are working, turned off at closing
- ✓ Trash is emptied as needed
- ✓ High dust all fans, fan blades, t.v.'s and other overhead areas
- ✓ Clean all windows and mirrors

Filled by Justin Bozeman on 08/05/2025

Other Amenity Closing Procedures:

- ✓ Pool and pool deck is clear/clean and pool equipment enclosure is locked/secured
- ✓ Pool furniture/tables are straightened, organized, wiped down and clean
- ✓ Office lights are off, office door locked/secured
- ✓ Pool lights are working
- ✓ Parking lights are working
- ✓ Trash is taken out to dumpster as needed

Filled by Justin Bozeman on 08/05/2025

Team Member clock out completed:

- ✓ Yes

Filled by Justin Bozeman on 08/05/2025

Mowing Tasks

Checked in with lead for day mowing assignments :

- ✓ Yes

Filled by Harold Burns on 08/06/2025

Inform crew lead of prior near misses and issues from prior week mowing :

- ✓ Yes

Filled by Harold Burns on 08/06/2025

Document any feedback from Contractor : **None**

Filled by Harold Burns on 08/06/2025

Post-Mowing Tasks

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
				Visual post-mowing inspection: <input checked="" type="checkbox"/> Yes <i>Filled by Harold Burns on 08/06/2025</i>
ID: #261 Trails-CPO - Daily Checklist Type: Preventive <div style="border: 1px solid orange; border-radius: 5px; padding: 2px; display: inline-block; margin: 5px;">Medium</div> <div style="border: 1px solid blue; border-radius: 5px; padding: 2px; display: inline-block; margin: 5px;">Amenity Center</div> <div style="border: 1px solid blue; border-radius: 5px; padding: 2px; display: inline-block; margin: 5px;">Facilities Checklists</div> Harold Burns	Trails CDD	08/06/2025 <input checked="" type="checkbox"/> Done Completed by Harold Burns on 08/06/2025		<div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> ☰ PROCEDURE DESCRIPTION Daily Certified Pool Operator Checklist. Number of days per week as outlined in the contract. Chlorine level: 6.60 <i>Filled by Harold Burns on 08/06/2025</i> </div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> PH level: 7.6 <i>Filled by Harold Burns on 08/06/2025</i> </div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Total Alkalinity level: 90 <i>Filled by Harold Burns on 08/06/2025</i> </div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Cyanuric Acid level: 30 <i>Filled by Harold Burns on 08/06/2025</i> </div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Calcium Hardness: 300 <i>Filled by Harold Burns on 08/06/2025</i> </div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Flow GPM: 470 <i>Filled by Harold Burns on 08/06/2025</i> </div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Sodium Bicarb Added: <input checked="" type="checkbox"/> No <i>Filled by Harold Burns on 08/06/2025</i> </div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Pool Shock Added: <input checked="" type="checkbox"/> No <i>Filled by Harold Burns on 08/06/2025</i> </div> <div style="padding-bottom: 5px;"> Phosphate Treatment Added: <input checked="" type="checkbox"/> No <i>Filled by Harold Burns on 08/06/2025</i> </div>

CYA/Stabilizer Added:

No

Filled by Harold Burns on 08/06/2025

Filters Clean

Filled by Harold Burns on 08/06/2025

Pool Gutters Clean

Filled by Harold Burns on 08/06/2025

Pool Tiles Clean

Filled by Harold Burns on 08/06/2025

Pool clean, vacuumed, skimmed as needed

Filled by Harold Burns on 08/06/2025

Sheppard's hook, life rings and skimmer are in proper working condition

Filled by Harold Burns on 08/06/2025

of Patron in the pool

Filled by Harold Burns on 08/06/2025

Section #1

CPO Checklist Photos of Current Pool/Equipment Conditions:



Filled by Harold Burns on 08/06/2025

ID: #253

Trails CDD

Done

Completed by Harold Burns
on 08/06/2025

**Bland landscaping
insecticide application**

Type: Other

Low

Landscaping

Howard McGaffney
Harold Burns

ID: #260

Trails CDD

08/06/2025

Opening Facilities Checklist

Type: Preventive

✓ Done
Completed by Harold Burns
on 08/06/2025

Medium

Amenity Center

Facilities Checklists

Harold Burns

☰ PROCEDURE DESCRIPTION

Daily Opening Checklist-Amenity Center

Opening Amenity Center Checklists

Team Member clock in completed:

Yes

Filled by Harold Burns on 08/06/2025

Opening Checklist Photos:



Filled by Harold Burns on 08/06/2025

Restrooms opening procedure:

- Check all toilets
- Check all sinks
- Check all mirrors and windows
- Check all trash receptacles
- Check all soap dispensers
- Check toilet paper supplies
- Check paper towels supplies
- Check all floors
- Check All lights, fans and emergency lights are working

Filled by Harold Burns on 08/06/2025

Fitness Center opening procedure:

- Empty all trash as needed
- Stock disinfectant wipes as needed
- Report to manager any equipment issues
- All t.v.'s and overhead music are working

Filled by Harold Burns on 08/06/2025

Social Hall opening checklist:

- Unlock door
- Kitchen, microwave, refrigerator, counters clean
- Make sure Restrooms clean and stocked
- Windows clean
- Floors swept and mopped
- Set up room for meetings or rentals as needed
- All lights, fans, are clean and working properly
- All t.v.'s and electronics are dusted and working properly
- Outside doors to parking lot are to remained locked

Filled by Harold Burns on 08/06/2025

Other Opening Checklists:

- Wipe down all tables, chairs, loungers and pool deck furniture
- Pickup trash and debris around the amenity center, parking lots, playgrounds, courts, parks, front entrances and common areas as needed
- Blow off all areas of the amenity center & walkways as needed
- Ensure all stormwater drains around the amenity center and parking lot are free of leaves and debris
- AED/Fire Extinguishers are present, up to date and inspected
- Air conditioning/heater is working properly
- Camera monitoring system is functioning properly
- Inspect amenity center facilities, playground, other amenities and notify manager of any repairs needed

Filled by Harold Burns on 08/06/2025

Chlorine Level: **6.6**

Filled by Harold Burns on 08/06/2025

PH Level: **7.5**


Filled by Harold Burns on 08/06/2025

:

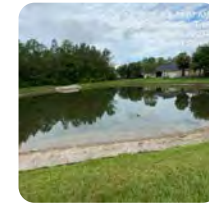
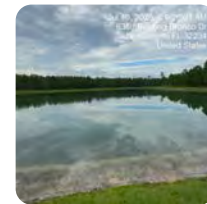
- Yes

Filled by Harold Burns on 08/06/2025

				<p>Team Member clock out completed: <input checked="" type="checkbox"/> Yes <i>Filled by Harold Burns on 08/06/2025</i></p> <hr/> <p>Notes: Completed <i>Filled by Harold Burns on 08/06/2025</i></p>
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<p>ID: #268 Future Horizons Monthly Pond Maintenance Type: Reactive Medium Inspection Maintenance</p> <p>Howard McGaffney Harold Burns</p>	<p>Trails CDD</p>	<p>07/31/2025 ✓ Done Completed by Harold Burns on 08/06/2025</p>		<p>Document anything unusual :</p>  <p><i>Filled by Harold Burns on 08/06/2025</i></p> <p>Equipment Check</p>
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Upload photos of ponds conditions and verification :





Filled by Harold Burns on 08/06/2025

Final Steps




Is additional maintenance required for this month?:

N/A

Filled by Harold Burns on 08/06/2025

Comments on additional maintenance needs: **none**
Filled by Harold Burns on 08/06/2025

<p>ID: #264 Clean skimmer grates & Ledge Type: Preventive Medium Howard McGaffney Harold Burns Justin Bozeman</p>	<p>Trails CDD Pool Trails CDD</p>	<p>08/06/2025 ✓ Done Completed by Justin Bozeman on 08/06/2025</p>	<p>Preparation</p> <p><input checked="" type="checkbox"/> Ensure all necessary tools are available for task <i>Filled by Justin Bozeman on 08/06/2025</i></p> <p>Skimmer Cleaning</p> <p>Clean skimmer grates and surrounding ledge: <input checked="" type="checkbox"/> Yes <i>Filled by Justin Bozeman on 08/06/2025</i></p> <p>Final Steps</p> <p><input checked="" type="checkbox"/> Check water level on skimmer ledge <i>Filled by Justin Bozeman on 08/06/2025</i></p>
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<p>ID: #265 Closing Facilities Checklists Type: Preventive Medium Amenity Center Facilities Checklists Harold Burns Justin Bozeman</p>	<p>Trails CDD</p>	<p>08/06/2025 ✓ Done Completed by Harold Burns on 08/07/2025</p>	<p>☰ PROCEDURE DESCRIPTION</p> <p>Closing Amenity Center Checklist Team Member clock in completed: <input checked="" type="checkbox"/> Yes <i>Filled by Justin Bozeman on 08/06/2025</i></p> <p>Closing Checklist Photos:</p> <div style="display: flex; justify-content: space-around;">    </div> <p><i>Filled by Justin Bozeman on 08/06/2025</i></p>
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Restrooms closing procedure:

- Floors swept and mopped
- All mirrors are cleaned
- Stock toilet paper as needed
- Stock paper towels as needed
- Fill soap dispensers as needed
- All fans, lights and emergency light are working, turned off at closing
- Empty trash as needed
- Clean all toilets and sinks

Filled by Justin Bozeman on 08/06/2025

Social Hall closing procedure:

- All fans, lights working properly, dusted, and turned off at closing
- Restrooms cleaned and stocked
- Floors swept and mopped
- Furniture organized, wiped down, cleaned
- Kitchen cleaned, refrigerator emptied as needed
- Windows cleaned
- All doors are locked

Filled by Justin Bozeman on 08/06/2025

Fitness Center is clean and secured:

- Floors swept and clean
- Wipe down all fitness equipment/disinfectant
- T.V.'s and music are working, turned off at closing
- Lights and fans are working, turned off at closing
- Trash is emptied as needed
- High dust all fans, fan blades, t.v.'s and other overhead areas
- Clean all windows and mirrors

Filled by Justin Bozeman on 08/06/2025

Other Amenity Closing Procedures:

- Pool and pool deck is clear/clean and pool equipment enclosure is locked/secured
- Pool furniture/tables are straightened, organized, wiped down and clean
- Office lights are off, office door locked/secured
- Pool lights are working
- Parking lights are working
- Trash is taken out to dumpster as needed

Filled by Justin Bozeman on 08/06/2025

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
				<p>Team Member clock out completed: <input checked="" type="checkbox"/> Yes <i>Filled by Justin Bozeman on 08/06/2025</i></p>
<p>ID: #267 Trails-CPO - Daily Checklist Type: Preventive Medium Amenity Center Facilities Checklists Harold Burns</p>	<p>Trails CDD</p>	<p>08/07/2025 <input checked="" type="checkbox"/> Done Completed by Harold Burns on 08/07/2025</p>		<p>☰ PROCEDURE DESCRIPTION</p> <p>Daily Certified Pool Operator Checklist. Number of days per week as outlined in the contract.</p> <p>Chlorine level: 6.6 <i>Filled by Harold Burns on 08/07/2025</i></p> <hr/> <p>PH level: 7.5 <i>Filled by Harold Burns on 08/07/2025</i></p> <hr/> <p>Total Alkalinity level: 90 <i>Filled by Harold Burns on 08/07/2025</i></p> <hr/> <p>Cyanuric Acid level: 40 <i>Filled by Harold Burns on 08/07/2025</i></p> <hr/> <p>Calcium Hardness: 300 <i>Filled by Harold Burns on 08/07/2025</i></p> <hr/> <p>Flow GPM: 470 <i>Filled by Harold Burns on 08/07/2025</i></p> <hr/> <p>Sodium Bicarb Added: <input checked="" type="checkbox"/> No <i>Filled by Harold Burns on 08/07/2025</i></p> <hr/> <p>Pool Shock Added: <input checked="" type="checkbox"/> No <i>Filled by Harold Burns on 08/07/2025</i></p> <hr/> <p>Phosphate Treatment Added: <input checked="" type="checkbox"/> No <i>Filled by Harold Burns on 08/07/2025</i></p>

CYA/Stabilizer Added:

No

Filled by Harold Burns on 08/07/2025

Filters Clean

Filled by Harold Burns on 08/07/2025

Pool Gutters Clean

Filled by Harold Burns on 08/07/2025

Pool Tiles Clean

Filled by Harold Burns on 08/07/2025

Pool clean, vacuumed, skimmed as needed

Filled by Harold Burns on 08/07/2025

Sheppard's hook, life rings and skimmer are in proper working condition

Filled by Harold Burns on 08/07/2025

of Patron in the pool

Filled by Harold Burns on 08/07/2025

Section #1

CPO Checklist Photos of Current Pool/Equipment Conditions:



Filled by Harold Burns on 08/07/2025

ID: #269
Opening Facilities Checklist
Type: Preventive

Trails CDD

08/07/2025
 Done
Completed by Harold Burns on 08/07/2025

☰ PROCEDURE DESCRIPTION
Daily Opening Checklist-Amenity Center
Opening Amenity Center Checklists

Medium

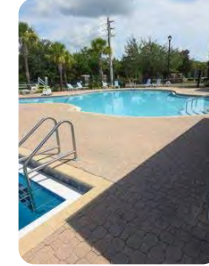
Amenity
CenterFacilities
Checklists

Harold Burns

Team Member clock in completed:

 Yes*Filled by Harold Burns on 08/07/2025*

Opening Checklist Photos:

*Filled by Harold Burns on 08/07/2025*

Restrooms opening procedure:

- Check all toilets**
- Check all sinks**
- Check all mirrors and windows**
- Check all trash receptacles**
- Check all soap dispensers**
- Check toilet paper supplies**
- Check paper towels supplies**
- Check all floors**
- Check All lights, fans and emergency lights are working**

Filled by Harold Burns on 08/07/2025

Fitness Center opening procedure:

- Empty all trash as needed**
- Stock disinfectant wipes as needed**
- Report to manager any equipment issues**
- All t.v.'s and overhead music are working**

Filled by Harold Burns on 08/07/2025

Social Hall opening checklist:

- Unlock door**
- Kitchen, microwave, refrigerator, counters clean**
- Make sure Restrooms clean and stocked**
- Windows clean**
- Floors swept and mopped**
- Set up room for meetings or rentals as needed**
- All lights, fans, are clean and working properly**
- All t.v.'s and electronics are dusted and working properly**
- Outside doors to parking lot are to remained locked**

Filled by Harold Burns on 08/07/2025

Other Opening Checklists:

- Wipe down all tables, chairs, loungers and pool deck furniture**
- Pickup trash and debris around the amenity center, parking lots, playgrounds, courts, parks, front entrances and common areas as needed**
- Blow off all areas of the amenity center & walkways as needed**
- Ensure all stormwater drains around the amenity center and parking lot are free of leaves and debris**
- AED/Fire Extinguishers are present, up to date and inspected**
- Air conditioning/heater is working properly**
- Camera monitoring system is functioning properly**
- Inspect amenity center facilities, playground, other amenities and notify manager of any repairs needed**

Filled by Harold Burns on 08/07/2025

Chlorine Level: **6.60**

Filled by Harold Burns on 08/07/2025

PH Level: **7.5**

Filled by Harold Burns on 08/07/2025

:

- Yes**

Filled by Harold Burns on 08/07/2025

Team Member clock out completed:



- Yes**

Filled by Harold Burns on 08/07/2025

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
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Notes: **completed**
Filled by Harold Burns on 08/07/2025

<p>ID: #271 Clean skimmer grates & Ledge Type: Preventive Medium Howard McGaffney Harold Burns Justin Bozeman</p>	<p>Trails CDD Pool Trails CDD</p>	<p>08/07/2025 ✓ Done Completed by Justin Bozeman on 08/08/2025</p>	<p>Preparation</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Ensure all necessary tools are available for task <i>Filled by Justin Bozeman on 08/08/2025</i> <p>Skimmer Cleaning</p> <p>Clean skimmer grates and surrounding ledge:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Yes <i>Filled by Justin Bozeman on 08/08/2025</i> <p>Final Steps</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Check water level on skimmer ledge <i>Filled by Justin Bozeman on 08/08/2025</i>
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<p>ID: #272 Closing Facilities Checklists Type: Preventive Medium Amenity Center Facilities Checklists Justin Bozeman</p>	<p>Trails CDD</p>	<p>08/07/2025 ✓ Done Completed by Justin Bozeman on 08/08/2025</p>	<p>☰ PROCEDURE DESCRIPTION</p> <p>Closing Amenity Center Checklist Team Member clock in completed:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Yes <i>Filled by Justin Bozeman on 08/08/2025</i> <p>Closing Checklist Photos:</p> <div style="display: flex; justify-content: space-around;">   </div> <p><i>Filled by Justin Bozeman on 08/08/2025</i></p>
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Restrooms closing procedure:

- Floors swept and mopped
- All mirrors are cleaned
- Stock toilet paper as needed
- Stock paper towels as needed
- Fill soap dispensers as needed
- All fans, lights and emergency light are working, turned off at closing
- Empty trash as needed
- Clean all toilets and sinks

Filled by Justin Bozeman on 08/08/2025

Social Hall closing procedure:

- All fans, lights working properly, dusted, and turned off at closing
- Restrooms cleaned and stocked
- Floors swept and mopped
- Furniture organized, wiped down, cleaned
- Kitchen cleaned, refrigerator emptied as needed
- Windows cleaned
- All doors are locked

Filled by Justin Bozeman on 08/08/2025

Fitness Center is clean and secured:

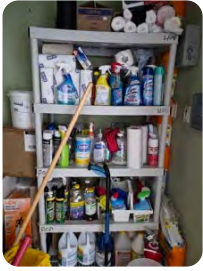
- Floors swept and clean
- Wipe down all fitness equipment/disinfectant
- T.V.'s and music are working, turned off at closing
- Lights and fans are working, turned off at closing
- Trash is emptied as needed
- High dust all fans, fan blades, t.v.'s and other overhead areas
- Clean all windows and mirrors

Filled by Justin Bozeman on 08/08/2025

Other Amenity Closing Procedures:

- Pool and pool deck is clear/clean and pool equipment enclosure is locked/secured
- Pool furniture/tables are straightened, organized, wiped down and clean
- Office lights are off, office door locked/secured
- Pool lights are working
- Parking lights are working
- Trash is taken out to dumpster as needed

Filled by Justin Bozeman on 08/08/2025

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
<p>ID: #250</p> <p>Organize cleaning & storage supply closet</p> <p>Type: Preventive</p> <p>Medium</p> <p>Inspection</p> <p>Amenity Center</p> <p>Howard McGaffney Harold Burns Justin Bozeman Honestee Anthony</p>	<p>Trails CDD</p>	<p>08/07/2025</p> <p>✓ Done</p> <p>Completed by Harold Burns on 08/08/2025</p>		<p>Team Member clock out completed:</p> <p>✓ Yes</p> <p><i>Filled by Justin Bozeman on 08/08/2025</i></p> <p>Preparation</p> <p>Ensure all necessary supplies are available for restocking:</p> <p>✓ Pass</p> <p><i>Filled by Harold Burns on 08/08/2025</i></p> <p>Rotate Supplies</p> <p>Rotate stock to ensure older items are used first:</p> <p>✓ Pass</p> <p><i>Filled by Harold Burns on 08/08/2025</i></p> <p>Restock Supplies</p> <p>Upload a photo of the clean and restocked supply closet:</p>  <p><i>Filled by Harold Burns on 08/08/2025</i></p> <p>Final Check</p> <p>Ensure the supply closet is clean and organized:</p> <p>✓ Pass</p> <p><i>Filled by Harold Burns on 08/08/2025</i></p>

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
<p>ID: #273</p> <p>Trails-CPO - Daily Checklist</p> <p>Type: Preventive</p> <p>Medium</p> <p>Amenity Center</p> <p>Facilities Checklists</p> <p>Harold Burns</p>	<p>Trails CDD</p>	<p>08/08/2025</p> <p>✓ Done</p> <p>Completed by Harold Burns on 08/08/2025</p>		<p>☰ PROCEDURE DESCRIPTION</p> <p>Daily Certified Pool Operator Checklist. Number of days per week as outlined in the contract.</p> <p>Chlorine level: 6.70</p> <p><i>Filled by Harold Burns on 08/08/2025</i></p> <hr/> <p>PH level: 7.5</p> <p><i>Filled by Harold Burns on 08/08/2025</i></p> <hr/> <p>Total Alkalinity level: 90</p> <p><i>Filled by Harold Burns on 08/08/2025</i></p> <hr/> <p>Cyanuric Acid level: 30</p> <p><i>Filled by Harold Burns on 08/08/2025</i></p> <hr/> <p>Calcium Hardness: 300</p> <p><i>Filled by Harold Burns on 08/08/2025</i></p> <hr/> <p>Flow GPM: 470</p> <p><i>Filled by Harold Burns on 08/08/2025</i></p> <hr/> <p>Sodium Bicarb Added:</p> <p><input checked="" type="checkbox"/> No</p> <p><i>Filled by Harold Burns on 08/08/2025</i></p> <hr/> <p>Pool Shock Added:</p> <p><input checked="" type="checkbox"/> No</p> <p><i>Filled by Harold Burns on 08/08/2025</i></p> <hr/> <p>Phosphate Treatment Added:</p> <p><input checked="" type="checkbox"/> No</p> <p><i>Filled by Harold Burns on 08/08/2025</i></p> <hr/> <p>CYA/Stabilizer Added:</p> <p><input checked="" type="checkbox"/> No</p> <p><i>Filled by Harold Burns on 08/08/2025</i></p> <hr/> <p><input checked="" type="checkbox"/> Filters Clean</p> <p><i>Filled by Harold Burns on 08/08/2025</i></p>

Pool Gutters Clean

Filled by Harold Burns on 08/08/2025

Pool Tiles Clean

Filled by Harold Burns on 08/08/2025

Pool clean, vacuumed, skimmed as needed

Filled by Harold Burns on 08/08/2025

Sheppard's hook, life rings and skimmer are in proper working condition

Filled by Harold Burns on 08/08/2025

of Patron in the pool

Filled by Harold Burns on 08/08/2025

Section #1

CPO Checklist Photos of Current Pool/Equipment Conditions:



Filled by Harold Burns on 08/08/2025

ID: #274

Trails CDD

08/08/2025

Opening Facilities Checklist

Done

Type: Preventive

Completed by Harold Burns on 08/08/2025

Medium

Amenity Center

Facilities Checklists

☰ PROCEDURE DESCRIPTION

Daily Opening Checklist-Amenity Center

Opening Amenity Center Checklists

Team Member clock in completed:

Yes

Filled by Harold Burns on 08/08/2025

Harold Burns

Opening Checklist Photos:

*Filled by Harold Burns on 08/08/2025*

Restrooms opening procedure:

- Check all toilets
- Check all sinks
- Check all mirrors and windows
- Check all trash receptacles
- Check all soap dispensers
- Check toilet paper supplies
- Check paper towels supplies
- Check all floors
- Check All lights, fans and emergency lights are working

Filled by Harold Burns on 08/08/2025

Fitness Center opening procedure:

- Empty all trash as needed
- Stock disinfectant wipes as needed
- Report to manager any equipment issues
- All t.v.'s and overhead music are working

Filled by Harold Burns on 08/08/2025

Social Hall opening checklist:

- Unlock door
- Kitchen, microwave, refrigerator, counters clean
- Make sure Restrooms clean and stocked
- Windows clean
- Floors swept and mopped
- Set up room for meetings or rentals as needed
- All lights, fans, are clean and working properly
- All t.v.'s and electronics are dusted and working properly

Filled by Harold Burns on 08/08/2025

Other Opening Checklists:

- Wipe down all tables, chairs, loungers and pool deck furniture
- Pickup trash and debris around the amenity center, parking lots, playgrounds, courts, parks, front entrances and common areas as needed
- Blow off all areas of the amenity center & walkways as needed
- Ensure all stormwater drains around the amenity center and parking lot are free of leaves and debris
- AED/Fire Extinguishers are present, up to date and inspected
- Air conditioning/heater is working properly
- Camera monitoring system is functioning properly
- Inspect amenity center facilities, playground, other amenities and notify manager of any repairs needed

Filled by Harold Burns on 08/08/2025

Chlorine Level: **6.70**

Filled by Harold Burns on 08/08/2025

PH Level: **7.5**

Filled by Harold Burns on 08/08/2025

:

Yes

Filled by Harold Burns on 08/08/2025

Team Member clock out completed:

Yes

Filled by Harold Burns on 08/08/2025

Notes: **ADA chair out of order Completed**

Filled by Harold Burns on 08/08/2025

ID: #279
Post Storm pool cleaning
 Type: Preventive

Trails CDD
 Pool Trails CDD

08/08/2025
 Done
 Completed by Harold Burns on 08/08/2025

Low

Preventive

Pool/Spas and

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
<p>Equipment</p> <p>Pool Maintenance</p> <p>Cleaning</p> <p>Maintenance</p> <p>Howard McGaffney Harold Burns Justin Bozeman</p>				
<p>ID: #280</p> <p>Remove water snake from pool requested by resident</p> <p>Type: Reactive</p> <p>High</p> <p>Pool/Spas and Equipment</p> <p>Pool Maintenance</p> <p>Howard McGaffney Harold Burns Justin Bozeman</p>	<p>Trails CDD</p> <p>Pool Trails CDD</p>	<p>08/08/2025</p> <p>✓ Done</p> <p>Completed by Harold Burns on 08/08/2025</p>		
<p>ID: #235</p> <p>Brush pool sides & walls</p> <p>Type: Preventive</p> <p>Medium</p> <p>Maintenance</p> <p>Howard McGaffney Harold Burns Justin Bozeman</p>	<p>Trails CDD</p> <p>Pool Trails CDD</p>	<p>08/09/2025</p> <p>✓ Done</p> <p>Completed by Harold Burns on 08/08/2025</p>		<p>☰ PROCEDURE DESCRIPTION</p> <p>Pool brushing</p> <p>Inspect pool water clarity and cleanliness:</p> <p>✓ Pass</p> <p><i>Filled by Justin Bozeman on 08/07/2025</i></p> <hr/> <p>Check pool water level:</p> <p>☑ Yes</p> <p><i>Filled by Justin Bozeman on 08/07/2025</i></p>

Inspect pool drains for blockages:

✓ **Pass**

Filled by Justin Bozeman on 08/07/2025

Document any pool issues : **None**

Filled by Harold Burns on 08/08/2025

Verify pool pump is functioning:

☑ **Yes**

Filled by Harold Burns on 08/08/2025

Inspect pool walls and floor for algae:

✓ **Pass**

Filled by Harold Burns on 08/08/2025

Document any algae growth: **None visible**

Filled by Harold Burns on 08/08/2025

Brush pool walls and floor towards the drains:

☑ **Yes**

Filled by Harold Burns on 08/08/2025

Upload photo of pool after brushing:



Filled by Harold Burns on 08/08/2025

Document any issues found during pool maintenance: **None**

Filled by Harold Burns on 08/08/2025

Maintenance completed by:



Signed by Harold Burns on 08/08/2025

ID: #275

Trails CDD

08/08/2025

Closing Facilities Checklists

Type: Preventive

Medium

Amenity Center

Facilities Checklists

Justin Bozeman

✓ Done

Completed by Justin Bozeman on 08/09/2025

☰ PROCEDURE DESCRIPTION

Closing Amenity Center Checklist

Team Member clock in completed:

Yes

Filled by Justin Bozeman on 08/08/2025

Closing Checklist Photos:



Filled by Justin Bozeman on 08/08/2025

Restrooms closing procedure:

- Floors swept and mopped
- All mirrors are cleaned
- Stock toilet paper as needed
- Stock paper towels as needed
- Fill soap dispensers as needed
- All fans, lights and emergency light are working, turned off at closing
- Empty trash as needed
- Clean all toilets and sinks

Filled by Justin Bozeman on 08/08/2025

Social Hall closing procedure:

- All fans, lights working properly, dusted, and turned off at closing
- Restrooms cleaned and stocked
- Floors swept and mopped
- Furniture organized, wiped down, cleaned
- Kitchen cleaned, refrigerator emptied as needed
- Windows cleaned
- All doors are locked

Filled by Justin Bozeman on 08/08/2025

Fitness Center is clean and secured:

- Floors swept and clean
- Wipe down all fitness equipment/disinfectant
- T.V.'s and music are working, turned off at closing
- Lights and fans are working, turned off at closing
- Trash is emptied as needed
- High dust all fans, fan blades, t.v.'s and other overhead areas
- Clean all windows and mirrors

Filled by Justin Bozeman on 08/08/2025

Other Amenity Closing Procedures:

- Pool and pool deck is clear/clean and pool equipment enclosure is locked/secured
- Pool furniture/tables are straightened, organized, wiped down and clean
- Office lights are off, office door locked/secured
- Pool lights are working
- Parking lights are working
- Trash is taken out to dumpster as needed

Filled by Justin Bozeman on 08/08/2025

Team Member clock out completed:

- Yes

Filled by Justin Bozeman on 08/08/2025

ID: #278

Trails CDD

08/11/2025

Opening Facilities Checklist

Done

Type: Preventive

Completed by Harold Burns on 08/11/2025

Medium

☰ PROCEDURE DESCRIPTION

Daily Opening Checklist-Amenity Center

Opening Amenity Center Checklists

[Amenity Center](#)[Facilities Checklists](#)

Harold Burns

Team Member clock in completed:

 Yes*Filled by Harold Burns on 08/11/2025*

Opening Checklist Photos:

*Filled by Harold Burns on 08/11/2025*

Restrooms opening procedure:

- Check all toilets**
- Check all sinks**
- Check all mirrors and windows**
- Check all trash receptacles**
- Check all soap dispensers**
- Check toilet paper supplies**
- Check paper towels supplies**
- Check all floors**
- Check All lights, fans and emergency lights are working**

Filled by Harold Burns on 08/11/2025

Fitness Center opening procedure:

- Empty all trash as needed**
- Stock disinfectant wipes as needed**
- Report to manager any equipment issues**
- All t.v.'s and overhead music are working**

Filled by Harold Burns on 08/11/2025

Social Hall opening checklist:

- Unlock door**
- Kitchen, microwave, refrigerator, counters clean**
- Make sure Restrooms clean and stocked**
- Windows clean**
- Floors swept and mopped**
- Set up room for meetings or rentals as needed**
- All lights, fans, are clean and working properly**
- All t.v.'s and electronics are dusted and working properly**
- Outside doors to parking lot are to remained locked**

Filled by Harold Burns on 08/11/2025

Other Opening Checklists:

- Wipe down all tables, chairs, loungers and pool deck furniture**
- Pickup trash and debris around the amenity center, parking lots, playgrounds, courts, parks, front entrances and common areas as needed**
- Blow off all areas of the amenity center & walkways as needed**
- Ensure all stormwater drains around the amenity center and parking lot are free of leaves and debris**
- AED/Fire Extinguishers are present, up to date and inspected**
- Air conditioning/heater is working properly**
- Camera monitoring system is functioning properly**
- Inspect amenity center facilities, playground, other amenities and notify manager of any repairs needed**

Filled by Harold Burns on 08/11/2025

Chlorine Level: **7.0**

Filled by Harold Burns on 08/11/2025

PH Level: **7.4**

Filled by Harold Burns on 08/11/2025

:

Yes

Filled by Harold Burns on 08/11/2025

Team Member clock out completed:

Yes

Filled by Harold Burns on 08/11/2025

ID: #277
Trails-CPO - Daily Checklist
 Type: Preventive

Trails CDD

08/11/2025
 ✓ Done
 Completed by Harold Burns on 08/11/2025

Medium

Amenity Center

Facilities Checklists

Harold Burns

Notes: **Completed**
 Filled by Harold Burns on 08/11/2025

☰ PROCEDURE DESCRIPTION

Daily Certified Pool Operator Checklist. Number of days per week as outlined in the contract.

Chlorine level: **7.0**

Filled by Harold Burns on 08/11/2025

PH level: **7.4**

Filled by Harold Burns on 08/11/2025

Total Alkalinity level: **90**

Filled by Harold Burns on 08/11/2025

Cyanuric Acid level: **30**

Filled by Harold Burns on 08/11/2025

Calcium Hardness: **300**

Filled by Harold Burns on 08/11/2025

Flow GPM: **470**

Filled by Harold Burns on 08/11/2025

Sodium Bicarb Added:

No

Filled by Harold Burns on 08/11/2025

Pool Shock Added:

No

Filled by Harold Burns on 08/11/2025

Phosphate Treatment Added:

No

Filled by Harold Burns on 08/11/2025

CYA/Stabilizer Added:

No

Filled by Harold Burns on 08/11/2025

Filters Clean

Filled by Harold Burns on 08/11/2025

Pool Gutters Clean

Filled by Harold Burns on 08/11/2025

Pool Tiles Clean

Filled by Harold Burns on 08/11/2025

Pool clean, vacuumed, skimmed as needed

Filled by Harold Burns on 08/11/2025

Sheppard's hook, life rings and skimmer are in proper working condition

Filled by Harold Burns on 08/11/2025

of Patron in the pool

Filled by Harold Burns on 08/11/2025

Section #1

CPO Checklist Photos of Current Pool/Equipment Conditions:



Filled by Harold Burns on 08/11/2025

ID: #281
Closing Facilities Checklists
Type: Preventive

Trails CDD

08/11/2025
 Done
Completed by Justin Bozeman on 08/11/2025

☰ PROCEDURE DESCRIPTION
Closing Amenity Center Checklist

Medium

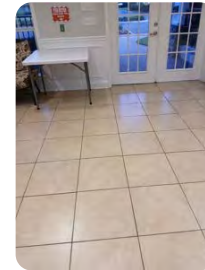
Amenity
CenterFacilities
Checklists

Justin Bozeman

Team Member clock in completed:

 Yes*Filled by Justin Bozeman on 08/11/2025*

Closing Checklist Photos:

*Filled by Justin Bozeman on 08/11/2025*

Restrooms closing procedure:

- Floors swept and mopped
- All mirrors are cleaned
- Stock toilet paper as needed
- Stock paper towels as needed
- Fill soap dispensers as needed
- All fans, lights and emergency light are working, turned off at closing
- Empty trash as needed
- Clean all toilets and sinks

Filled by Justin Bozeman on 08/11/2025

Social Hall closing procedure:

- All fans, lights working properly, dusted, and turned off at closing
- Restrooms cleaned and stocked
- Floors swept and mopped
- Furniture organized, wiped down, cleaned
- Kitchen cleaned, refrigerator emptied as needed
- Windows cleaned
- All doors are locked

Filled by Justin Bozeman on 08/11/2025

Fitness Center is clean and secured:

- Floors swept and clean
- Wipe down all fitness equipment/disinfectant
- T.V.'s and music are working, turned off at closing
- Lights and fans are working, turned off at closing
- Trash is emptied as needed
- High dust all fans, fan blades, t.v.'s and other overhead areas
- Clean all windows and mirrors

Filled by Justin Bozeman on 08/11/2025

Other Amenity Closing Procedures:

- Pool and pool deck is clear/clean and pool equipment enclosure is locked/secured
- Pool furniture/tables are straightened, organized, wiped down and clean
- Office lights are off, office door locked/secured
- Pool lights are working
- Parking lights are working
- Trash is taken out to dumpster as needed

Filled by Justin Bozeman on 08/11/2025

Team Member clock out completed:

- Yes

Filled by Justin Bozeman on 08/11/2025

ID: #283

Trails CDD

08/12/2025

Trails-CPO - Daily Checklist

Done

Type: Preventive

Completed by Harold Burns
on 08/12/2025

Medium

☰ PROCEDURE DESCRIPTION

Daily Certified Pool Operator Checklist. Number of days per week as outlined in the contract.

Chlorine level: **6.5**

Filled by Harold Burns on 08/12/2025

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

Amenity Center

Facilities Checklists

Harold Burns

PH level: **7.6**

Filled by Harold Burns on 08/12/2025

Total Alkalinity level: **90**

Filled by Harold Burns on 08/12/2025

Cyanuric Acid level: **39**

Filled by Harold Burns on 08/12/2025

Calcium Hardness: **300**

Filled by Harold Burns on 08/12/2025

Flow GPM: **470**

Filled by Harold Burns on 08/12/2025

Sodium Bicarb Added:

No

Filled by Harold Burns on 08/12/2025

Pool Shock Added:

No

Filled by Harold Burns on 08/12/2025

Phosphate Treatment Added:

No

Filled by Harold Burns on 08/12/2025

CYA/Stabilizer Added:

No

Filled by Harold Burns on 08/12/2025

Filters Clean

Filled by Harold Burns on 08/12/2025

Pool Gutters Clean

Filled by Harold Burns on 08/12/2025

Pool Tiles Clean

Filled by Harold Burns on 08/12/2025

Pool clean, vacuumed, skimmed as needed

Filled by Harold Burns on 08/12/2025

Sheppard's hook, life rings and skimmer are in proper working condition

Filled by Harold Burns on 08/12/2025

of Patron in the pool

Filled by Harold Burns on 08/12/2025

Section #1

CPO Checklist Photos of Current Pool/Equipment Conditions:



Filled by Harold Burns on 08/12/2025

ID: #282

Trails CDD

08/12/2025

Opening Facilities Checklist

Done

Type: Preventive

Completed by Harold Burns on 08/12/2025

Medium

Amenity Center

Facilities Checklists

Harold Burns

☰ PROCEDURE DESCRIPTION

Daily Opening Checklist-Amenity Center

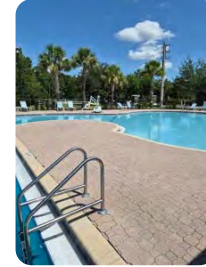
Opening Amenity Center Checklists

Team Member clock in completed:

Yes

Filled by Harold Burns on 08/12/2025

Opening Checklist Photos:



Filled by Harold Burns on 08/12/2025

Restrooms opening procedure:

- Check all toilets
- Check all sinks
- Check all mirrors and windows
- Check all trash receptacles
- Check all soap dispensers
- Check toilet paper supplies
- Check paper towels supplies
- Check all floors
- Check All lights, fans and emergency lights are working

Filled by Harold Burns on 08/12/2025

Fitness Center opening procedure:

- Empty all trash as needed
- Stock disinfectant wipes as needed
- Report to manager any equipment issues
- All t.v.'s and overhead music are working

Filled by Harold Burns on 08/12/2025

Social Hall opening checklist:

- Unlock door
- Kitchen, microwave, refrigerator, counters clean
- Make sure Restrooms clean and stocked
- Windows clean
- Floors swept and mopped
- Set up room for meetings or rentals as needed
- All lights, fans, are clean and working properly
- All t.v.'s and electronics are dusted and working properly
- Outside doors to parking lot are to remained locked

Filled by Harold Burns on 08/12/2025

Other Opening Checklists:

- Wipe down all tables, chairs, loungers and pool deck furniture
- Pickup trash and debris around the amenity center, parking lots, playgrounds, courts, parks, front entrances and common areas as needed
- Blow off all areas of the amenity center & walkways as needed
- Ensure all stormwater drains around the amenity center and parking lot are free of leaves and debris
- AED/Fire Extinguishers are present, up to date and inspected
- Air conditioning/heater is working properly
- Camera monitoring system is functioning properly
- Inspect amenity center facilities, playground, other amenities and notify manager of any repairs needed

Filled by Harold Burns on 08/12/2025

Chlorine Level: **6.4**

Filled by Harold Burns on 08/12/2025

PH Level: **7.5**

Filled by Harold Burns on 08/12/2025

:

Yes

Filled by Harold Burns on 08/12/2025



Team Member clock out completed:

Yes

Filled by Harold Burns on 08/12/2025

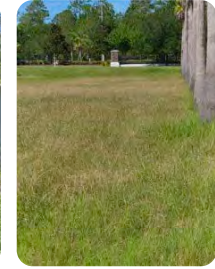
Notes: **Completed**

Filled by Harold Burns on 08/12/2025

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
<p>ID: #287</p> <p>Clean life rings</p> <p>Type: Reactive</p> <p>Medium</p> <p>Cleaning</p> <p>Justin Bozeman</p>	<p>Trails CDD</p> <p>Pool Trails CDD</p>	<p>08/12/2025</p> <p>✓ Done</p> <p>Completed by Justin Bozeman on 08/12/2025</p>		<p>Post photos :</p>  <p>Filled by Justin Bozeman on 08/12/2025</p>
<p>ID: #284</p> <p>Closing Facilities Checklists</p> <p>Type: Preventive</p> <p>Medium</p> <p>Amenity Center</p> <p>Facilities Checklists</p> <p>Justin Bozeman</p>	<p>Trails CDD</p>	<p>08/12/2025</p> <p>✓ Done</p> <p>Completed by Justin Bozeman on 08/12/2025</p>		<p>:</p>  <p>Filled by Justin Bozeman on 08/12/2025</p>
<p>ID: #266</p> <p>Mowing assignments check-in phase 1&2</p> <p>Type: Preventive</p> <p>Medium</p> <p>Inspection</p> <p>Landscaping</p> <p>Landscape inspection</p> <p>Howard McGaffney</p> <p>Harold Burns</p>	<p>Trails CDD</p>	<p>08/12/2025</p> <p>✓ Done</p> <p>Completed by Harold Burns on 08/13/2025</p>		<p>Mowing Tasks</p>

Checked in with lead for day mowing assignments :

Yes



Filled by Harold Burns on 08/12/2025

Inform crew lead of prior near misses and issues from prior week mowing :

Yes

Notes: Pond 16 & front entrance field

Filled by Harold Burns on 08/12/2025

Document any feedback from Contractor : **Crew lead understood issues 8/12/25**

Filled by Harold Burns on 08/12/2025

Post-Mowing Tasks

Visual post-mowing inspection:

Yes



Filled by Harold Burns on 08/13/2025

ID: #289

Trails CDD

08/13/2025

Mowing assignments check-in phase 1&2

Type: Preventive

Medium

Inspection

Landscaping

Landscape inspection

Howard McGaffney

Harold Burns

Done

Completed by Harold Burns on 08/13/2025

Mowing Tasks

Checked in with lead for day mowing assignments :

Yes

Filled by Harold Burns on 08/13/2025

Inform crew lead of prior near misses and issues from prior week mowing :

Yes

Filled by Harold Burns on 08/13/2025

Document any feedback from Contractor : **Prior mowing issues were corrected from yesterday**

Filled by Harold Burns on 08/13/2025

Post-Mowing Tasks

Visual post-mowing inspection:

Yes

Filled by Harold Burns on 08/13/2025

ID: #286

Trails CDD

08/13/2025

Opening Facilities Checklist

Type: Preventive

Medium

Done

Completed by Harold Burns on 08/13/2025

☰ PROCEDURE DESCRIPTION

Daily Opening Checklist-Amenity Center

Opening Amenity Center Checklists

Amenity
Center

Facilities
Checklists

Harold Burns

Team Member clock in completed:

Yes

Filled by Harold Burns on 08/13/2025

Opening Checklist Photos:



Filled by Harold Burns on 08/13/2025

Restrooms opening procedure:

- Check all toilets**
- Check all sinks**
- Check all mirrors and windows**
- Check all trash receptacles**
- Check all soap dispensers**
- Check toilet paper supplies**
- Check paper towels supplies**
- Check all floors**
- Check All lights, fans and emergency lights are working**

Filled by Harold Burns on 08/13/2025

Fitness Center opening procedure:

- Empty all trash as needed**
- Stock disinfectant wipes as needed**
- Report to manager any equipment issues**
- All t.v.'s and overhead music are working**

Filled by Harold Burns on 08/13/2025

Social Hall opening checklist:

- Unlock door**
- Kitchen, microwave, refrigerator, counters clean**
- Make sure Restrooms clean and stocked**
- Windows clean**
- Floors swept and mopped**
- Set up room for meetings or rentals as needed**
- All lights, fans, are clean and working properly**
- All t.v.'s and electronics are dusted and working properly**
- Outside doors to parking lot are to remained locked**

Filled by Harold Burns on 08/13/2025

Other Opening Checklists:

- Wipe down all tables, chairs, loungers and pool deck furniture**
- Pickup trash and debris around the amenity center, parking lots, playgrounds, courts, parks, front entrances and common areas as needed**
- Blow off all areas of the amenity center & walkways as needed**
- Ensure all stormwater drains around the amenity center and parking lot are free of leaves and debris**
- AED/Fire Extinguishers are present, up to date and inspected**
- Air conditioning/heater is working properly**
- Camera monitoring system is functioning properly**
- Inspect amenity center facilities, playground, other amenities and notify manager of any repairs needed**

Filled by Harold Burns on 08/13/2025

Chlorine Level: **6.70**

Filled by Harold Burns on 08/13/2025

PH Level: **7.5**

Filled by Harold Burns on 08/13/2025

:

Yes

Filled by Harold Burns on 08/13/2025

Team Member clock out completed:

Yes

Filled by Harold Burns on 08/13/2025

ID: #285
Trails-CPO - Daily Checklist
 Type: Preventive

Trails CDD

08/13/2025
 ✓ Done
 Completed by Harold Burns on 08/13/2025

Medium

Amenity Center

Facilities Checklists

Harold Burns

Notes: **Completed**
 Filled by Harold Burns on 08/13/2025

☰ PROCEDURE DESCRIPTION

Daily Certified Pool Operator Checklist. Number of days per week as outlined in the contract.

Chlorine level: **6.7**

Filled by Harold Burns on 08/13/2025

PH level: **7.5**

Filled by Harold Burns on 08/13/2025

Total Alkalinity level: **100**

Filled by Harold Burns on 08/13/2025

Cyanuric Acid level: **30**

Filled by Harold Burns on 08/13/2025

Calcium Hardness: **300**

Filled by Harold Burns on 08/13/2025

Flow GPM: **4.70**

Filled by Harold Burns on 08/13/2025

Sodium Bicarb Added:

No

Filled by Harold Burns on 08/13/2025

Pool Shock Added:

Yes

Filled by Harold Burns on 08/13/2025

Phosphate Treatment Added:

No

Filled by Harold Burns on 08/13/2025

CYA/Stabilizer Added:

No

Filled by Harold Burns on 08/13/2025

Filters Clean

Filled by Harold Burns on 08/13/2025

Pool Gutters Clean

Filled by Harold Burns on 08/13/2025

Pool Tiles Clean

Filled by Harold Burns on 08/13/2025

Pool clean, vacuumed, skimmed as needed

Filled by Harold Burns on 08/13/2025

Sheppard's hook, life rings and skimmer are in proper working condition

Filled by Harold Burns on 08/13/2025

of Patron in the pool

Filled by Harold Burns on 08/13/2025

Section #1

CPO Checklist Photos of Current Pool/Equipment Conditions:



Filled by Harold Burns on 08/13/2025

ID: #288
Closing Facilities Checklists
 Type: Preventive

Trails CDD

08/13/2025
 Done
 Completed by Justin Bozeman on 08/13/2025

General Closing Tasks

Medium

Amenity
CenterFacilities
Checklists

Justin Bozeman

Check that all doors are securely locked:

✓ **Pass**

Filled by Justin Bozeman on 08/13/2025

Ensure all trash is disposed of properly:

✓ **Pass**

Filled by Justin Bozeman on 08/13/2025

Security Checks

Inspect all security cameras for proper operation:

✓ **Pass**

Filled by Justin Bozeman on 08/13/2025

Verify all security gates are closed:

✓ **Pass**

Filled by Justin Bozeman on 08/13/2025

Check that all security lights are functioning:

✓ **Pass**

Filled by Justin Bozeman on 08/13/2025

Ensure all access points are secure:

✓ **Pass**

Filled by Justin Bozeman on 08/13/2025

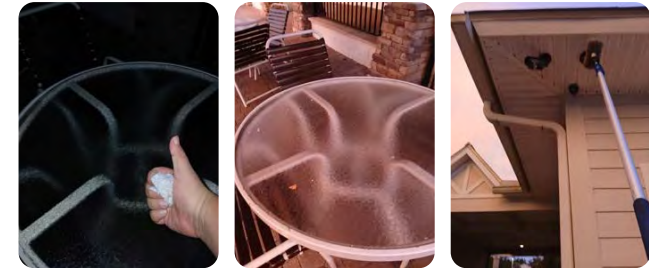
Final Walkthrough

Conduct a final walkthrough of the facility:

✓ **Pass**

Filled by Justin Bozeman on 08/13/2025

Upload photos of any issues found:



Filled by Justin Bozeman on 08/13/2025

ID: #276

Trails CDD

08/13/2025

Organize cleaning & storage supply closet

Type: Preventive

✓ Done

Completed by Harold Burns on 08/14/2025

Medium

Inspection

Amenity Center

Howard McGaffney

Harold Burns

Justin Bozeman

Honestee Anthony

Preparation

Ensure all necessary supplies are available for restocking:

✓ Pass

Filled by Harold Burns on 08/14/2025

Rotate Supplies

Rotate stock to ensure older items are used first:

✓ Pass

Filled by Harold Burns on 08/14/2025

Restock Supplies

Upload a photo of the clean and restocked supply closet:



Filled by Harold Burns on 08/14/2025

Final Check

Ensure the supply closet is clean and organized:
 ✓ **Pass**
Filled by Harold Burns on 08/14/2025

ID: #291 Opening Facilities Checklist Type: Preventive Medium Amenity Center Facilities Checklists Harold Burns	Trails CDD	08/14/2025 ✓ Done Completed by Harold Burns on 08/14/2025	☰ PROCEDURE DESCRIPTION Daily Opening Checklist-Amenity Center Opening Amenity Center Checklists Team Member clock in completed: ✓ Yes <i>Filled by Harold Burns on 08/14/2025</i> Opening Checklist Photos:  <i>Filled by Harold Burns on 08/14/2025</i>
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Restrooms opening procedure:

- ✓ **Check all toilets**
- ✓ **Check all sinks**
- ✓ **Check all mirrors and windows**
- ✓ **Check all trash receptacles**
- ✓ **Check all soap dispensers**
- ✓ **Check toilet paper supplies**
- ✓ **Check paper towels supplies**
- ✓ **Check all floors**
- ✓ **Check All lights, fans and emergency lights are working**

Filled by Harold Burns on 08/14/2025

Fitness Center opening procedure:

- Empty all trash as needed
- Stock disinfectant wipes as needed
- Report to manager any equipment issues
- All t.v.'s and overhead music are working

Filled by Harold Burns on 08/14/2025

Social Hall opening checklist:

- Unlock door
- Kitchen, microwave, refrigerator, counters clean
- Make sure Restrooms clean and stocked
- Windows clean
- Floors swept and mopped
- Set up room for meetings or rentals as needed
- All lights, fans, are clean and working properly
- All t.v.'s and electronics are dusted and working properly
- Outside doors to parking lot are to remained locked

Filled by Harold Burns on 08/14/2025

Other Opening Checklists:

- Wipe down all tables, chairs, loungers and pool deck furniture
- Pickup trash and debris around the amenity center, parking lots, playgrounds, courts, parks, front entrances and common areas as needed
- Blow off all areas of the amenity center & walkways as needed
- Ensure all stormwater drains around the amenity center and parking lot are free of leaves and debris
- AED/Fire Extinguishers are present, up to date and inspected
- Air conditioning/heater is working properly
- Camera monitoring system is functioning properly
- Inspect amenity center facilities, playground, other amenities and notify manager of any repairs needed

Filled by Harold Burns on 08/14/2025

Chlorine Level: **7.10**

Filled by Harold Burns on 08/14/2025

PH Level: **7.5**

Filled by Harold Burns on 08/14/2025

:

- Yes

Filled by Harold Burns on 08/14/2025

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
				<p>Team Member clock out completed: <input checked="" type="checkbox"/> Yes <i>Filled by Harold Burns on 08/14/2025</i></p> <hr/> <p>Notes: Completed <i>Filled by Harold Burns on 08/14/2025</i></p>
<p>ID: #292 Trails-CPO - Daily Checklist Type: Preventive Medium Amenity Center Facilities Checklists Harold Burns</p>	<p>Trails CDD</p>	<p>08/14/2025 <input checked="" type="checkbox"/> Done Completed by Harold Burns on 08/14/2025</p>		<p>☰ PROCEDURE DESCRIPTION</p> <p>Daily Certified Pool Operator Checklist. Number of days per week as outlined in the contract.</p> <p>Chlorine level: 7.1 <i>Filled by Harold Burns on 08/14/2025</i></p> <hr/> <p>PH level: 7.5 <i>Filled by Harold Burns on 08/14/2025</i></p> <hr/> <p>Total Alkalinity level: 90 <i>Filled by Harold Burns on 08/14/2025</i></p> <hr/> <p>Cyanuric Acid level: 25 <i>Filled by Harold Burns on 08/14/2025</i></p> <hr/> <p>Calcium Hardness: 350 <i>Filled by Harold Burns on 08/14/2025</i></p> <hr/> <p>Flow GPM: 470 <i>Filled by Harold Burns on 08/14/2025</i></p> <hr/> <p>Sodium Bicarb Added: <input checked="" type="checkbox"/> No <i>Filled by Harold Burns on 08/14/2025</i></p> <hr/> <p>Pool Shock Added: <input checked="" type="checkbox"/> Yes <i>Filled by Harold Burns on 08/14/2025</i></p>

Phosphate Treatment Added:

No

Filled by Harold Burns on 08/14/2025

CYA/Stabilizer Added:

No

Filled by Harold Burns on 08/14/2025

Filters Clean

Filled by Harold Burns on 08/14/2025

Pool Gutters Clean

Filled by Harold Burns on 08/14/2025

Pool Tiles Clean

Filled by Harold Burns on 08/14/2025

Pool clean, vacuumed, skimmed as needed

Filled by Harold Burns on 08/14/2025

Sheppard's hook, life rings and skimmer are in proper working condition

Filled by Harold Burns on 08/14/2025

of Patron in the pool

Filled by Harold Burns on 08/14/2025

Section #1

CPO Checklist Photos of Current Pool/Equipment Conditions:



Filled by Harold Burns on 08/14/2025

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
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ID: #299
Installation of Volleyball net
 Type: Reactive

Trails CDD

08/15/2025
 ✓ Done
 Completed by Harold Burns on 08/14/2025

- Low
- Amenity Center
- Playground

Howard McGaffney
 Harold Burns
 Justin Bozeman

ID: #298
Replacement of outside shower pull cord
 Type: Preventive

Trails CDD

08/14/2025
 ✓ Done
 Completed by Harold Burns on 08/14/2025

- Low
- Pool/Spas and Equipment
- Pool Maintenance

Howard McGaffney
 Harold Burns
 Justin Bozeman

Preparation

Verify you have the correct replacement pull cord:

Yes



Filled by Harold Burns on 08/14/2025

Upload a photo of the current pull cord setup:



Filled by Harold Burns on 08/14/2025

Removal of Old Pull Cord

Upload a photo of the disconnected pull cord:



Filled by Harold Burns on 08/14/2025

Installation of New Pull Cord

Upload a photo of the new pull cord installed:



Filled by Harold Burns on 08/14/2025

Testing and Verification

Test the new pull cord to ensure it operates correctly:

✓ **Pass**

Filled by Harold Burns on 08/14/2025

ID: #302

Trails CDD

08/19/2025

Vacuuming & Skimming Pool

Type: Preventive

✓ **Done**

Completed by Harold Burns
on 08/14/2025

Low

Pool
Maintenance

Howard McGaffney

Harold Burns

Justin Bozeman

Preparation

Ensure pool equipment is in working order:

✓ **Pass**



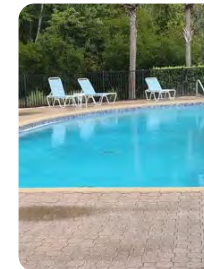
Filled by Harold Burns on 08/14/2025

Skimming the Pool

Notes on debris removed: **Minimal**

Filled by Harold Burns on 08/14/2025

Upload photo of pool surface after skimming:



Filled by Harold Burns on 08/14/2025

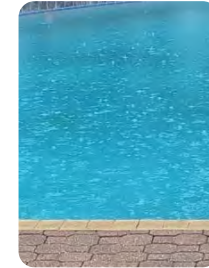
Vacuuming the Pool

Connect the vacuum to the pool's filtration system:

✓ **Pass**

Filled by Harold Burns on 08/14/2025

Upload photo of pool floor after vacuuming:



Filled by Harold Burns on 08/14/2025

Post-Maintenance

Check pool water clarity:

✓ **Pass**

Filled by Harold Burns on 08/14/2025

ID: #294

Trails CDD

08/14/2025

Closing Facilities Checklists

Type: Preventive

✓ **Done**

Completed by Justin Bozeman on 08/14/2025

Medium

Amenity Center

Facilities Checklists

Justin Bozeman

General Closing Tasks

Check that all doors are securely locked:

✓ **Pass**

Filled by Justin Bozeman on 08/14/2025

Ensure all trash is disposed of properly:

✓ **Pass**


Filled by Justin Bozeman on 08/14/2025

Security Checks

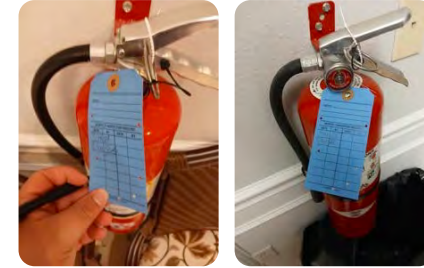
Inspect all security cameras for proper operation:

✓ **Pass**

Filled by Justin Bozeman on 08/14/2025

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
<p>ID: #301</p> <p>Monthly fire extinguisher check  check</p> <p>Type: Preventive</p> <p>Medium</p> <p>Inspection</p> <p>Preventive</p> <p>Howard McGaffney Harold Burns Justin Bozeman</p>	<p>Trails CDD</p>	<p>08/19/2025</p> <p>✓ Done</p> <p>Completed by Justin Bozeman on 08/14/2025</p>		<p>Verify all security gates are closed: ✓ Pass <i>Filled by Justin Bozeman on 08/14/2025</i></p> <hr/> <p>Check that all security lights are functioning: ✓ Pass <i>Filled by Justin Bozeman on 08/14/2025</i></p> <hr/> <p>Ensure all access points are secure: ✓ Pass <i>Filled by Justin Bozeman on 08/14/2025</i></p> <p>Final Walkthrough</p> <p>Conduct a final walkthrough of the facility: ✓ Pass <i>Filled by Justin Bozeman on 08/14/2025</i></p>
				<p>Visual Inspection</p> <p>Check if the fire extinguishers are fully charged (gauge in green zone): ✓ Pass <i>Filled by Justin Bozeman on 08/14/2025</i></p> <hr/> <p>Check for any visible damage or corrosion on the extinguishers: ✓ Pass <i>Filled by Justin Bozeman on 08/14/2025</i></p> <hr/> <p>Ensure all safety pins are intact and the tamper seals are unbroken: ✓ Pass <i>Filled by Justin Bozeman on 08/14/2025</i></p> <p>Tag Inspection</p> <p>Are all the inspection tags present and up to date?: <input checked="" type="checkbox"/> Yes <i>Filled by Justin Bozeman on 08/14/2025</i></p>

Upload photos of all the fire extinguishers and tags:



Filled by Justin Bozeman on 08/14/2025

ID: #300
Amenity center tables & Chairs

Type: Preventive

Medium

Amenity Center

Howard McGaffney
Harold Burns
Justin Bozeman

Trails CDD
Amenities Center Board meeting Room

08/15/2025

✓ Done

Completed by Justin Bozeman on 08/14/2025

Ensure Center is clean and organized:

✓ Pass

Filled by Justin Bozeman on 08/14/2025

Verify all tables and chairs are in uniform and professional alignment for public viewing :

✓ Pass

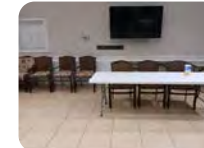
Filled by Justin Bozeman on 08/14/2025

Check chairs & tables are arranged properly:

✓ Pass

Filled by Justin Bozeman on 08/14/2025

Upload photo of completed task:



Filled by Justin Bozeman on 08/14/2025

ID: #296
Opening Facilities Checklist

Type: Preventive

Medium

Trails CDD

08/15/2025

✓ Done

Completed by Harold Burns on 08/15/2025

☰ PROCEDURE DESCRIPTION

Daily Opening Checklist-Amenity Center

Opening Amenity Center Checklists

Amenity
Center

Facilities
Checklists

Harold Burns

Team Member clock in completed:

Yes

Filled by Harold Burns on 08/15/2025

Opening Checklist Photos:



Filled by Harold Burns on 08/15/2025

Restrooms opening procedure:

- Check all toilets**
- Check all sinks**
- Check all mirrors and windows**
- Check all trash receptacles**
- Check all soap dispensers**
- Check toilet paper supplies**
- Check paper towels supplies**
- Check all floors**
- Check All lights, fans and emergency lights are working**

Filled by Harold Burns on 08/15/2025

Fitness Center opening procedure:

- Empty all trash as needed**
- Stock disinfectant wipes as needed**
- Report to manager any equipment issues**
- All t.v.'s and overhead music are working**

Filled by Harold Burns on 08/15/2025

Social Hall opening checklist:

- Unlock door**
- Kitchen, microwave, refrigerator, counters clean**
- Make sure Restrooms clean and stocked**
- Windows clean**
- Floors swept and mopped**
- Set up room for meetings or rentals as needed**
- All lights, fans, are clean and working properly**
- All t.v.'s and electronics are dusted and working properly**
- Outside doors to parking lot are to remained locked**

Filled by Harold Burns on 08/15/2025

Other Opening Checklists:

- Wipe down all tables, chairs, loungers and pool deck furniture**
- Pickup trash and debris around the amenity center, parking lots, playgrounds, courts, parks, front entrances and common areas as needed**
- Blow off all areas of the amenity center & walkways as needed**
- Ensure all stormwater drains around the amenity center and parking lot are free of leaves and debris**
- AED/Fire Extinguishers are present, up to date and inspected**
- Air conditioning/heater is working properly**
- Camera monitoring system is functioning properly**
- Inspect amenity center facilities, playground, other amenities and notify manager of any repairs needed**

Filled by Harold Burns on 08/15/2025

Chlorine Level: **7.5**

Filled by Harold Burns on 08/15/2025

PH Level: **7.5**

Filled by Harold Burns on 08/15/2025

:

Yes

Filled by Harold Burns on 08/15/2025

Team Member clock out completed:

Yes

Filled by Harold Burns on 08/15/2025

ID: #297
Trails-CPO - Daily Checklist
 Type: Preventive

Medium

Amenity Center

Facilities Checklists

Harold Burns

Trails CDD

08/15/2025
 ✓ Done
 Completed by Harold Burns on 08/15/2025

Notes: **Completed**
 Filled by Harold Burns on 08/15/2025

☰ PROCEDURE DESCRIPTION

Daily Certified Pool Operator Checklist. Number of days per week as outlined in the contract.

Chlorine level: **7.5**

Filled by Harold Burns on 08/15/2025

PH level: **7.5**

Filled by Harold Burns on 08/15/2025

Total Alkalinity level: **90**

Filled by Harold Burns on 08/15/2025

Cyanuric Acid level: **30**

Filled by Harold Burns on 08/15/2025

Calcium Hardness: **300**

Filled by Harold Burns on 08/15/2025

Flow GPM: **4.70**

Filled by Harold Burns on 08/15/2025

Sodium Bicarb Added:

No

Filled by Harold Burns on 08/15/2025

Pool Shock Added:

No

Filled by Harold Burns on 08/15/2025

Phosphate Treatment Added:

No

Filled by Harold Burns on 08/15/2025

CYA/Stabilizer Added:

No

Filled by Harold Burns on 08/15/2025

Filters Clean

Filled by Harold Burns on 08/15/2025

Pool Gutters Clean

Filled by Harold Burns on 08/15/2025

Pool Tiles Clean

Filled by Harold Burns on 08/15/2025

Pool clean, vacuumed, skimmed as needed

Filled by Harold Burns on 08/15/2025

Sheppard's hook, life rings and skimmer are in proper working condition

Filled by Harold Burns on 08/15/2025

of Patron in the pool

Filled by Harold Burns on 08/15/2025

Section #1

CPO Checklist Photos of Current Pool/Equipment Conditions:



Filled by Harold Burns on 08/15/2025

ID: #103
Monthly-Landscape Scorecard
Type: Preventive

Trails CDD

08/09/2025
 Done
Completed by Howard McGaffney on 08/15/2025

☰ PROCEDURE DESCRIPTION
Monthly Scorecard for Landscape Vendor

High

Inspection

Landscaping

Howard McGaffney
Harold Burns

Date: **08/15/2025**

Filled by Howard McGaffney on 08/15/2025

Checklist Photos:



Filled by Howard McGaffney on 08/15/2025

Mowing of all common areas:

✘ Fail





Filled by Howard McGaffney on 08/15/2025

Mowing all ponds:

 **Flag**

Notes: Pond 29 and pond 5 were incomplete. Damage to homeowner's fence at 15555 P a l f e y chase. Pond 3. Damage sod bucking bronco.

Filled by Howard McGaffney on 08/15/2025

Soft edge all beds, sidewalk and curbs:

 **Pass**

Filled by Howard McGaffney on 08/15/2025

Blowing debris off walkways, parking lot, sidewalks, beds, etc.:

 **Flag**










Notes: Crews need to do a better job at blowing off the sidewalks , especially where dirt from the mowers are coming up and bringing mud onto the sidewalk. Careful to not blow new mulch out of beds.

Filled by Howard McGaffney on 08/15/2025

Pruning of shrubs & ground cover:

 **Pass**

Filled by Howard McGaffney on 08/15/2025

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
				<p>Cutback all ornamental grasses:  Pass <i>Filled by Howard McGaffney on 08/15/2025</i></p>
				<p>Prune/limb up trees:  Pass <i>Filled by Howard McGaffney on 08/15/2025</i></p>
				<p>Application-Weed control-Turf:  Pass <i>Filled by Howard McGaffney on 08/15/2025</i></p>
				<p>Application-Weed control-Beds:  Pass <i>Filled by Howard McGaffney on 08/15/2025</i></p>
				<p>Application-Ants & Insects Pest Control-Turf and Beds:  Pass <i>Filled by Howard McGaffney on 08/15/2025</i></p>
				<p>Application-Chinch Bugs-Pest Control-Turf and Beds:  Pass <i>Filled by Howard McGaffney on 08/15/2025</i></p>
				<p>Application-Fertilization-Shrubs & Groundcover:  Pass <i>Filled by Howard McGaffney on 08/15/2025</i></p>
				<p>Application-Fertilization-Turf:  Pass <i>Filled by Howard McGaffney on 08/15/2025</i></p>
				<p>Communication-Notified Manager when onsite:  Pass <i>Filled by Howard McGaffney on 08/15/2025</i></p>

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

ID: #295
Organize cleaning & storage supply closet

Type: Preventive

Medium

Inspection

Amenity Center

Howard McGaffney
 Harold Burns

Trails CDD

08/14/2025

✓ Done

Completed by Harold Burns on 08/15/2025

Communication-Submit Monthly QSA Report to Manager:

✗ Fail

Notes: Did not receive monthly report for July in a timely fashion.

Filled by Howard McGaffney on 08/15/2025

Communication-Submit Monthly Photo Documentation:

✗ Fail

Notes: Did not receive monthly report for July in a timely fashion.

Filled by Howard McGaffney on 08/15/2025

Communication-Irrigation-Submit Monthly Report:

✓ Pass

Filled by Howard McGaffney on 08/15/2025

Irrigation-Monthly Wet Check:

✓ Pass

Filled by Howard McGaffney on 08/15/2025

Irrigation-Repairs-Submit Work Order Request to Manager:

🚩 Flag

Filled by Howard McGaffney on 08/15/2025

Pull/Treat weeds around amenity center:

✓ Pass

Filled by Howard McGaffney on 08/15/2025

Total Flags and Fails: **3 Flags, 3 Fails**

Preparation

Ensure all necessary supplies are available for restocking:

✓ Pass


Filled by Harold Burns on 08/15/2025

Rotate Supplies

Rotate stock to ensure older items are used first:

✓ Pass

Filled by Harold Burns on 08/15/2025

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
Justin Bozeman Honestee Anthony				<p>Restock Supplies</p> <p>Upload a photo of the clean and restocked supply closet:</p>  <p><i>Filled by Harold Burns on 08/15/2025</i></p> <p>Final Check</p> <p>Ensure the supply closet is clean and organized:</p> <p>✓ Pass</p> <p><i>Filled by Harold Burns on 08/15/2025</i></p>
ID: #127 Proposal-Landscape Enhancement-Yellow Lantana Project Type: Reactive Medium Proposals Landscaping Howard McGaffney Harold Burns	Trails CDD	08/31/2025 ✓ Done Completed by Howard McGaffney on 08/15/2025		
ID: #303 Closing Facilities Checklists Type: Preventive Medium	Trails CDD	08/15/2025 ✓ Done Completed by Justin Bozeman on 08/15/2025		<p>General Closing Tasks</p> <p>Check that all doors are securely locked:</p> <p>✓ Pass</p> <p><i>Filled by Justin Bozeman on 08/15/2025</i></p>

Amenity Center

Facilities Checklists

Justin Bozeman

Ensure all trash is disposed of properly:

✓ **Pass**

Filled by Justin Bozeman on 08/15/2025

Security Checks

Inspect all security cameras for proper operation:

✓ **Pass**

Filled by Justin Bozeman on 08/15/2025

Verify all security gates are closed:

✓ **Pass**

Filled by Justin Bozeman on 08/15/2025

Check that all security lights are functioning:

✓ **Pass**

Filled by Justin Bozeman on 08/15/2025

Ensure all access points are secure:

✓ **Pass**

Filled by Justin Bozeman on 08/15/2025

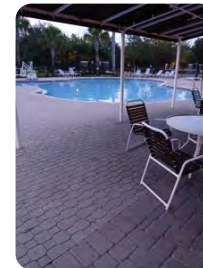
Final Walkthrough

Conduct a final walkthrough of the facility:



✓ **Pass**

Filled by Justin Bozeman on 08/15/2025

Upload photos of any issues found:



Filled by Justin Bozeman on 08/15/2025

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
<p>ID: #311</p> <p>Clean front signs and gym windowsills</p> <p>Type: Reactive</p> <p>Medium</p> <p>Cleaning</p> <p>Harold Burns Justin Bozeman</p>	<p>Trails CDD</p> <p>Pool Trails CDD</p>	<p>08/15/2025</p> <p>✓ Done</p> <p>Completed by Justin Bozeman on 08/15/2025</p>		<p>Pictures:</p>  <p><i>Filled by Justin Bozeman on 08/15/2025</i></p>
<p>ID: #309</p> <p>Organize cleaning & storage supply closet</p> <p>Type: Preventive</p> <p>Medium</p> <p>Inspection</p> <p>Amenity Center</p> <p>Howard McGaffney Harold Burns Justin Bozeman Honestee Anthony</p>	<p>Trails CDD</p>	<p>08/20/2025</p> <p>✓ Done</p> <p>Completed by Harold Burns on 08/18/2025</p>		<p>Preparation</p> <p>Ensure all necessary supplies are available for restocking:</p> <p>✓ Pass</p> <p><i>Filled by Harold Burns on 08/18/2025</i></p> <p>Rotate Supplies</p> <p>Rotate stock to ensure older items are used first:</p> <p>✓ Pass</p> <p><i>Filled by Harold Burns on 08/18/2025</i></p> <p>Restock Supplies</p> <p>Upload a photo of the clean and restocked supply closet:</p>  <p><i>Filled by Harold Burns on 08/18/2025</i></p> <p>Final Check</p>

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
				<p>Ensure the supply closet is clean and organized: <input checked="" type="checkbox"/> Pass <i>Filled by Harold Burns on 08/18/2025</i></p>
<p>ID: #307 Trails-CPO - Daily Checklist Type: Preventive Medium Amenity Center Facilities Checklists Harold Burns</p>	<p>Trails CDD</p>	<p>08/18/2025 <input checked="" type="checkbox"/> Done Completed by Harold Burns on 08/18/2025</p>		<p>☰ PROCEDURE DESCRIPTION</p> <p>Daily Certified Pool Operator Checklist. Number of days per week as outlined in the contract.</p> <p>Chlorine level: 7.0 <i>Filled by Harold Burns on 08/18/2025</i></p> <hr/> <p>PH level: 7.5 <i>Filled by Harold Burns on 08/18/2025</i></p> <hr/> <p>Total Alkalinity level: 90 <i>Filled by Harold Burns on 08/18/2025</i></p> <hr/> <p>Cyanuric Acid level: 30 <i>Filled by Harold Burns on 08/18/2025</i></p> <hr/> <p>Calcium Hardness: 350 <i>Filled by Harold Burns on 08/18/2025</i></p> <hr/> <p>Flow GPM: 470 <i>Filled by Harold Burns on 08/18/2025</i></p> <hr/> <p>Sodium Bicarb Added: <input checked="" type="checkbox"/> Yes <i>Filled by Harold Burns on 08/18/2025</i></p> <hr/> <p>Pool Shock Added: <input checked="" type="checkbox"/> Yes <i>Filled by Harold Burns on 08/18/2025</i></p> <hr/> <p>Phosphate Treatment Added: <input checked="" type="checkbox"/> No <i>Filled by Harold Burns on 08/18/2025</i></p>

CYA/Stabilizer Added:

Yes

Filled by Harold Burns on 08/18/2025

Filters Clean

Filled by Harold Burns on 08/18/2025

Pool Gutters Clean

Filled by Harold Burns on 08/18/2025

Pool Tiles Clean

Filled by Harold Burns on 08/18/2025

Pool clean, vacuumed, skimmed as needed

Filled by Harold Burns on 08/18/2025

Sheppard's hook, life rings and skimmer are in proper working condition

Filled by Harold Burns on 08/18/2025

of Patron in the pool

Filled by Harold Burns on 08/18/2025

Section #1

CPO Checklist Photos of Current Pool/Equipment Conditions:



Filled by Harold Burns on 08/18/2025

ID: #306
Opening Facilities Checklist
Type: Preventive

Trails CDD

08/18/2025
 Done
Completed by Harold Burns on 08/18/2025

☰ PROCEDURE DESCRIPTION
Daily Opening Checklist-Amenity Center
Opening Amenity Center Checklists

Medium

Amenity
CenterFacilities
Checklists

Harold Burns

Team Member clock in completed:

 Yes*Filled by Harold Burns on 08/18/2025*

Opening Checklist Photos:

*Filled by Harold Burns on 08/18/2025*

Restrooms opening procedure:

- Check all toilets**
- Check all sinks**
- Check all mirrors and windows**
- Check all trash receptacles**
- Check all soap dispensers**
- Check toilet paper supplies**
- Check paper towels supplies**
- Check all floors**
- Check All lights, fans and emergency lights are working**

Filled by Harold Burns on 08/18/2025

Fitness Center opening procedure:

- Empty all trash as needed**
- Stock disinfectant wipes as needed**
- Report to manager any equipment issues**
- All t.v.'s and overhead music are working**

Filled by Harold Burns on 08/18/2025

Social Hall opening checklist:

- Unlock door**
- Kitchen, microwave, refrigerator, counters clean**
- Make sure Restrooms clean and stocked**
- Windows clean**
- Floors swept and mopped**
- Set up room for meetings or rentals as needed**
- All lights, fans, are clean and working properly**
- All t.v.'s and electronics are dusted and working properly**
- Outside doors to parking lot are to remained locked**

Filled by Harold Burns on 08/18/2025

Other Opening Checklists:

- Wipe down all tables, chairs, loungers and pool deck furniture**
- Pickup trash and debris around the amenity center, parking lots, playgrounds, courts, parks, front entrances and common areas as needed**
- Blow off all areas of the amenity center & walkways as needed**
- Ensure all stormwater drains around the amenity center and parking lot are free of leaves and debris**
- AED/Fire Extinguishers are present, up to date and inspected**
- Air conditioning/heater is working properly**
- Camera monitoring system is functioning properly**
- Inspect amenity center facilities, playground, other amenities and notify manager of any repairs needed**

Filled by Harold Burns on 08/18/2025

Chlorine Level: **7.0**

Filled by Harold Burns on 08/18/2025

PH Level: **7.5**

Filled by Harold Burns on 08/18/2025

:

Yes

Filled by Harold Burns on 08/18/2025

Team Member clock out completed:

Yes

Filled by Harold Burns on 08/18/2025

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
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Notes: **Completed**

Filled by Harold Burns on 08/18/2025

<p>ID: #316</p> <p>Pool signage compliance installation</p> <p>Type: Preventive</p> <p>High</p> <p>Inspection</p> <p>Pool/Spas and Equipment</p> <p>Pool Maintenance</p> <p>Howard McGaffney Harold Burns Justin Bozeman</p>	<p>Trails CDD</p>	<p>08/18/2025</p> <p>✓ Done</p> <p>Completed by Harold Burns on 08/18/2025</p>	
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<p>ID: #305</p> <p>Amenity center tables & Chairs</p> <p>Type: Preventive</p> <p>Medium</p> <p>Amenity Center</p> <p>Howard McGaffney Harold Burns Justin Bozeman</p>	<p>Trails CDD</p> <p>Amenities Center Board meeting Room</p>	<p>08/21/2025</p> <p>✓ Done</p> <p>Completed by Justin Bozeman on 08/18/2025</p>	<p>Ensure Center is clean and organized:</p> <p>✓ Pass</p> <p><i>Filled by Justin Bozeman on 08/18/2025</i></p> <hr/> <p>Verify all tables and chairs are in uniform and professional alignment for public viewing :</p> <p>✓ Pass</p> <p><i>Filled by Justin Bozeman on 08/18/2025</i></p> <hr/> <p>Check chairs & tables are arranged properly:</p> <p>✓ Pass</p> <p><i>Filled by Justin Bozeman on 08/18/2025</i></p>
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Upload photo of completed task:



Filled by Justin Bozeman on 08/18/2025

ID: #310
Closing Facilities Checklists
 Type: Preventive

Trails CDD

08/18/2025

✓ Done
 Completed by Justin Bozeman on 08/18/2025

Medium

Amenity Center

Facilities Checklists

Justin Bozeman

General Closing Tasks

Check that all doors are securely locked:

✓ **Pass**

Filled by Justin Bozeman on 08/18/2025

Ensure all trash is disposed of properly:

✓ **Pass**

Filled by Justin Bozeman on 08/18/2025

Security Checks

Inspect all security cameras for proper operation:

✓ **Pass**

Filled by Justin Bozeman on 08/18/2025

Verify all security gates are closed:

✓ **Pass**

Filled by Justin Bozeman on 08/18/2025

Check that all security lights are functioning:

✓ **Pass**

Filled by Justin Bozeman on 08/18/2025

Ensure all access points are secure:

✓ **Pass**

Filled by Justin Bozeman on 08/18/2025

Final Walkthrough

Conduct a final walkthrough of the facility:

✓ **Pass**

Filled by Justin Bozeman on 08/18/2025

Upload photos of any issues found:



Filled by Justin Bozeman on 08/18/2025

ID: #315

Trails CDD

08/19/2025

Opening Facilities Checklist

✓ **Done**

Type: Preventive

Completed by Harold Burns on 08/19/2025

Medium

Amenity Center

Facilities Checklists

Harold Burns

☰ PROCEDURE DESCRIPTION

Daily Opening Checklist-Amenity Center

Opening Amenity Center Checklists

Team Member clock in completed:

☑ **Yes**

Filled by Harold Burns on 08/19/2025

Opening Checklist Photos:



Filled by Harold Burns on 08/19/2025

Restrooms opening procedure:

- Check all toilets
- Check all sinks
- Check all mirrors and windows
- Check all trash receptacles
- Check all soap dispensers
- Check toilet paper supplies
- Check paper towels supplies
- Check all floors
- Check All lights, fans and emergency lights are working

Filled by Harold Burns on 08/19/2025

Fitness Center opening procedure:

- Empty all trash as needed
- Stock disinfectant wipes as needed
- Report to manager any equipment issues
- All t.v.'s and overhead music are working

Filled by Harold Burns on 08/19/2025

Social Hall opening checklist:

- Unlock door
- Kitchen, microwave, refrigerator, counters clean
- Make sure Restrooms clean and stocked
- Windows clean
- Floors swept and mopped
- Set up room for meetings or rentals as needed
- All lights, fans, are clean and working properly
- All t.v.'s and electronics are dusted and working properly
- Outside doors to parking lot are to remained locked

Filled by Harold Burns on 08/19/2025

ID: #314
Trails-CPO - Daily Checklist
 Type: Preventive

Trails CDD

08/19/2025
✓ Done
 Completed by Harold Burns on 08/19/2025

Medium

Amenity Center

Other Opening Checklists:

- Wipe down all tables, chairs, loungers and pool deck furniture
- Pickup trash and debris around the amenity center, parking lots, playgrounds, courts, parks, front entrances and common areas as needed
- Blow off all areas of the amenity center & walkways as needed
- Ensure all stormwater drains around the amenity center and parking lot are free of leaves and debris
- AED/Fire Extinguishers are present, up to date and inspected
- Air conditioning/heater is working properly
- Camera monitoring system is functioning properly
- Inspect amenity center facilities, playground, other amenities and notify manager of any repairs needed

Filled by Harold Burns on 08/19/2025

Chlorine Level: **7.4**

Filled by Harold Burns on 08/19/2025

PH Level: **7.3**

Filled by Harold Burns on 08/19/2025

:

Yes

Filled by Harold Burns on 08/19/2025

Team Member clock out completed:

Yes

Filled by Harold Burns on 08/19/2025

Notes: **Completed**

Filled by Harold Burns on 08/19/2025

☰ PROCEDURE DESCRIPTION

Daily Certified Pool Operator Checklist. Number of days per week as outlined in the contract.

Chlorine level: **7.5**

Filled by Harold Burns on 08/19/2025

PH level: **7.2**

Filled by Harold Burns on 08/19/2025

[Facilities
Checklists](#)

Harold Burns

Total Alkalinity level: **90***Filled by Harold Burns on 08/19/2025*Cyanuric Acid level: **30***Filled by Harold Burns on 08/19/2025*Calcium Hardness: **300***Filled by Harold Burns on 08/19/2025*Flow GPM: **470***Filled by Harold Burns on 08/19/2025*

Sodium Bicarb Added:

 Yes*Filled by Harold Burns on 08/19/2025*

Pool Shock Added:

 Yes*Filled by Harold Burns on 08/19/2025*

Phosphate Treatment Added:

 No*Filled by Harold Burns on 08/19/2025*

CYA/Stabilizer Added:

 Yes*Filled by Harold Burns on 08/19/2025* **Filters Clean***Filled by Harold Burns on 08/19/2025* **Pool Gutters Clean***Filled by Harold Burns on 08/19/2025* **Pool Tiles Clean***Filled by Harold Burns on 08/19/2025* **Pool clean, vacuumed, skimmed as needed***Filled by Harold Burns on 08/19/2025*

Sheppard's hook, life rings and skimmer are in proper working condition

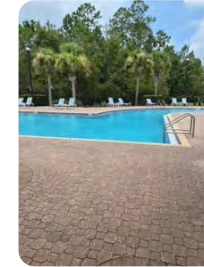
Filled by Harold Burns on 08/19/2025

of Patron in the pool

Filled by Harold Burns on 08/19/2025

Section #1

CPO Checklist Photos of Current Pool/Equipment Conditions:



Filled by Harold Burns on 08/19/2025

ID: #290

Trails CDD

08/19/2025

Mowing assignments check-in phase 1&2

Type: Preventive

Done

Completed by Harold Burns on 08/19/2025

Medium

Inspection

Landscaping

Landscape inspection

Howard McGaffney
Harold Burns

Mowing Tasks

Checked in with lead for day mowing assignments :

Yes

Filled by Harold Burns on 08/19/2025

Inform crew lead of prior near misses and issues from prior week mowing :

Yes

Filled by Harold Burns on 08/19/2025

Document any feedback from Contractor : **None**

Filled by Harold Burns on 08/19/2025

Post-Mowing Tasks

Visual post-mowing inspection:

Yes

Filled by Harold Burns on 08/19/2025

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
<p>ID: #259</p> <p>Backwash of sand filters</p> <p>Type: Preventive</p> <p>Medium</p> <p>Pool Maintenance</p> <p>Maintenance</p> <p>Howard McGaffney</p> <p>Harold Burns</p>	<p>Trails CDD</p> <p>Pool Trails CDD</p>	<p>09/01/2025</p> <p>✓ Done</p> <p>Completed by Harold Burns on 08/19/2025</p>		<p>Preparation</p> <p>Document any visible damage to the filter system: None</p> <p><i>Filled by Harold Burns on 08/19/2025</i></p> <p>Backwashing Process</p> <p>Close the valves leading to and from the filter:</p> <p>✓ Pass</p> <p><i>Filled by Harold Burns on 08/19/2025</i></p> <hr/> <p>Set the multiport valve to 'Backwash' position:</p> <p>✓ Pass</p> <p><i>Filled by Harold Burns on 08/19/2025</i></p> <hr/> <p>Turn on the pump to start backwashing:</p> <p><input checked="" type="checkbox"/> Yes</p> <p><i>Filled by Harold Burns on 08/19/2025</i></p> <hr/> <p>Monitor the sight glass for clarity of water:</p> <p><input checked="" type="checkbox"/> Yes</p> <p><i>Filled by Harold Burns on 08/19/2025</i></p> <hr/> <p>Run the backwash until water is clear:</p> <p>✓ Pass</p> <p><i>Filled by Harold Burns on 08/19/2025</i></p> <hr/> <p>Set the multiport valve to 'Rinse' position:</p> <p>✓ Pass</p> <p><i>Filled by Harold Burns on 08/19/2025</i></p> <hr/> <p>Turn on the pump to rinse the filter:</p> <p><input checked="" type="checkbox"/> Yes</p> <p><i>Filled by Harold Burns on 08/19/2025</i></p> <hr/> <p>Run the rinse cycle for 1-2 minutes:</p> <p>✓ Pass</p> <p><i>Filled by Harold Burns on 08/19/2025</i></p>

Set the multiport valve to 'Filter' position:

✓ **Pass**

Filled by Harold Burns on 08/19/2025

Post-Backwash

Open the valves leading to and from the filter:

✓ **Pass**

Filled by Harold Burns on 08/19/2025

Record any issues encountered during the process: **None**

Filled by Harold Burns on 08/19/2025

ID: #318

Trails CDD

08/19/2025

Closing Facilities Checklists

✓ **Done**

Type: Preventive

Completed by Justin Bozeman on 08/19/2025

Medium

Amenity Center

Facilities Checklists

Justin Bozeman

General Closing Tasks

Check that all doors are securely locked:

✓ **Pass**

Filled by Justin Bozeman on 08/19/2025

Ensure all trash is disposed of properly:

✓ **Pass**

Filled by Justin Bozeman on 08/19/2025

Security Checks

Inspect all security cameras for proper operation:

✓ **Pass**

Filled by Justin Bozeman on 08/19/2025

Verify all security gates are closed:

✓ **Pass**

Filled by Justin Bozeman on 08/19/2025

Check that all security lights are functioning:

✓ **Pass**

Filled by Justin Bozeman on 08/19/2025

Ensure all access points are secure:

✓ **Pass**

Filled by Justin Bozeman on 08/19/2025

Final Walkthrough

Conduct a final walkthrough of the facility:

✓ **Pass**

Filled by Justin Bozeman on 08/19/2025

Upload photos of any issues found:



Filled by Justin Bozeman on 08/19/2025

ID: #324

Trails CDD

08/19/2025

Clean debris from road

✓ **Done**

Type: Reactive

Completed by Justin Bozeman on 08/19/2025

High

Cleaning

Harold Burns
Justin Bozeman

Pictures:



Filled by Justin Bozeman on 08/19/2025

ID: #319

Trails CDD

08/20/2025

Opening Facilities Checklist

✓ **Done**

Type: Preventive

Completed by Harold Burns on 08/20/2025

☰ PROCEDURE DESCRIPTION

Daily Opening Checklist-Amenity Center

Opening Amenity Center Checklists

Medium

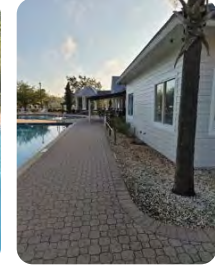
Amenity
CenterFacilities
Checklists

Harold Burns

Team Member clock in completed:

 Yes*Filled by Harold Burns on 08/20/2025*

Opening Checklist Photos:

*Filled by Harold Burns on 08/20/2025*

Restrooms opening procedure:

- Check all toilets**
- Check all sinks**
- Check all mirrors and windows**
- Check all trash receptacles**
- Check all soap dispensers**
- Check toilet paper supplies**
- Check paper towels supplies**
- Check all floors**
- Check All lights, fans and emergency lights are working**

Filled by Harold Burns on 08/20/2025

Fitness Center opening procedure:

- Empty all trash as needed
- Stock disinfectant wipes as needed
- Report to manager any equipment issues
- All t.v.'s and overhead music are working

Filled by Harold Burns on 08/20/2025

Social Hall opening checklist:

- Unlock door
- Kitchen, microwave, refrigerator, counters clean
- Make sure Restrooms clean and stocked
- Windows clean
- Floors swept and mopped
- Set up room for meetings or rentals as needed
- All lights, fans, are clean and working properly
- All t.v.'s and electronics are dusted and working properly
- Outside doors to parking lot are to remained locked

Filled by Harold Burns on 08/20/2025

Other Opening Checklists:

- Wipe down all tables, chairs, loungers and pool deck furniture
- Pickup trash and debris around the amenity center, parking lots, playgrounds, courts, parks, front entrances and common areas as needed
- Blow off all areas of the amenity center & walkways as needed
- Ensure all stormwater drains around the amenity center and parking lot are free of leaves and debris
- AED/Fire Extinguishers are present, up to date and inspected
- Air conditioning/heater is working properly
- Camera monitoring system is functioning properly
- Inspect amenity center facilities, playground, other amenities and notify manager of any repairs needed

Filled by Harold Burns on 08/20/2025

Chlorine Level: **7.50**

Filled by Harold Burns on 08/20/2025

PH Level: **7.3**

Filled by Harold Burns on 08/20/2025

:

- Yes

Filled by Harold Burns on 08/20/2025

				<p>Team Member clock out completed: <input checked="" type="checkbox"/> Yes <i>Filled by Harold Burns on 08/20/2025</i></p> <hr/> <p>Notes: Completed <i>Filled by Harold Burns on 08/20/2025</i></p>
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<p>ID: #320 Trails-CPO - Daily Checklist Type: Preventive Medium Amenity Center Facilities Checklists Harold Burns</p>	<p>Trails CDD</p>	<p>08/20/2025 <input checked="" type="checkbox"/> Done Completed by Harold Burns on 08/20/2025</p>		<p>☰ PROCEDURE DESCRIPTION</p> <p>Daily Certified Pool Operator Checklist. Number of days per week as outlined in the contract.</p> <p>Chlorine level: 7.6 <i>Filled by Harold Burns on 08/20/2025</i></p> <hr/> <p>PH level: 7.4 <i>Filled by Harold Burns on 08/20/2025</i></p> <hr/> <p>Total Alkalinity level: 80 <i>Filled by Harold Burns on 08/20/2025</i></p> <hr/> <p>Cyanuric Acid level: 40 <i>Filled by Harold Burns on 08/20/2025</i></p> <hr/> <p>Calcium Hardness: 300 <i>Filled by Harold Burns on 08/20/2025</i></p> <hr/> <p>Flow GPM: 470 <i>Filled by Harold Burns on 08/20/2025</i></p> <hr/> <p>Sodium Bicarb Added: <input checked="" type="checkbox"/> No <i>Filled by Harold Burns on 08/20/2025</i></p> <hr/> <p>Pool Shock Added: <input checked="" type="checkbox"/> No <i>Filled by Harold Burns on 08/20/2025</i></p>
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Phosphate Treatment Added:

No

Filled by Harold Burns on 08/20/2025

CYA/Stabilizer Added:

No

Filled by Harold Burns on 08/20/2025

Filters Clean

Filled by Harold Burns on 08/20/2025

Pool Gutters Clean

Filled by Harold Burns on 08/20/2025

Pool Tiles Clean

Filled by Harold Burns on 08/20/2025

Pool clean, vacuumed, skimmed as needed

Filled by Harold Burns on 08/20/2025

Sheppard's hook, life rings and skimmer are in proper working condition

Filled by Harold Burns on 08/20/2025

of Patron in the pool

Filled by Harold Burns on 08/20/2025

Section #1

CPO Checklist Photos of Current Pool/Equipment Conditions:



Filled by Harold Burns on 08/20/2025

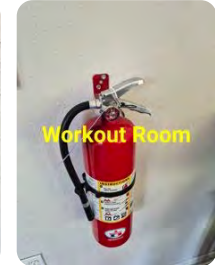
WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
<p>ID: #321</p> <p>Mowing assignments check-In phase 1&2</p> <p>Type: Preventive</p> <p>Medium</p> <p>Inspection</p> <p>Landscaping</p> <p>Landscape inspection</p> <p>Howard McGaffney</p> <p>Harold Burns</p>	<p>Trails CDD</p>	<p>08/20/2025</p> <p>✓ Done</p> <p>Completed by Harold Burns on 08/20/2025</p>		<p>Mowing Tasks</p> <p>Checked in with lead for day mowing assignments : <input checked="" type="checkbox"/> Yes</p> <p><i>Filled by Harold Burns on 08/20/2025</i></p> <hr/> <p>Inform crew lead of prior near misses and issues from prior week mowing : <input checked="" type="checkbox"/> Yes</p> <p><i>Filled by Harold Burns on 08/20/2025</i></p> <hr/> <p>Document any feedback from Contractor : Talk with account manager this morning about recent issues</p> <p><i>Filled by Harold Burns on 08/20/2025</i></p> <p>Post-Mowing Tasks</p> <p>Visual post-mowing inspection: <input checked="" type="checkbox"/> Yes</p> <p><i>Filled by Harold Burns on 08/20/2025</i></p>
<p>ID: #304</p> <p>Monthly fire extinguisher check</p> <p>Type: Preventive</p> <p>Medium</p> <p>Inspection</p> <p>Preventive</p> <p>Howard McGaffney</p> <p>Harold Burns</p> <p>Justin Bozeman</p>	<p>Trails CDD</p>	<p>09/29/2025</p> <p>✓ Done</p> <p>Completed by Harold Burns on 08/20/2025</p>	<p>Total Time</p> <p>1m 43s</p>	<p>Visual Inspection</p> <p>Check if the fire extinguishers are fully charged (gauge in green zone): <input checked="" type="checkbox"/> Pass</p> <p><i>Filled by Harold Burns on 08/20/2025</i></p> <hr/> <p>Check for any visible damage or corrosion on the extinguishers: <input checked="" type="checkbox"/> Pass</p> <p><i>Filled by Harold Burns on 08/20/2025</i></p> <hr/> <p>Ensure all safety pins are intact and the tamper seals are unbroken: <input checked="" type="checkbox"/> Pass</p> <p><i>Filled by Harold Burns on 08/20/2025</i></p> <p>Tag Inspection</p>

Are all the inspection tags present and up to date?:

Yes

Filled by Harold Burns on 08/20/2025

Upload photos of all the fire extinguishers and tags:



Filled by Harold Burns on 08/20/2025

ID: #323

Trails CDD

08/20/2025

Closing Facilities Checklists

Type: Preventive

✓ Done

Completed by Justin Bozeman on 08/20/2025

Medium

Amenity Center

Facilities Checklists

Justin Bozeman

General Closing Tasks

Check that all doors are securely locked:

✓ Pass

Filled by Justin Bozeman on 08/20/2025

Ensure all trash is disposed of properly:

✓ Pass

Filled by Justin Bozeman on 08/20/2025

Security Checks

Inspect all security cameras for proper operation:

✓ **Pass**

Filled by Justin Bozeman on 08/20/2025

Verify all security gates are closed:

✓ **Pass**

Filled by Justin Bozeman on 08/20/2025

Check that all security lights are functioning:

✓ **Pass**

Filled by Justin Bozeman on 08/20/2025

Ensure all access points are secure:

✓ **Pass**

Filled by Justin Bozeman on 08/20/2025

Final Walkthrough

Conduct a final walkthrough of the facility:

✓ **Pass**

Filled by Justin Bozeman on 08/20/2025

Upload photos of any issues found:



Filled by Justin Bozeman on 08/20/2025

ID: #326
Trails-CPO - Daily Checklist
 Type: Preventive

Trails CDD

08/21/2025
 ✓ **Done**
 Completed by Harold Burns
 on 08/21/2025

Medium

☰ PROCEDURE DESCRIPTION

Daily Certified Pool Operator Checklist. Number of days per week as outlined in the contract.

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

Amenity Center

Facilities Checklists

Harold Burns

Chlorine level: **7.4**

Filled by Harold Burns on 08/21/2025

PH level: **7.5**

Filled by Harold Burns on 08/21/2025

Total Alkalinity level: **80**

Filled by Harold Burns on 08/21/2025

Cyanuric Acid level: **30**

Filled by Harold Burns on 08/21/2025

Calcium Hardness: **300**

Filled by Harold Burns on 08/21/2025

Flow GPM: **470**

Filled by Harold Burns on 08/21/2025

Sodium Bicarb Added:

Yes

Filled by Harold Burns on 08/21/2025

Pool Shock Added:

No

Filled by Harold Burns on 08/21/2025

Phosphate Treatment Added:

No

Filled by Harold Burns on 08/21/2025

CYA/Stabilizer Added:

No

Filled by Harold Burns on 08/21/2025

Filters Clean

Filled by Harold Burns on 08/21/2025

Pool Gutters Clean

Filled by Harold Burns on 08/21/2025

Pool Tiles Clean

Filled by Harold Burns on 08/21/2025

Pool clean, vacuumed, skimmed as needed

Filled by Harold Burns on 08/21/2025

Sheppard's hook, life rings and skimmer are in proper working condition

Filled by Harold Burns on 08/21/2025

of Patron in the pool

Filled by Harold Burns on 08/21/2025

Section #1

CPO Checklist Photos of Current Pool/Equipment Conditions:



Filled by Harold Burns on 08/21/2025

ID: #325

Trails CDD

08/21/2025

Done

Completed by Harold Burns on 08/21/2025

Opening Facilities Checklist

Type: Preventive

Medium

Amenity Center

Facilities Checklists

Harold Burns

☰ PROCEDURE DESCRIPTION

Daily Opening Checklist-Amenity Center

Opening Amenity Center Checklists

Team Member clock in completed:

Yes

Filled by Harold Burns on 08/21/2025

Opening Checklist Photos:



Filled by Harold Burns on 08/21/2025

Restrooms opening procedure:

- Check all toilets
- Check all sinks
- Check all mirrors and windows
- Check all trash receptacles
- Check all soap dispensers
- Check toilet paper supplies
- Check paper towels supplies
- Check all floors
- Check All lights, fans and emergency lights are working

Filled by Harold Burns on 08/21/2025

Fitness Center opening procedure:

- Empty all trash as needed
- Stock disinfectant wipes as needed
- Report to manager any equipment issues
- All t.v.'s and overhead music are working

Filled by Harold Burns on 08/21/2025

Social Hall opening checklist:

- Unlock door
- Kitchen, microwave, refrigerator, counters clean
- Make sure Restrooms clean and stocked
- Windows clean
- Floors swept and mopped
- Set up room for meetings or rentals as needed
- All lights, fans, are clean and working properly
- All t.v.'s and electronics are dusted and working properly
- Outside doors to parking lot are to remained locked

Filled by Harold Burns on 08/21/2025

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #313 Organize cleaning & storage supply closet Type: Preventive Medium	Trails CDD	08/21/2025 ✓ Done <small>Completed by Harold Burns on 08/21/2025</small>		<p>Other Opening Checklists:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Wipe down all tables, chairs, loungers and pool deck furniture <input checked="" type="checkbox"/> Pickup trash and debris around the amenity center, parking lots, playgrounds, courts, parks, front entrances and common areas as needed <input checked="" type="checkbox"/> Blow off all areas of the amenity center & walkways as needed <input checked="" type="checkbox"/> Ensure all stormwater drains around the amenity center and parking lot are free of leaves and debris <input checked="" type="checkbox"/> AED/Fire Extinguishers are present, up to date and inspected <input checked="" type="checkbox"/> Air conditioning/heater is working properly <input checked="" type="checkbox"/> Camera monitoring system is functioning properly <input checked="" type="checkbox"/> Inspect amenity center facilities, playground, other amenities and notify manager of any repairs needed <p><i>Filled by Harold Burns on 08/21/2025</i></p> <hr/> <p>Chlorine Level: 7.4</p> <p><i>Filled by Harold Burns on 08/21/2025</i></p> <hr/> <p>PH Level: 7.5</p> <p><i>Filled by Harold Burns on 08/21/2025</i></p> <hr/> <p>:</p> <p><input checked="" type="checkbox"/> Yes</p> <p><i>Filled by Harold Burns on 08/21/2025</i></p> <hr/> <p>Team Member clock out completed:</p> <p><input checked="" type="checkbox"/> Yes</p> <p><i>Filled by Harold Burns on 08/21/2025</i></p> <hr/> <p>Notes: Completed</p> <p><i>Filled by Harold Burns on 08/21/2025</i></p>
				<p>Preparation</p> <p>Ensure all necessary supplies are available for restocking:</p> <p>✓ Pass</p> <p><i>Filled by Harold Burns on 08/21/2025</i></p> <p>Rotate Supplies</p>

Inspection

Amenity Center

Howard McGaffney
Harold Burns
Justin Bozeman
Honestee Anthony

Rotate stock to ensure older items are used first:

✓ **Pass**

Filled by Harold Burns on 08/21/2025

Restock Supplies

Upload a photo of the clean and restocked supply closet:



Filled by Harold Burns on 08/21/2025

Final Check

Ensure the supply closet is clean and organized:

✓ **Pass**

Filled by Harold Burns on 08/21/2025

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
<p>ID: #333</p> <p>Order PAL.2 Cover for incoming replacement lift.</p> <p>Type: Reactive</p> <p>High</p> <p>Pool/Spas and Equipment</p> <p>Pool Maintenance</p> <p>Maintenance</p> <p>Howard McGaffney Harold Burns</p>	<p>Trails CDD</p>	<p>08/22/2025</p> <p>✓ Done</p> <p>Completed by Harold Burns on 08/21/2025</p>		
<p>ID: #334</p> <p>Replace Blower belt AH-2</p> <p>Type: Reactive</p> <p>Medium</p> <p>Howard McGaffney Harold Burns</p>	<p>Trails CDD</p>	<p>08/23/2025</p> <p>✓ Done</p> <p>Completed by Harold Burns on 08/21/2025</p>		
<p>ID: #329</p> <p>Closing Facilities Checklists</p> <p>Type: Preventive</p> <p>Medium</p> <p>Amenity Center</p> <p>Facilities Checklists</p> <p>Justin Bozeman</p>	<p>Trails CDD</p>	<p>08/21/2025</p> <p>✓ Done</p> <p>Completed by Justin Bozeman on 08/21/2025</p>		<p>General Closing Tasks</p> <p>Check that all doors are securely locked:</p> <p>✓ Pass</p> <p><i>Filled by Justin Bozeman on 08/21/2025</i></p> <hr/> <p>Ensure all trash is disposed of properly:</p> <p>✓ Pass</p> <p><i>Filled by Justin Bozeman on 08/21/2025</i></p> <hr/> <p>Security Checks</p>

Inspect all security cameras for proper operation:

✓ **Pass**

Filled by Justin Bozeman on 08/21/2025

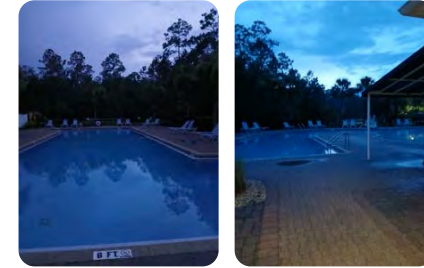
Verify all security gates are closed:

✓ **Pass**

Filled by Justin Bozeman on 08/21/2025

Check that all security lights are functioning:

🚩 **Flag**



Filled by Justin Bozeman on 08/21/2025

Ensure all access points are secure:

✓ **Pass**

Filled by Justin Bozeman on 08/21/2025

Final Walkthrough

Conduct a final walkthrough of the facility:

✓ **Pass**

Filled by Justin Bozeman on 08/21/2025

Upload photos of any issues found:



Filled by Justin Bozeman on 08/21/2025

Total Flags and Fails: 1 Flag

ID: #331

Trails CDD

08/22/2025

Opening Facilities Checklist

Type: Preventive

✓ Done

Completed by Harold Burns on 08/22/2025

Medium

Amenity Center

Facilities Checklists

Harold Burns

☰ PROCEDURE DESCRIPTION

Daily Opening Checklist-Amenity Center

Opening Amenity Center Checklists

Team Member clock in completed:

☑ Yes



Filled by Harold Burns on 08/22/2025

Opening Checklist Photos:



Filled by Harold Burns on 08/22/2025

Restrooms opening procedure:

- Check all toilets
- Check all sinks
- Check all mirrors and windows
- Check all trash receptacles
- Check all soap dispensers
- Check toilet paper supplies
- Check paper towels supplies
- Check all floors
- Check All lights, fans and emergency lights are working

Filled by Harold Burns on 08/22/2025

Fitness Center opening procedure:

- Empty all trash as needed
- Stock disinfectant wipes as needed
- Report to manager any equipment issues
- All t.v.'s and overhead music are working

Filled by Harold Burns on 08/22/2025

Social Hall opening checklist:

- Unlock door
- Kitchen, microwave, refrigerator, counters clean
- Make sure Restrooms clean and stocked
- Windows clean
- Floors swept and mopped
- Set up room for meetings or rentals as needed
- All lights, fans, are clean and working properly
- All t.v.'s and electronics are dusted and working properly
- Outside doors to parking lot are to remained locked

Filled by Harold Burns on 08/22/2025

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
				<p>Other Opening Checklists:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Wipe down all tables, chairs, loungers and pool deck furniture <input checked="" type="checkbox"/> Pickup trash and debris around the amenity center, parking lots, playgrounds, courts, parks, front entrances and common areas as needed <input checked="" type="checkbox"/> Blow off all areas of the amenity center & walkways as needed <input checked="" type="checkbox"/> Ensure all stormwater drains around the amenity center and parking lot are free of leaves and debris <input checked="" type="checkbox"/> AED/Fire Extinguishers are present, up to date and inspected <input checked="" type="checkbox"/> Air conditioning/heater is working properly <input checked="" type="checkbox"/> Camera monitoring system is functioning properly <input checked="" type="checkbox"/> Inspect amenity center facilities, playground, other amenities and notify manager of any repairs needed <p><i>Filled by Harold Burns on 08/22/2025</i></p> <hr/> <p>Chlorine Level: 7.35</p> <p><i>Filled by Harold Burns on 08/22/2025</i></p> <hr/> <p>PH Level: 7.5</p> <p><i>Filled by Harold Burns on 08/22/2025</i></p> <hr/> <p>:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Yes <p><i>Filled by Harold Burns on 08/22/2025</i></p> <hr/> <p>Team Member clock out completed:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Yes <p><i>Filled by Harold Burns on 08/22/2025</i></p> <hr/> <p>Notes: Completed</p> <p><i>Filled by Harold Burns on 08/22/2025</i></p>

<p>ID: #332</p> <p>Organize cleaning & storage supply closet</p> <p>Type: Preventive</p> <p>Medium</p>	<p>Trails CDD</p>	<p>08/27/2025</p> <p>✓ Done</p> <p>Completed by Harold Burns on 08/22/2025</p>		<p>Preparation</p>
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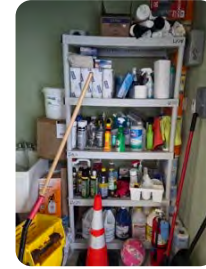
Inspection

Amenity Center

Howard McGaffney
Harold Burns
Justin Bozeman
Honestee Anthony

Ensure all necessary supplies are available for restocking:

✓ **Pass**



Filled by Harold Burns on 08/22/2025

Rotate Supplies

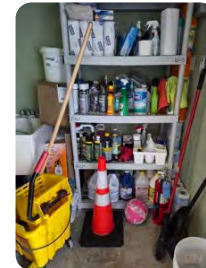
Rotate stock to ensure older items are used first:

✓ **Pass**

Filled by Harold Burns on 08/22/2025

Restock Supplies

Upload a photo of the clean and restocked supply closet:



Filled by Harold Burns on 08/22/2025

Final Check

Ensure the supply closet is clean and organized:

✓ **Pass**

Filled by Harold Burns on 08/22/2025

ID: #330

Trails CDD

08/22/2025

✓ Done

☰ PROCEDURE DESCRIPTION

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
<p>Trails-CPO - Daily Checklist</p> <p>Type: Preventive</p> <p>Medium</p> <p>Amenity Center</p> <p>Facilities Checklists</p> <p>Harold Burns</p>		<p>Completed by Harold Burns on 08/22/2025</p>		<p>Daily Certified Pool Operator Checklist. Number of days per week as outlined in the contract.</p> <p>Chlorine level: 7.35</p> <p><i>Filled by Harold Burns on 08/22/2025</i></p> <hr/> <p>PH level: 7.5</p> <p><i>Filled by Harold Burns on 08/22/2025</i></p> <hr/> <p>Total Alkalinity level: 95</p> <p><i>Filled by Harold Burns on 08/22/2025</i></p> <hr/> <p>Cyanuric Acid level: 40</p> <p><i>Filled by Harold Burns on 08/22/2025</i></p> <hr/> <p>Calcium Hardness: 300</p> <p><i>Filled by Harold Burns on 08/22/2025</i></p> <hr/> <p>Flow GPM: 470</p> <p><i>Filled by Harold Burns on 08/22/2025</i></p> <hr/> <p>Sodium Bicarb Added:</p> <p><input checked="" type="checkbox"/> No</p> <p><i>Filled by Harold Burns on 08/22/2025</i></p> <hr/> <p>Pool Shock Added:</p> <p><input checked="" type="checkbox"/> No</p> <p><i>Filled by Harold Burns on 08/22/2025</i></p> <hr/> <p>Phosphate Treatment Added:</p> <p><input checked="" type="checkbox"/> No</p> <p><i>Filled by Harold Burns on 08/22/2025</i></p> <hr/> <p>CYA/Stabilizer Added:</p> <p><input checked="" type="checkbox"/> No</p> <p><i>Filled by Harold Burns on 08/22/2025</i></p> <hr/> <p><input checked="" type="checkbox"/> Filters Clean</p> <p><i>Filled by Harold Burns on 08/22/2025</i></p> <hr/>

Pool Gutters Clean

Filled by Harold Burns on 08/22/2025

Pool Tiles Clean

Filled by Harold Burns on 08/22/2025

Pool clean, vacuumed, skimmed as needed

Filled by Harold Burns on 08/22/2025

Sheppard's hook, life rings and skimmer are in proper working condition

Filled by Harold Burns on 08/22/2025

of Patron in the pool

Filled by Harold Burns on 08/22/2025

Section #1

CPO Checklist Photos of Current Pool/Equipment Conditions:



Filled by Harold Burns on 08/22/2025

ID: #317

Amenity center tables & Chairs

Type: Preventive

Medium

Amenity Center

Howard McGaffney
Harold Burns

Trails CDD

Amenities Center Board meeting Room

08/28/2025

Done

Completed by Harold Burns on 08/22/2025

Ensure Center is clean and organized:

Pass

Filled by Harold Burns on 08/22/2025

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

Justin Bozeman

Verify all tables and chairs are in uniform and professional alignment for public viewing :

✓ **Pass**



Filled by Harold Burns on 08/22/2025

Check chairs & tables are arranged properly:

✓ **Pass**

Filled by Harold Burns on 08/22/2025

Upload photo of completed task:



Filled by Harold Burns on 08/22/2025

ID: #335

Trails CDD

08/22/2025

Closing Facilities Checklists

✓ **Done**

Type: Preventive

Completed by Justin Bozeman on 08/22/2025

Medium

Amenity Center

General Closing Tasks

Check that all doors are securely locked:

✓ **Pass**

Filled by Justin Bozeman on 08/22/2025

Ensure all trash is disposed of properly:

✓ **Pass**

Filled by Justin Bozeman on 08/22/2025

Facilities
Checklists

Justin Bozeman

Security Checks

Inspect all security cameras for proper operation:

✓ **Pass**

Filled by Justin Bozeman on 08/22/2025

Verify all security gates are closed:

✓ **Pass**

Filled by Justin Bozeman on 08/22/2025

Check that all security lights are functioning:

✓ **Pass**

Filled by Justin Bozeman on 08/22/2025

Ensure all access points are secure:

✓ **Pass**

Filled by Justin Bozeman on 08/22/2025

Final Walkthrough

Conduct a final walkthrough of the facility:



✓ **Pass**

Filled by Justin Bozeman on 08/22/2025

Upload photos of any issues found:



Filled by Justin Bozeman on 08/22/2025

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
<p>ID: #312</p> <p>Remove tape from amenity center</p> <p>Type: Reactive</p> <p>High</p> <p>Cleaning</p> <p>Howard McGaffney Harold Burns Justin Bozeman</p>	<p>Trails CDD</p> <p>Pool Trails CDD</p>	<p>08/29/2025</p> <p>✓ Done</p> <p>Completed by Justin Bozeman on 08/22/2025</p>		<p>Pictures:</p>  <p>Filled by Justin Bozeman on 08/15/2025</p>
<p>ID: #343</p> <p>Remove signs by entrance</p> <p>Type: Reactive</p> <p>Medium</p> <p>Cleaning</p> <p>Justin Bozeman</p>	<p>Trails CDD</p> <p>Landscaping areas</p>	<p>08/22/2025</p> <p>✓ Done</p> <p>Completed by Justin Bozeman on 08/22/2025</p>		<p>Pictures:</p>  <p>Filled by Justin Bozeman on 08/22/2025</p>
<p>ID: #342</p> <p>Closing Facilities Checklists</p> <p>Type: Preventive</p> <p>Medium</p> <p>Amenity Center</p> <p>Facilities Checklists</p> <p>Justin Bozeman</p>	<p>Trails CDD</p>	<p>08/25/2025</p> <p>✓ Done</p> <p>Completed by Justin Bozeman on 08/25/2025</p>		<p>General Closing Tasks</p> <p>Check that all doors are securely locked:</p> <p>✓ Pass</p> <p>Filled by Justin Bozeman on 08/25/2025</p> <hr/> <p>Ensure all trash is disposed of properly:</p> <p>✓ Pass</p> <p>Filled by Justin Bozeman on 08/25/2025</p> <p>Security Checks</p>

Inspect all security cameras for proper operation:

✓ **Pass**

Filled by Justin Bozeman on 08/25/2025

Verify all security gates are closed:

✓ **Pass**

Filled by Justin Bozeman on 08/25/2025

Check that all security lights are functioning:

✓ **Pass**

Filled by Justin Bozeman on 08/25/2025

Ensure all access points are secure:

✓ **Pass**

Filled by Justin Bozeman on 08/25/2025

Final Walkthrough

Conduct a final walkthrough of the facility:

✓ **Pass**

Filled by Justin Bozeman on 08/25/2025

Upload photos of any issues found:



Filled by Justin Bozeman on 08/25/2025

ID: #338
Trails-CPO - Daily Checklist
 Type: Preventive

Trails CDD

08/25/2025
 ✓ **Done**
 Completed by Harold Burns
 on 08/26/2025

Medium

☰ PROCEDURE DESCRIPTION

Daily Certified Pool Operator Checklist. Number of days per week as outlined in the contract.

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

Amenity Center

Facilities Checklists

Harold Burns

Chlorine level: **7.5**

Filled by Harold Burns on 08/26/2025

PH level: **7.6**

Filled by Harold Burns on 08/26/2025

Total Alkalinity level: **90**

Filled by Harold Burns on 08/26/2025

Cyanuric Acid level: **30**

Filled by Harold Burns on 08/26/2025

Calcium Hardness: **300**

Filled by Harold Burns on 08/26/2025

Flow GPM: **470**

Filled by Harold Burns on 08/26/2025

Sodium Bicarb Added:

No

Filled by Harold Burns on 08/26/2025

Pool Shock Added:

No

Filled by Harold Burns on 08/26/2025

Phosphate Treatment Added:

No

Filled by Harold Burns on 08/26/2025

CYA/Stabilizer Added:

No

Filled by Harold Burns on 08/26/2025

Filters Clean

Filled by Harold Burns on 08/26/2025

Pool Gutters Clean

Filled by Harold Burns on 08/26/2025

Pool Tiles Clean

Filled by Harold Burns on 08/26/2025

Pool clean, vacuumed, skimmed as needed

Filled by Harold Burns on 08/26/2025

Sheppard's hook, life rings and skimmer are in proper working condition

Filled by Harold Burns on 08/26/2025

of Patron in the pool

Filled by Harold Burns on 08/26/2025

Section #1

CPO Checklist Photos of Current Pool/Equipment Conditions:



Filled by Harold Burns on 08/26/2025

ID: #336

Trails CDD

08/25/2025

Done

Completed by Harold Burns
on 08/26/2025

Opening Facilities Checklist

Type: Preventive

Medium

Amenity Center

Facilities Checklists

Harold Burns

☰ PROCEDURE DESCRIPTION

Daily Opening Checklist-Amenity Center

Opening Amenity Center Checklists

Team Member clock in completed:

Yes



Filled by Harold Burns on 08/26/2025

Opening Checklist Photos:



Filled by Harold Burns on 08/26/2025

Restrooms opening procedure:

- Check all toilets**
- Check all sinks**
- Check all mirrors and windows**
- Check all trash receptacles**
- Check all soap dispensers**
- Check toilet paper supplies**
- Check paper towels supplies**
- Check all floors**
- Check All lights, fans and emergency lights are working**

Filled by Harold Burns on 08/26/2025

Fitness Center opening procedure:

- Empty all trash as needed
- Stock disinfectant wipes as needed
- Report to manager any equipment issues
- All t.v.'s and overhead music are working

Filled by Harold Burns on 08/26/2025

Social Hall opening checklist:

- Unlock door
- Kitchen, microwave, refrigerator, counters clean
- Make sure Restrooms clean and stocked
- Windows clean
- Floors swept and mopped
- Set up room for meetings or rentals as needed
- All lights, fans, are clean and working properly
- All t.v.'s and electronics are dusted and working properly
- Outside doors to parking lot are to remained locked

Filled by Harold Burns on 08/26/2025

Other Opening Checklists:

- Wipe down all tables, chairs, loungers and pool deck furniture
- Pickup trash and debris around the amenity center, parking lots, playgrounds, courts, parks, front entrances and common areas as needed
- Blow off all areas of the amenity center & walkways as needed
- Ensure all stormwater drains around the amenity center and parking lot are free of leaves and debris
- AED/Fire Extinguishers are present, up to date and inspected
- Air conditioning/heater is working properly
- Camera monitoring system is functioning properly
- Inspect amenity center facilities, playground, other amenities and notify manager of any repairs needed

Filled by Harold Burns on 08/26/2025

Chlorine Level: **7.5**

Filled by Harold Burns on 08/26/2025

PH Level: **7.6**

Filled by Harold Burns on 08/26/2025

:

- Yes

Filled by Harold Burns on 08/26/2025

ID: #346

Trails CDD

08/26/2025

Opening Facilities Checklist

Type: Preventive

Medium

Amenity Center

Facilities Checklists

Harold Burns

✓ Done

Completed by Harold Burns on 08/26/2025

Team Member clock out completed:

 Yes*Filled by Harold Burns on 08/26/2025*Notes: **Completed***Filled by Harold Burns on 08/26/2025*

☰ PROCEDURE DESCRIPTION

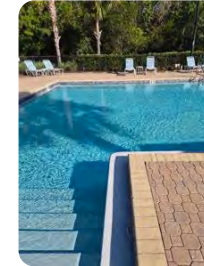
Daily Opening Checklist-Amenity Center

Opening Amenity Center Checklists

Team Member clock in completed:

 Yes*Filled by Harold Burns on 08/26/2025*

Opening Checklist Photos:

*Filled by Harold Burns on 08/26/2025*

Restrooms opening procedure:

- Check all toilets
- Check all sinks
- Check all mirrors and windows
- Check all trash receptacles
- Check all soap dispensers
- Check toilet paper supplies
- Check paper towels supplies
- Check all floors
- Check All lights, fans and emergency lights are working

Filled by Harold Burns on 08/26/2025

Fitness Center opening procedure:

- Empty all trash as needed
- Stock disinfectant wipes as needed
- Report to manager any equipment issues
- All t.v.'s and overhead music are working

Filled by Harold Burns on 08/26/2025

Social Hall opening checklist:

- Unlock door
- Kitchen, microwave, refrigerator, counters clean
- Make sure Restrooms clean and stocked
- Windows clean
- Floors swept and mopped
- Set up room for meetings or rentals as needed
- All lights, fans, are clean and working properly
- All t.v.'s and electronics are dusted and working properly
- Outside doors to parking lot are to remained locked

Filled by Harold Burns on 08/26/2025

Other Opening Checklists:

- Wipe down all tables, chairs, loungers and pool deck furniture
- Pickup trash and debris around the amenity center, parking lots, playgrounds, courts, parks, front entrances and common areas as needed
- Blow off all areas of the amenity center & walkways as needed
- Ensure all stormwater drains around the amenity center and parking lot are free of leaves and debris
- AED/Fire Extinguishers are present, up to date and inspected
- Air conditioning/heater is working properly
- Camera monitoring system is functioning properly
- Inspect amenity center facilities, playground, other amenities and notify manager of any repairs needed

Filled by Harold Burns on 08/26/2025

Chlorine Level: **7.15**

Filled by Harold Burns on 08/26/2025

PH Level: **7.6**

Filled by Harold Burns on 08/26/2025

:

- Yes

Filled by Harold Burns on 08/26/2025

				<p>Team Member clock out completed: <input checked="" type="checkbox"/> Yes <i>Filled by Harold Burns on 08/26/2025</i></p> <hr/> <p>Notes: Completed <i>Filled by Harold Burns on 08/26/2025</i></p>
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<p>ID: #345 Trails-CPO - Daily Checklist Type: Preventive Medium Amenity Center Facilities Checklists Harold Burns</p>	<p>Trails CDD</p>	<p>08/26/2025 <input checked="" type="checkbox"/> Done Completed by Harold Burns on 08/26/2025</p>		<p>☰ PROCEDURE DESCRIPTION</p> <p>Daily Certified Pool Operator Checklist. Number of days per week as outlined in the contract.</p> <p>Chlorine level: 7.15 <i>Filled by Harold Burns on 08/26/2025</i></p> <hr/> <p>PH level: 7.6 <i>Filled by Harold Burns on 08/26/2025</i></p> <hr/> <p>Total Alkalinity level: 80 <i>Filled by Harold Burns on 08/26/2025</i></p> <hr/> <p>Cyanuric Acid level: 20 <i>Filled by Harold Burns on 08/26/2025</i></p> <hr/> <p>Calcium Hardness: 300 <i>Filled by Harold Burns on 08/26/2025</i></p> <hr/> <p>Flow GPM: 470 <i>Filled by Harold Burns on 08/26/2025</i></p> <hr/> <p>Sodium Bicarb Added: <input checked="" type="checkbox"/> No <i>Filled by Harold Burns on 08/26/2025</i></p> <hr/> <p>Pool Shock Added: <input checked="" type="checkbox"/> No <i>Filled by Harold Burns on 08/26/2025</i></p>
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Phosphate Treatment Added:

No

Filled by Harold Burns on 08/26/2025

CYA/Stabilizer Added:

No

Filled by Harold Burns on 08/26/2025

Filters Clean

Filled by Harold Burns on 08/26/2025

Pool Gutters Clean

Filled by Harold Burns on 08/26/2025

Pool Tiles Clean

Filled by Harold Burns on 08/26/2025

Pool clean, vacuumed, skimmed as needed

Filled by Harold Burns on 08/26/2025

Sheppard's hook, life rings and skimmer are in proper working condition

Filled by Harold Burns on 08/26/2025

of Patron in the pool

Filled by Harold Burns on 08/26/2025

Section #1

CPO Checklist Photos of Current Pool/Equipment Conditions:



Filled by Harold Burns on 08/26/2025

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #115 Storage room organize project Type: Reactive <div style="display: flex; flex-direction: column; gap: 5px;"> <div style="background-color: #28a745; color: white; padding: 2px 5px; border-radius: 3px;">Low</div> <div style="border: 1px solid #007bff; padding: 2px 5px; border-radius: 3px;">Inspection</div> <div style="border: 1px solid #007bff; padding: 2px 5px; border-radius: 3px;">Amenity Center</div> <div style="border: 1px solid #007bff; padding: 2px 5px; border-radius: 3px;">Cleaning </div> </div> Howard McGaffney Harold Burns Justin Bozeman Honestee Anthony	Trails CDD Store room 1	08/31/2025 ✓ Done Completed by Harold Burns on 08/26/2025		
ID: #327 Mowing assignments check-in phase 1&2 Type: Preventive <div style="display: flex; flex-direction: column; gap: 5px;"> <div style="background-color: #ffc107; color: white; padding: 2px 5px; border-radius: 3px;">Medium</div> <div style="border: 1px solid #007bff; padding: 2px 5px; border-radius: 3px;">Inspection</div> <div style="border: 1px solid #007bff; padding: 2px 5px; border-radius: 3px;">Landscaping</div> <div style="border: 1px solid #007bff; padding: 2px 5px; border-radius: 3px;">Landscape inspection</div> </div> Howard McGaffney Harold Burns	Trails CDD	08/26/2025 ✓ Done Completed by Harold Burns on 08/26/2025		Mowing Tasks Checked in with lead for day mowing assignments : <input checked="" type="checkbox"/> Yes <i>Filled by Harold Burns on 08/26/2025</i> <hr/> Inform crew lead of prior near misses and issues from prior week mowing : <input checked="" type="checkbox"/> Yes <i>Filled by Harold Burns on 08/26/2025</i> <hr/> Document any feedback from Contractor : Wet grounds 8/26/25 pond 29 issues <i>Filled by Harold Burns on 08/26/2025</i> Post-Mowing Tasks Visual post-mowing inspection: <input checked="" type="checkbox"/> Yes <i>Filled by Harold Burns on 08/26/2025</i>
ID: #349	Trails CDD	08/27/2025 ✓ Done		Mowing Tasks

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
<p>Mowing assignments check-In phase 1&2</p> <p>Type: Preventive</p> <p>Medium</p> <p>Inspection</p> <p>Landscaping</p> <p>Landscape inspection</p> <p>Howard McGaffney Harold Burns</p>		<p>Completed by Harold Burns on 08/26/2025</p>		<p>Checked in with lead for day mowing assignments : <input checked="" type="checkbox"/> Yes</p> <p><i>Filled by Harold Burns on 08/26/2025</i></p> <hr/> <p>Inform crew lead of prior near misses and issues from prior week mowing : <input checked="" type="checkbox"/> Yes</p> <p><i>Filled by Harold Burns on 08/26/2025</i></p> <hr/> <p>Document any feedback from Contractor : Full crew with mowers</p> <p><i>Filled by Harold Burns on 08/26/2025</i></p> <p>Post-Mowing Tasks</p> <p>Visual post-mowing inspection: <input checked="" type="checkbox"/> Yes</p> <p><i>Filled by Harold Burns on 08/26/2025</i></p>
<p>ID: #351</p> <p>Fountain 🗑️ repairs</p> <p>Type: Reactive</p> <p>High</p> <p>Plumbing</p> <p>Maintenance</p> <p>District Manager Request</p> <p>Howard McGaffney Harold Burns</p>	<p>Trails CDD</p>	<p>08/26/2025</p> <p><input checked="" type="checkbox"/> Done</p> <p>Completed by Harold Burns on 08/26/2025</p>		<p>Inspect completed fountain functions : <input checked="" type="checkbox"/> Pass</p> <p><i>Filled by Harold Burns on 08/26/2025</i></p> <hr/> <p>Is there any obstructions in the fountains : <input checked="" type="checkbox"/> Pass</p> <p><i>Filled by Harold Burns on 08/26/2025</i></p>

Pictures of all working pond fountains:



Filled by Harold Burns on 08/26/2025

Verify timer settings for fountain operation:

✓ **Pass**

Filled by Harold Burns on 08/26/2025

Upload photo(s) of repaired/replaced fountain(s) in working state for verification :



Filled by Harold Burns on 08/26/2025

Notes on any repairs/replacement needed: **Warranty pond pump replacement & pond pump replacement invoiced**

Filled by Harold Burns on 08/26/2025

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

ID: #344

Trails CDD

08/26/2025

Closing Facilities Checklists

Type: Preventive

✓ Done

Completed by Justin Bozeman on 08/26/2025

Medium

Amenity Center

Facilities Checklists

Justin Bozeman

General Closing Tasks

Check that all doors are securely locked:

✓ Pass

Filled by Justin Bozeman on 08/26/2025

Ensure all trash is disposed of properly:

✓ Pass

Filled by Justin Bozeman on 08/26/2025

Security Checks

Inspect all security cameras for proper operation:

✓ Pass

Filled by Justin Bozeman on 08/26/2025

Verify all security gates are closed:

✓ Pass

Filled by Justin Bozeman on 08/26/2025

Check that all security lights are functioning:

✓ Pass



Filled by Justin Bozeman on 08/26/2025

Ensure all access points are secure:

✓ Pass

Filled by Justin Bozeman on 08/26/2025

Final Walkthrough

Conduct a final walkthrough of the facility:

✓ Pass

Filled by Justin Bozeman on 08/26/2025

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
<p>ID: #348</p> <p>Trails-CPO - Daily Checklist</p> <p>Type: Preventive</p> <p>Medium</p> <p>Amenity Center</p> <p>Facilities Checklists</p> <p>Harold Burns</p>	<p>Trails CDD</p>	<p>08/27/2025</p> <p>✓ Done</p> <p>Completed by Harold Burns on 08/27/2025</p>		<p>☰ PROCEDURE DESCRIPTION</p> <p>Daily Certified Pool Operator Checklist. Number of days per week as outlined in the contract.</p> <p>Chlorine level: 7.2</p> <p><i>Filled by Harold Burns on 08/27/2025</i></p> <hr/> <p>PH level: 7.4</p> <p><i>Filled by Harold Burns on 08/27/2025</i></p> <hr/> <p>Total Alkalinity level: 90</p> <p><i>Filled by Harold Burns on 08/27/2025</i></p> <hr/> <p>Cyanuric Acid level: 30</p> <p><i>Filled by Harold Burns on 08/27/2025</i></p> <hr/> <p>Calcium Hardness: 300</p> <p><i>Filled by Harold Burns on 08/27/2025</i></p> <hr/> <p>Flow GPM: 470</p> <p><i>Filled by Harold Burns on 08/27/2025</i></p> <hr/> <p>Sodium Bicarb Added:</p> <p><input checked="" type="checkbox"/> No</p> <p><i>Filled by Harold Burns on 08/27/2025</i></p> <hr/> <p>Pool Shock Added:</p> <p><input checked="" type="checkbox"/> No</p> <p><i>Filled by Harold Burns on 08/27/2025</i></p> <hr/> <p>Phosphate Treatment Added:</p> <p><input checked="" type="checkbox"/> No</p> <p><i>Filled by Harold Burns on 08/27/2025</i></p> <hr/> <p>CYA/Stabilizer Added:</p> <p><input checked="" type="checkbox"/> No</p> <p><i>Filled by Harold Burns on 08/27/2025</i></p> <hr/> <p><input checked="" type="checkbox"/> Filters Clean</p> <p><i>Filled by Harold Burns on 08/27/2025</i></p>

Pool Gutters Clean

Filled by Harold Burns on 08/27/2025

Pool Tiles Clean

Filled by Harold Burns on 08/27/2025

Pool clean, vacuumed, skimmed as needed

Filled by Harold Burns on 08/27/2025

Sheppard's hook, life rings and skimmer are in proper working condition

Filled by Harold Burns on 08/27/2025

of Patron in the pool

Filled by Harold Burns on 08/27/2025

Section #1

CPO Checklist Photos of Current Pool/Equipment Conditions:



Filled by Harold Burns on 08/27/2025

ID: #347

Trails CDD

08/27/2025

Opening Facilities Checklist

Done

Type: Preventive

Completed by Harold Burns on 08/27/2025

Medium

Amenity Center

Facilities Checklists

☰ PROCEDURE DESCRIPTION

Daily Opening Checklist-Amenity Center

Opening Amenity Center Checklists

Team Member clock in completed:

Yes

Filled by Harold Burns on 08/27/2025

Harold Burns

Opening Checklist Photos:

*Filled by Harold Burns on 08/27/2025*

Restrooms opening procedure:

- Check all toilets
- Check all sinks
- Check all mirrors and windows
- Check all trash receptacles
- Check all soap dispensers
- Check toilet paper supplies
- Check paper towels supplies
- Check all floors
- Check All lights, fans and emergency lights are working

Filled by Harold Burns on 08/27/2025

Fitness Center opening procedure:

- Empty all trash as needed
- Stock disinfectant wipes as needed
- Report to manager any equipment issues
- All t.v.'s and overhead music are working

Filled by Harold Burns on 08/27/2025

Social Hall opening checklist:

- Unlock door
- Kitchen, microwave, refrigerator, counters clean
- Make sure Restrooms clean and stocked
- Windows clean
- Floors swept and mopped
- Set up room for meetings or rentals as needed
- All lights, fans, are clean and working properly
- All t.v.'s and electronics are dusted and working properly
- Outside doors to parking lot are to remained locked

Filled by Harold Burns on 08/27/2025

Other Opening Checklists:

- Wipe down all tables, chairs, loungers and pool deck furniture
- Pickup trash and debris around the amenity center, parking lots, playgrounds, courts, parks, front entrances and common areas as needed
- Blow off all areas of the amenity center & walkways as needed
- Ensure all stormwater drains around the amenity center and parking lot are free of leaves and debris
- AED/Fire Extinguishers are present, up to date and inspected
- Air conditioning/heater is working properly
- Camera monitoring system is functioning properly
- Inspect amenity center facilities, playground, other amenities and notify manager of any repairs needed

Filled by Harold Burns on 08/27/2025

Chlorine Level: **7.20**

Filled by Harold Burns on 08/27/2025

PH Level: **7.4**

Filled by Harold Burns on 08/27/2025

:

Yes

Filled by Harold Burns on 08/27/2025

Team Member clock out completed:

Yes

Filled by Harold Burns on 08/27/2025

Notes: **Completed**

Filled by Harold Burns on 08/27/2025

ID: #355
Pond 19 & 29 Mowing inspections
 Type: Reactive

Trails CDD

08/28/2025
 Done
 Completed by Harold Burns on 08/27/2025

Medium

Visual Inspection

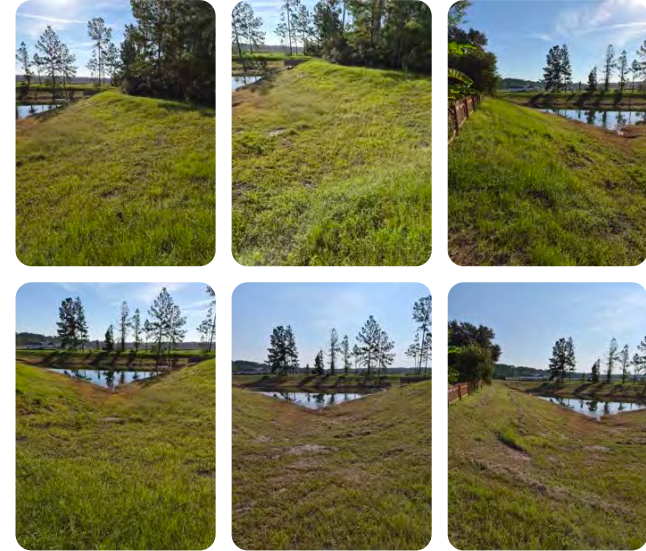
Inspection

Landscape inspection

District Manager Request

Howard McGaffney
Harold Burns

Before & after mowing pictures:



Filled by Harold Burns on 08/27/2025

Check for any visible debris or trash in the pond area.:

✓ **Pass**



Filled by Harold Burns on 08/27/2025

Ponds mowed to satisfactory standard :

✓ **Pass**



Filled by Harold Burns on 08/27/2025

Check for any obstructions in the pond's inflow and outflow structures.:

✓ **Pass**

Filled by Harold Burns on 08/27/2025

Inspect the condition of any fencing or barriers around the pond.:

✓ **Pass**

Filled by Harold Burns on 08/27/2025

ID: #352

Trails CDD

08/27/2025

Closing Facilities Checklists

Type: Preventive

Medium

Amenity Center

Facilities Checklists

Justin Bozeman

✓ Done

Completed by Justin Bozeman on 08/27/2025

General Closing Tasks

Check that all doors are securely locked:

✓ **Pass**

Filled by Justin Bozeman on 08/27/2025

Ensure all trash is disposed of properly:

✓ **Pass**

Filled by Justin Bozeman on 08/27/2025

Security Checks

Inspect all security cameras for proper operation:

✓ **Pass**

Filled by Justin Bozeman on 08/27/2025

Verify all security gates are closed:

✓ **Pass**

Filled by Justin Bozeman on 08/27/2025

Check that all security lights are functioning:

✓ **Pass**

Filled by Justin Bozeman on 08/27/2025

Ensure all access points are secure:

✓ **Pass**

Filled by Justin Bozeman on 08/27/2025

Final Walkthrough

Conduct a final walkthrough of the facility:

✓ **Pass**

Filled by Justin Bozeman on 08/27/2025

Upload photos of any issues found:



Filled by Justin Bozeman on 08/27/2025

ID: #354

Trails CDD

08/28/2025

Opening Facilities Checklist

Type: Preventive

✓ **Done**

Completed by Harold Burns on 08/28/2025

Medium

Amenity Center

☰ PROCEDURE DESCRIPTION

Daily Opening Checklist-Amenity Center

Opening Amenity Center Checklists

Team Member clock in completed:

☑ **Yes**

Filled by Harold Burns on 08/28/2025

[Facilities
Checklists](#)

Harold Burns

Opening Checklist Photos:



Filled by Harold Burns on 08/28/2025

Restrooms opening procedure:

- Check all toilets
- Check all sinks
- Check all mirrors and windows
- Check all trash receptacles
- Check all soap dispensers
- Check toilet paper supplies
- Check paper towels supplies
- Check all floors
- Check All lights, fans and emergency lights are working

Filled by Harold Burns on 08/28/2025

Fitness Center opening procedure:

- Empty all trash as needed
- Stock disinfectant wipes as needed
- Report to manager any equipment issues
- All t.v.'s and overhead music are working

Filled by Harold Burns on 08/28/2025

Social Hall opening checklist:

- Unlock door
- Kitchen, microwave, refrigerator, counters clean
- Make sure Restrooms clean and stocked
- Windows clean
- Floors swept and mopped
- Set up room for meetings or rentals as needed
- All lights, fans, are clean and working properly
- All t.v.'s and electronics are dusted and working properly
- Outside doors to parking lot are to remained locked

Filled by Harold Burns on 08/28/2025

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

ID: #337
Organize cleaning & storage supply closet
 Type: Preventive
Medium

Trails CDD

08/28/2025
✓ Done
 Completed by Harold Burns on 08/28/2025

- Other Opening Checklists:
- Wipe down all tables, chairs, loungers and pool deck furniture
 - Pickup trash and debris around the amenity center, parking lots, playgrounds, courts, parks, front entrances and common areas as needed
 - Blow off all areas of the amenity center & walkways as needed
 - Ensure all stormwater drains around the amenity center and parking lot are free of leaves and debris
 - AED/Fire Extinguishers are present, up to date and inspected
 - Air conditioning/heater is working properly
 - Camera monitoring system is functioning properly
 - Inspect amenity center facilities, playground, other amenities and notify manager of any repairs needed

Filled by Harold Burns on 08/28/2025

Chlorine Level: **7.25**

Filled by Harold Burns on 08/28/2025

PH Level: **7.6**

Filled by Harold Burns on 08/28/2025

:

Yes

Filled by Harold Burns on 08/28/2025

Team Member clock out completed:

Yes

Filled by Harold Burns on 08/28/2025

Notes: **Completed** 😊

Filled by Harold Burns on 08/28/2025

Preparation

Ensure all necessary supplies are available for restocking:

✓ **Pass**

Filled by Harold Burns on 08/28/2025

Rotate Supplies

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

Inspection

Amenity Center

Howard McGaffney
Harold Burns
Justin Bozeman
Honestee Anthony

Rotate stock to ensure older items are used first:

✓ **Pass**

Filled by Harold Burns on 08/28/2025

Restock Supplies

Upload a photo of the clean and restocked supply closet:



Filled by Harold Burns on 08/28/2025

Final Check

Ensure the supply closet is clean and organized:

✓ **Pass**

Filled by Harold Burns on 08/28/2025

ID: #353

Trails CDD

08/28/2025

Trails-CPO - Daily Checklist

✓ Done

Type: Preventive

Completed by Harold Burns on 08/28/2025

Medium

Amenity Center

Facilities Checklists

Harold Burns

☰ PROCEDURE DESCRIPTION

Daily Certified Pool Operator Checklist. Number of days per week as outlined in the contract.

Chlorine level: **7.25**

Filled by Harold Burns on 08/28/2025

PH level: **7.5**

Filled by Harold Burns on 08/28/2025

Total Alkalinity level: **80**

Filled by Harold Burns on 08/28/2025

Cyanuric Acid level: **40**

Filled by Harold Burns on 08/28/2025

Calcium Hardness: **350**

Filled by Harold Burns on 08/28/2025

Flow GPM: **470**

Filled by Harold Burns on 08/28/2025

Sodium Bicarb Added:

No

Filled by Harold Burns on 08/28/2025

Pool Shock Added:

No

Filled by Harold Burns on 08/28/2025

Phosphate Treatment Added:

No

Filled by Harold Burns on 08/28/2025

CYA/Stabilizer Added:

No

Filled by Harold Burns on 08/28/2025

Filters Clean

Filled by Harold Burns on 08/28/2025

Pool Gutters Clean

Filled by Harold Burns on 08/28/2025

Pool Tiles Clean

Filled by Harold Burns on 08/28/2025

Pool clean, vacuumed, skimmed as needed

Filled by Harold Burns on 08/28/2025

Sheppard's hook, life rings and skimmer are in proper working condition

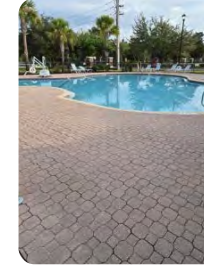
Filled by Harold Burns on 08/28/2025

of Patron in the pool

Filled by Harold Burns on 08/28/2025

Section #1

CPO Checklist Photos of Current Pool/Equipment Conditions:



Filled by Harold Burns on 08/28/2025

ID: #360
Closing Facilities Checklists

Trails CDD

08/28/2025

✓ Done

Completed by Justin Bozeman on 08/28/2025

Type: Preventive

Medium

Amenity Center

Facilities Checklists

Justin Bozeman

General Closing Tasks

Check that all doors are securely locked:

✓ **Pass**

Filled by Justin Bozeman on 08/28/2025

Ensure all trash is disposed of properly:

✓ **Pass**

Filled by Justin Bozeman on 08/28/2025

Security Checks

Inspect all security cameras for proper operation:

✓ **Pass**

Filled by Justin Bozeman on 08/28/2025

Verify all security gates are closed:

✓ **Pass**

Filled by Justin Bozeman on 08/28/2025

Check that all security lights are functioning:

✓ **Pass**

Filled by Justin Bozeman on 08/28/2025

Ensure all access points are secure:

✓ **Pass**

Filled by Justin Bozeman on 08/28/2025

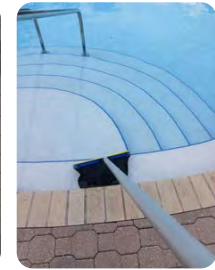
Final Walkthrough

Conduct a final walkthrough of the facility:

✓ **Pass**

Filled by Justin Bozeman on 08/28/2025

Upload photos of any issues found:



Filled by Justin Bozeman on 08/28/2025

ID: #361

Trails CDD

08/29/2025

Opening Facilities Checklist

Type: Preventive

✓ **Done**

Completed by Harold Burns on 08/29/2025

Medium

Amenity Center

Facilities Checklists

Harold Burns

☰ PROCEDURE DESCRIPTION

Daily Opening Checklist-Amenity Center

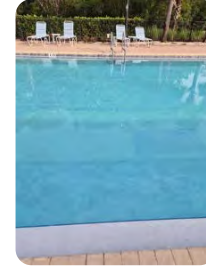
Opening Amenity Center Checklists

Team Member clock in completed:

☑ **Yes**

Filled by Harold Burns on 08/29/2025

Opening Checklist Photos:



Filled by Harold Burns on 08/29/2025

Restrooms opening procedure:

- Check all toilets
- Check all sinks
- Check all mirrors and windows
- Check all trash receptacles
- Check all soap dispensers
- Check toilet paper supplies
- Check paper towels supplies
- Check all floors
- Check All lights, fans and emergency lights are working

Filled by Harold Burns on 08/29/2025

Fitness Center opening procedure:

- Empty all trash as needed
- Stock disinfectant wipes as needed
- Report to manager any equipment issues
- All t.v.'s and overhead music are working

Filled by Harold Burns on 08/29/2025

Social Hall opening checklist:

- Unlock door
- Kitchen, microwave, refrigerator, counters clean
- Make sure Restrooms clean and stocked
- Windows clean
- Floors swept and mopped
- Set up room for meetings or rentals as needed
- All lights, fans, are clean and working properly
- All t.v.'s and electronics are dusted and working properly
- Outside doors to parking lot are to remained locked

Filled by Harold Burns on 08/29/2025

Other Opening Checklists:

- Wipe down all tables, chairs, loungers and pool deck furniture
- Pickup trash and debris around the amenity center, parking lots, playgrounds, courts, parks, front entrances and common areas as needed
- Blow off all areas of the amenity center & walkways as needed
- Ensure all stormwater drains around the amenity center and parking lot are free of leaves and debris
- AED/Fire Extinguishers are present, up to date and inspected
- Air conditioning/heater is working properly
- Camera monitoring system is functioning properly
- Inspect amenity center facilities, playground, other amenities and notify manager of any repairs needed

Filled by Harold Burns on 08/29/2025

Chlorine Level: 7.5

Filled by Harold Burns on 08/29/2025

PH Level: 7.25

Filled by Harold Burns on 08/29/2025

:

Yes

Filled by Harold Burns on 08/29/2025

Team Member clock out completed:

Yes

Filled by Harold Burns on 08/29/2025

Notes: **Completed**

Filled by Harold Burns on 08/29/2025

ID: #363

Trails CDD

08/29/2025

Trails-CPO - Daily Checklist

Done

Type: Preventive

Completed by Harold Burns on 08/29/2025

Medium

Amenity Center

☰ PROCEDURE DESCRIPTION

Daily Certified Pool Operator Checklist. Number of days per week as outlined in the contract.

Chlorine level: 7.25

Filled by Harold Burns on 08/29/2025

PH level: 7.5

Filled by Harold Burns on 08/29/2025

[Facilities
Checklists](#)

Harold Burns

Total Alkalinity level: **90***Filled by Harold Burns on 08/29/2025*Cyanuric Acid level: **40***Filled by Harold Burns on 08/29/2025*Calcium Hardness: **300***Filled by Harold Burns on 08/29/2025*Flow GPM: **470***Filled by Harold Burns on 08/29/2025*

Sodium Bicarb Added:

 No*Filled by Harold Burns on 08/29/2025*

Pool Shock Added:

 No*Filled by Harold Burns on 08/29/2025*

Phosphate Treatment Added:

 No*Filled by Harold Burns on 08/29/2025*

CYA/Stabilizer Added:

 No*Filled by Harold Burns on 08/29/2025* **Filters Clean***Filled by Harold Burns on 08/29/2025* **Pool Gutters Clean***Filled by Harold Burns on 08/29/2025* **Pool Tiles Clean***Filled by Harold Burns on 08/29/2025* **Pool clean, vacuumed, skimmed as needed***Filled by Harold Burns on 08/29/2025*

✓ Sheppard's hook, life rings and skimmer are in proper working condition

Filled by Harold Burns on 08/29/2025

✓ # of Patron in the pool

Filled by Harold Burns on 08/29/2025

Section #1

CPO Checklist Photos of Current Pool/Equipment Conditions:



Filled by Harold Burns on 08/29/2025

ID: #364

Trails CDD

08/29/2025

Closing Facilities Checklists

Type: Preventive

Medium

Amenity Center

Facilities Checklists

Justin Bozeman

✓ Done

Completed by Justin Bozeman on 08/29/2025

General Closing Tasks

Check that all doors are securely locked:

✓ Pass

Filled by Justin Bozeman on 08/29/2025

Ensure all trash is disposed of properly:

✓ Pass

Filled by Justin Bozeman on 08/29/2025

Security Checks

Inspect all security cameras for proper operation:


✓ Pass

Filled by Justin Bozeman on 08/29/2025

Verify all security gates are closed:

✓ Pass

Filled by Justin Bozeman on 08/29/2025

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
				<p>Check that all security lights are functioning: ✓ Pass <i>Filled by Justin Bozeman on 08/29/2025</i></p> <hr/> <p>Ensure all access points are secure: ✓ Pass <i>Filled by Justin Bozeman on 08/29/2025</i></p> <p>Final Walkthrough</p> <p>Conduct a final walkthrough of the facility: ✓ Pass <i>Filled by Justin Bozeman on 08/29/2025</i></p> <hr/> <p>Upload photos of any issues found:</p> <div data-bbox="1377 638 1792 906">  </div> <p><i>Filled by Justin Bozeman on 08/29/2025</i></p>
<p>ID: #357 Onsite inspection Type: Reactive High Inspection Howard McGaffney Harold Burns</p>	<p>Trails CDD</p>	<p>08/27/2025 ✓ Done Completed by Howard McGaffney on 08/31/2025</p>		