



Rizzetta & Company

Trout Creek Community Development District

**Board of Supervisors' Meeting
April 19, 2023**

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

www.troutcreekcdd.org

TROUT CREEK COMMUNITY DEVELOPMENT DISTRICT

Kayak Club, 100 Kayak Way, St. Augustine, FL 32092

www.troutcreekcdd.org

Board of Supervisors

Mike McCollum
Vincent Sajkowski
Frank Murphy
Ryan Stone
Clint Wright

Chairman
Vice Chairman
Assistant Secretary
Assistant Secretary
Assistant Secretary

District Manager

Melissa Dobbins

Rizzetta & Company, Inc.

District Counsel

Katie Buchanan

Kutak Rock LLP

District Engineer

Brad Davis
Matt Melchiori

Prosser Inc.

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

The Audience Comments portion, **on Agenda Items Only**, will be held at the beginning of the meeting. The Audience Comments portion of the agenda, **on General Items**, will be held at the end of the meeting. During these portions of the agenda, audience members may make comments on matters that concern the District (CDD) and will be limited to a total of three (3) minutes to make their comments.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (239) 936-0913. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

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

TROUT CREEK COMMUNITY DEVELOPMENT DISTRICT

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

**Board of Supervisors
Trout Creek Community
Development District**

April 12, 2023

AGENDA

Dear Board Members:

The **regular** meeting of the Board of Supervisors of the Trout Creek Community Development District will be held on **April 19, 2023 at 3:00 p.m.** located at the Kayak Club, 100 Kayak Way, St. Augustine, FL 32092. The following is the agenda for the meeting:

- 1. CALL TO ORDER / ROLL CALL**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors' Meeting held on March 15, 2023 Tab 1
 - B. Ratification of the Operation and Maintenance Expenditures for February and March 2023 Tab 2
 - C. Ratification of Requisitions
 1. Account Series 2020; CUS 112-119, 120-122 Tab 3
- 4. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 1. Update from ECS Regarding Tree Remediation
 - C. Construction Administrator
 - D. Landscape Reports
 1. VerdeGo Report Tab 4
 2. Prestige Report Tab 5
 - E. Community Director Tab 6
 1. Charles Aquatics Service Report Tab 7
 - F. District Manager
- 5. BUSINESS ITEMS**
 - A. Consideration of First Service Residential Agreement (under separate cover)
 - B. Update Regarding Amenity Management Transition
 - C. Review of Resident Club and Interest Group Policies Tab 8
- 6. AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at 904-436-6270.

Yours kindly,
Melissa Dobbins
Melissa Dobbins

Tab 1

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MINUTES OF MEETING

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

**TROUT CREEK
COMMUNITY DEVELOPMENT DISTRICT**

The **regular** meeting of the Board of Supervisors of Trout Creek Community Development District was held on **March 15, 2023, at 3:00 p.m.** at The Kayak Club, 100 Kayak Way, St. Augustine, FL 32092.

Present and constituting a quorum:

Vincent Sajkowski	Board Supervisor, Vice Chairman
Clint Wright	Board Supervisor, Assistant Secretary
Frank Murphy	Board Supervisor, Assistant Secretary

Also present were:

Melissa Dobbins	District Manager, Rizzetta & Co., Inc.
Katie Buchanan	District Counsel, Kutak Rock, LLP
Brad Davis	District Engineer, Prosser Inc. (via speakerphone)
Barry Jeskewich	Community Director, CCMC
Wanda Gartman	Assistant Community Director, CCMC
Scott Settlemires	VerdeGo Landscape
Bruno Perez	VerdeGo Landscape

Members of the public present.

FIRST ORDER OF BUSINESS

Call to Order

Ms. Dobbins called the meeting to order at 3:05 p.m.

Mr. Murphy requested the audience to be respectful and if the audience makes rude comments, they will be asked to leave the meeting.

The Board moved to agenda item 4B due to the District Engineer only being available for the first 30 minutes of the meeting.

SECOND ORDER OF BUSINESS

District Engineer

The Board asked Mr. Davis to review the erosion/drainage issue with Mr. Roane and his plans for the repair which is the responsibility of the developer.

1. Update on Tree Agreement
Mr. Murphy provided an update that ECS is starting to do soil samples and will provide an update and remediation options at the next meeting. It was noted that ECS is also taking soil samples in several plants beds as well.
2. Update on Roadway Evaluation
Mr. Wright mentioned he had an email regarding a proposed plan for the asphalt that he will forward to the District Engineer to review and comment. He also noted concerns he had regarding a county regional park that was talked about at the last county meeting and how it will impact the District's infrastructure and cost put on the residents. Mr. Davis stated that it was his understanding access to this park would be off SR 16 and that the outer beltway would be complete in 2025 or 2026 which would direct traffic to the park. However, to find out if traffic will cut through the neighborhood until then is a great question and residents should voice it at the county's public meetings.

The Board moved back to agenda item 2.

THIRD ORDER OF BUSINESS

Audience Comments on Agenda Items

Audience had comments on patio cushion material, request for an update on swim team agreement, questions regarding the Internet Group Policies, questions regarding the playground inspection, request was made for an update on specific incident report and a drainage/erosion issue.

FOURTH ORDER OF BUSINESS

Consideration of the Minutes of the Board of Supervisors' Meeting held February 15, 2023

On a motion by Mr. Murphy, seconded by Mr. Sajkowski, with all in favor, the Board approved the minutes of the Board of Supervisors' Meeting held February 15, 2023, for Trout Creek Community Development District.

FIFTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures for January 2023

On a motion by Mr. Murphy, seconded by Mr. Wright, with all in favor, the Board ratified the Operation and Maintenance Expenditures for January 2023 in the amount of \$171,293.22, for Trout Creek Community Development District.

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SIXTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Ms. Buchanan updated the Board that the swim team agreement has been drafted but not executed.

Ms. Buchanan reinstated what the Board noted at the beginning of the meeting and confirmed that if anyone is discriminatory or makes harmful remarks towards another person, they will be asked to leave the meeting. The Board then had further discussion regarding an incident at the previous meeting when an audience member made inappropriate comments to another audience member. After receiving complaints from residents, the Board directed staff to send a warning letter to the audience member reinforcing that public decorum is required, and future disruptions will not be tolerated and may subject them to be removed from Board meetings and/or receive potential suspension from the District's facilities.

On a motion by Mr. Murphy, seconded by Mr. Sajkowski, with all in favor, the Board approved staff to send a warning letter to audience member, for Trout Creek Community Development District.

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B. Landscape Reports

1. VerdeGo Landscape Report

i. Consideration of Renewal

The Board discussed benefits to renew one more year with VerdeGo for Phase 1 and 2 at the same current fee of \$348,323.00 annually. After discussion, the Board approved.

On a motion by Mr. Wright, seconded by Mr. Murphy, with all in favor, the Board approved the VerdeGo renewal at same current annual fee of \$348,323.00, for Trout Creek Community Development District.

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C. Community Director

Mr. Jeskewich updated the Board that Johnny Verdell was promoted to Head Maintenance Technician and that David Lesage will stay on part-time until they find his replacement.

Mr. Jeskewich is still reviewing options with CCMC to bring back janitorial services under their agreement and will update the Board once he has that information. He is also still researching gator ATV options.

129 Mr. Jeskewich updated the Board the position of Café Host will be changed
130 to Community Ambassador, but there is not a change to compensation for
131 this position. The Board gave consensus of approval for the title change.
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133 1. Review of Resident Club and Interest Groups Policies
134 This item was tabled.

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136 2. Charles Aquatics Report
137 Mr. Jeskewich stated the repair needed to fix the items noted in the
138 report for the fountain requires an underwater electrician and is
139 something they are researching.
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141 D. District Manager

142 Ms. Dobbins reviewed the summary of January financials and noted she will
143 be looking to schedule a budget workshop with the Board the last week of
144 April.
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146 SEVENTH ORDER OF BUSINESS

147 Consideration of Marquee Sign 148 Proposal

149 After discussion and taking audience feedback into consideration the Board took no further
150 action on purchasing a marquee sign.
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152 EIGHTH ORDER OF BUSINESS

153 Consideration of Seat Cushion 154 Quotes

155 After discussion, the Board authorized Mr. Sajkowski to work with staff on selecting and
156 approving the purchase to replace the patio seat cushions.
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On a motion by Mr. Murphy, seconded by Mr. Wright, with all in favor, the Board approved Mr. Sajkowski to work with staff on selecting and approving the purchase to replace the patio seat cushions, for Trout Creek Community Development District.

158 NINTH ORDER OF BUSINESS

159 Audience Comments and Supervisor 160 Requests

161 Supervisor Requests

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163 Mr. Sajkowski asked staff to look at cost options for an ID badge system.
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165 Audience Comments

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167 Audience had comments and recommendations on cushions that should be purchased
168 for the patio, resident made further comments on how the District should handle
169 harassment reports, a request was made for the District to look into trapping wild boars
170 to help homeowners with damage to their property, residents' expressed concerns with
171 non-resident use at the gym and other facilities.
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174 **TENTH ORDER OF BUSINESS**

**Discussion Regarding Security
Options (per FL Statutes 119.071(3)(a)
and 281.301, this portion will be
closed to the public)**

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179 After discussion regarding security camera replacements, the Board directed Mr. Jeskewich to
180 move forward with proposals above this threshold of \$10,000.00 and look at additional
181 cameras as needed.

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183 **ELEVENTH ORDER OF BUSINESS** **Adjournment**

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On a motion by Mr. Wright, seconded by Mr. Murphy, with all in favor, the Board adjourned the Board of Supervisors' Meeting at 5:54 PM, for Trout Creek Community Development District.

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Secretary /Assistant Secretary

Chairman / Vice Chairman

DRAFT

Tab 2

TROUT CREEK COMMUNITY DEVELOPMENT DISTRICT

District Office - St. Augustine, Florida - (904)-436-6270
Mailing Address - 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
troutcreekcdd.org

Operation and Maintenance Expenditures Presented For Board Approval February 2023

Attached please find the check register listing the Operation and Maintenance expenditures paid from February 1, 2023 through February 28, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$140,183.64**

Approval of Expenditures:

_____ Chairperson
_____ Vice Chairperson
_____ Assistant Secretary

Trout Creek Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2023 Through February 28, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Arrow Exterminators Inc.	100246	49685662	Pest Control Services 12/22	\$ 110.00
Arrow Exterminators Inc.	100246	49685828	Pest Control Services 12/22	\$ 55.00
Arrow Exterminators Inc.	100246	50039239	Pest Control Services 01/23	\$ 110.00
Arrow Exterminators Inc.	100246	50039240	Pest Control Services 01/23	\$ 90.00
Arrow Exterminators Inc.	100268	50038823	Pest Control Services 01/23	\$ 176.00
AT&T	2162023	904 203-0054 001 0568	Cable & Internet Services 02/23	\$ 539.61
Atlantic Companies, Inc.	100247	01/23 Autopay 552 280324	Key Fob 01/23	\$ 2,265.00
CCMC	100248	TCD-01012023	Management Fee & Payroll 12/22 - 01/23	\$ 17,803.49
CCMC	100248	TCD-02012023	Management Fee & Payroll 01/23 - 02/23	\$ 16,672.05
CCMC	100248	TCD-11012022	Management Fee & Payroll 10/22 - 11/22	\$ 14,388.64
Deputy Services	100276	SJSO23CAD029073	Deputy Services 02/23	\$ 165.00
Deputy Services	100277	SJSO23CAD034455	Deputy Services 02/23	\$ 165.00
Deputy Services	100278	SJSO23CAD028209	Deputy Services 02/23	\$ 165.00
Deputy Services	100278	SJSO23CAD035290	Deputy Services 02/23	\$ 165.00

Trout Creek Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2023 Through February 28, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Deputy Services	100278	SJSO23CAD038700	Deputy Services 02/23	\$ 275.00
Deputy Services	100278	SJSO23CAD22336	Deputy Services 01/23	\$ 165.00
Deputy Services	100280	SJSO23CAD040985	Deputy Services 02/23	\$ 165.00
Deputy Services	100279	SJSO23CAD023091	Deputy Services 01/23	\$ 165.00
Deputy Services	100281	SJSO23CAD041800	Deputy Services 02/23	\$ 165.00
Disclosure Services, LLC	100262	4 Trout Creek	Amortization Schedule Series 2015, Series 2018, Series 2020 01/23	\$ 300.00
First Coast Franchising	100249	JAK01230505	Janitorial Services 01/23	\$ 86.58
Florida Department of Revenue	100273	65-8017062725-9 Sales & Use Tax 01/23	Sales & Use Tax 01/23	\$ 830.25
Florida Natural Gas	100259	770423ES	Natural Gas 01/23	\$ 22.86
Florida Power & Light Company	2022023	98411-59305 01/23 Autopay 324	Electric Services 01/23	\$ 46.14
Florida Power & Light Company	2032023	03602-11429 01/23 Autopay 324	Electric Services 01/23	\$ 34.58
Florida Power & Light Company	2152023	Monthly Summary 01/23 Autopay 324	Electric Services 02/23	\$ 10,475.95
Florida Power & Light Company	2272023	39473-03305 02/23 Autopay 324	Electric Services 02/23 EFT	\$ 63.26
Greenway Lawn & Landscape	100250	20719	Install Pine Bark 10/22	\$ 3,525.00

Trout Creek Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2023 Through February 28, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
IPFS Corporation	100244	Liability Insurance 5th Payment 02/23	Liability Insurance 5th Payment 02/23	\$ 5,099.22
IPFS Corporation	100263	Liability Insurance 6th Payment 03/23	Liability Insurance 6th Payment 03/23	\$ 5,099.22
JEA	2082023	9634626977 01/23 Autopay 324	Water-Sewer Services 01/23	\$ 11,860.02
Kutak Rock, LLP	100269	3169930	Legal Services 12/22	\$ 3,754.83
M&G Holiday Lighting	100251	1740-1	Holiday Lighting 11/22	\$ 4,164.71
Poolsure	100270	131295612370	Pool Services 02/23	\$ 4,248.61
Prestige Landscapes of North Florida, Inc.	100264	2620	Landscape Services 12/22	\$ 4,761.66
Prestige Landscapes of North Florida, Inc.	100271	0130	Install Irrigation 01/23	\$ 5,018.58
Prosser, Inc.	100265	48928	Engineering Services 10/22	\$ 787.50
Prosser, Inc.	100266	49553	Engineering Services 02/23	\$ 2,638.13
Republic Services	02072023-1	0687-001291794 Autopay	Waste Services 01/23	\$ 304.23
Rizzetta & Company, Inc.	100245	INV0000075306	District Management Fees 02/23	\$ 4,412.59
Rizzetta & Company, Inc.	100275	INV0000077289	Excess Meeting Time 02/23	\$ 218.75
Robert's Tree Service, Inc.	100272	458800	Tree Removal 01/23	\$ 2,375.00

Trout Creek Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2023 Through February 28, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Roy Green	100252	Green012423	Family Trivia Emcee 01/23	\$ 250.00
Southeast Fitness Repair	100253	Southeast Fitness012723	Deposit for Parts 01/23	\$ 768.50
Surfside Pools	100260	184180	Pool Maintenance 01/23	\$ 3,500.00
Surfside Pools	100260	276873	Pool Chemicals 10/22	\$ 421.50
Surfside Pools	100260	276874	Pool Chemicals 10/22	\$ 175.00
Surfside Pools	100260	276875	Pool Chemicals 10/22	\$ 17.00
Surfside Pools	100260	277273	Pool Chemicals 11/22	\$ 4.25
Surfside Pools	100260	280233	Pool Chemicals 01/23	\$ 17.00
Surfside Pools	100261	278803	Pool Chemicals 12/22	\$ 34.00
TECO Peoples Gas	100254	211011457499 01/23	Natural Gas Services 01/23	\$ 44.15
TECO Peoples Gas	100254	221008807523 01/23	Natural Gas Services 01/23	\$ 50.94
TECO Peoples Gas	100274	211011457499 02/23	Natural Gas Services 02/23	\$ 33.57
TECO Peoples Gas	100274	221008807523 02/23	Natural Gas Services 02/23	\$ 41.65
TECO Peoples Gas	02072023	211011457499 12/22 autopay	Natural Gas Services 12/22	\$ 42.66

Trout Creek Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2023 Through February 28, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Trout Creek CDD	DC 020323	DC 020323	Debit Card Replenishment	\$ 1,954.74
Trout Creek CDD	DC 020923	DC 020923	Debit Card Replenishment	\$ 1,135.85
Trout Creek CDD	DC 021323	DC 021323	Debit Card Replenishment	\$ 1,505.27
Trout Creek CDD	DC 021523	DC 021523	Debit Card Replenishment	\$ 2,551.89
Trutech LLC	100255	523250 2935762	Pest Control Services 10/22	\$ 122.00
VerdeGo, LLC	100256	10492	Irrigation Repairs 01/23	\$ 1,283.58
Vexacor Supply Group, LLC	100257	M570761	Coffee Bar Rental 01/23	\$ 402.63
VGlobal Tech	100267	4711	Website Maintenance 02/23	\$ 300.00
Welch Tennis Courts, Inc.	100258	70114	Tennis Supplies 01/23	\$ <u>1,595.00</u>
Report Total				\$ <u>140,183.64</u>

TROUT CREEK COMMUNITY DEVELOPMENT DISTRICT

District Office - St. Augustine, Florida - (904)-436-6270
Mailing Address - 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
troutcreekcdd.org

Operation and Maintenance Expenditures Presented For Board Approval March 2023

Attached please find the check register listing the Operation and Maintenance expenditures paid from March 1, 2023 through March 31, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$217,100.85**

Approval of Expenditures:

_____ Chairperson
_____ Vice Chairperson
_____ Assistant Secretary

Trout Creek Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2023 Through March 31, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
AMTEC	100354	6419-03-23	Capital Improvement Revenue Bonds Series 2015 03/23	\$ 450.00
AquaShield Products LLC	100347	222028	Water Slide Restoration 02/23	\$ 3,725.00
Arrow Exterminators Inc.	100283	49685829	Pest Control Services 12/22	\$ 33.00
Arrow Exterminators Inc.	100283	50380784	Pest Control Services 02/23	\$ 110.00
Arrow Exterminators Inc.	100283	50380935	Pest Control Services 02/23	\$ 55.00
Arrow Exterminators Inc.	100283	50380936	Rodent Control Services 02/23	\$ 33.00
Arrow Exterminators Inc.	100322	50773584	Rodent Control Services 03/23	\$ 181.00
Arrow Exterminators Inc.	100322	50773898	Pest Control Services 03/23	\$ 113.00
Arrow Exterminators Inc.	100322	50773899	Pest Control Services 03/23	\$ 93.00
AT&T	3032023	324079257 02/23 Autopay 324	Phone & Internet Services 02/23	\$ 169.22
AT&T	20230320-01	904 230-0054 001 0562 03/28 Autopay 324	Cable & Internet Services 02/23	\$ 538.46
AT&T	20230321-01	151561791 02/23 Autopay 324	Internet Services 02/23	\$ 16.05
AT&T	20230321-01	299942543 02/23 Autopay 324	TV & Internet Services 02/23	\$ 16.05
Atlantic Security	100323	284105	Remove 3 Dot Network Cameras Set Up 2 Dot Network 02/23	\$ 779.50
Bouncers, Slides and More, Inc.	100348	04012023.09	Spring Fling Bounce House & Inflatables 03/23	\$ 1,500.00

Trout Creek Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2023 Through March 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
CCMC	100324	TCD-03012023	Management Fee & Payroll 02/23-03/23	\$ 18,626.48
Charles Aquatics, Inc.	100284	47186	Fountain Maintenance 02/23	\$ 400.00
Charles Aquatics, Inc.	100284	47336	Fountain Maintenance 02/23	\$ 1,561.00
Charles Aquatics, Inc.	100334	47552	Aquatic Maintenance 03/23	\$ 2,061.00
Colden Company, Inc.	100285	16465	Voice & Phone Services 01/23	\$ 147.04
Colden Company, Inc.	100335	16551	Voice & Phone Services 03/23	\$ 429.02
Colden Company, Inc.	100355	16623	Voice & Phone Services 03/23	\$ 959.07
Dante M Smalls	100314	01-032023	St Patrick's Day Party Bartender 03/23	\$ 350.00
Dante M Smalls	100314	01-03252023	360 Photobooth Package 03/23	\$ 600.00
Deputy Services	100313	SJSO23CAD054443	Deputy Services 03/03/23 and 3/4/2023	\$ 330.00
Deputy Services	100326	SJSO23CAD068059	Deputy Services 03/23	\$ 165.00
Deputy Services	100351	SJSO23CAD073140	Deputy Services 03/23	\$ 330.00
Dog Waste Depot	100336	523260	Round Can Clamp Kit 12/22	\$ 119.98
Earth Kinship LLC	100286	28	Landscape Hike with Naturalist 02/23	\$ 350.00
Earth Kinship LLC	100337	29	Ecotourism Hike-National Trail Day 03/23	\$ 350.00

Trout Creek Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2023 Through March 31, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Farm to You Revue, LLC	100321	032523	Super Zoo & Reptile Package Event Date 03/25/2023	\$ 1,975.00
First Coast Fire & Safety Equipment	100287	1850022023	Service Call & Annual Maintenance 02/23	\$ 248.95
First Coast Franchising	100288	JAK02230384	Janitorial Services 02/23	\$ 4,839.75
First Coast Franchising	100338	JAK03230375	Janitorial Services 03/23	\$ 4,839.75
First Coast Fun and Games	100315	5337	Game Truck-Laser Tag 03/23	\$ 1,200.00
First Coast Fun and Games	100349	5378	Laser Tag for Large Group 03/23	\$ 800.00
Flo-Air, LLC	100312	2038	Service Call 02/23	\$ 400.00
Florida Department of Revenue	100320	65-8017062725-9 Sales & Use Tax 02/23 324	Sales & Use Tax 02/23	\$ 443.35
Florida Natural Gas	100289	787106ES	Natural Gas 02/23	\$ 30.98
Florida Power & Light Company	3062023	98411-59305 02/23 Autopay 324	Electric Services 02/23	\$ 57.54
Florida Power & Light Company	3072023	03602-11429 02/23 Autopay 324	Electric Services 02/23	\$ 39.70
Florida Power & Light Company	20230320-02	Monthly Summary 02/23 Autopay 324	Electric Services 02/23	\$ 9,251.62
Frank Murphy	100290	FM021523	Board of Supervisors Meeting 02/15/23	\$ 200.00
Frank Murphy	100325	FM031523	Board of Supervisors Meeting 03/15/23	\$ 200.00
Howard Services, Inc.	100291	S-15284	Service Call-Thermostat Blank--Not Cooling 02/23	\$ 187.50

Trout Creek Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2023 Through March 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Howard Services, Inc.	100291	S-15303	Replaced Transformer 02/23	\$ 882.06
Howard Services, Inc.	100350	S-15556	Air Conditioner Repairs 03/23	\$ 512.00
IPFS Corporation	100292	Liability Insurance 7th Payment 04/23	Liability Insurance 7th Payment 04/23	\$ 5,099.22
JEA	3082023	9634626977 02/23 Autopay 324	Water-Sewer Services 02/23 EFT	\$ 21,407.50
Jeffrey Ganz	100293	Ganz022123	Live Band for St Patrick's Day Party 03/23	\$ 400.00
Johnson Electric of Jacksonville, Inc.	100316	2689	Trouble Shoot Lighting/Outlet Problems 12/22	\$ 750.00
Kutak Rock, LLP	100294	3183185	Legal Services 01/23	\$ 3,990.18
Performance Electrical Contracting, Inc.	100295	20232	Repair Parking Lot Lighting 02/23	\$ 1,300.00
Poolsure	100339	131295613027	Pool Maintenance 03/23	\$ 4,248.61
Prestige Landscapes of North Florida, Inc.	100296	2647	Landscape Services 02/23	\$ 4,761.66
Prestige Landscapes of North Florida, Inc.	100356	46015	Fertilizer Application 03/23	\$ 1,750.00
Prosser, Inc.	100297	49706	Engineering Services 1/23	\$ 2,800.00
Prosser, Inc.	100340	49813	Engineering Services 02/23	\$ 750.00
Republic Services	3092023	0687-001301494 autopay	Waste Services 03/23	\$ 304.53
Richard Clinton Wright	100298	CW021523	Board of Supervisors Meeting 02/15/23	\$ 200.00

Trout Creek Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2023 Through March 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Richard Clinton Wright	100327	CW031523	Board of Supervisors Meeting 03/15/23	\$ 200.00
Rizzetta & Company, Inc.	100282	INV0000078019	District Management Fees 03/23	\$ 4,412.59
Roy Green	100299	1623	Family Trivia at Kyak Club 01/23	\$ 250.00
Roy Green	100299	22223	Bingo 02/23	\$ 250.00
Roy Green	100299	2323	Emcee/DJ Mardi Gras Party 02/23	\$ 450.00
Roy Green	100317	32523	DJ for 03/25/23	\$ 450.00
Roy Green	100317	42623	Bingo 04/23	\$ 250.00
Roy Green	100328	32223	Bingo 03/23	\$ 250.00
Roy Green	100352	4723	DJ For Karaoke/Open Mic Night 04/07/23	\$ 250.00
Ryan Scott Stone	100300	RS021523	Board of Supervisors Meeting 02/15/23	\$ 200.00
SESAC, INC.	100301	803073	Music Contract 01/23-12/23	\$ 355.25
Southeast Fitness Repair	100318	101269	Fitness Equipment Repirs 02/23	\$ 325.18
Southeast Fitness Repair	100329	100570	Fitness Equipment Repairs 10/22	\$ 170.00
Stephens Advertising, Inc.	100319	2104628	Advertising Services 06/21	\$ 525.00
Surfside Pools	100341	185222	Pool Maintenance 02/23	\$ 3,500.00

Trout Creek Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2023 Through March 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
TECO Peoples Gas	100330	211011457499 03/23	Natural Gas Services 03/23	\$ 39.57
TECO Peoples Gas	100330	221008807523 03/23	Natural Gas Services 03/23	\$ 35.72
The Bank of New York Mellon	100302	252-2534682	Trustee Fees 02/236/23-02/25/24	\$ 4,000.00
Trout Creek CDD	DC 031723	DC 031723	Debit Card Replenishment	\$ 1,823.71
Trout Creek CDD	DC 032823	DC 032823	Debit Card Replenishment	\$ 579.54
Trutech LLC	100303	3116946	Pest Control Services 02/23	\$ 122.00
Vak Pak, Inc.	100342	23-00041	Replace Impeller 02/23	\$ 1,861.96
Vallencourt Construction Co., Inc.	100331	8516-2	Engineering Services 12/22	\$ 6,209.16
Vallencourt Construction Co., Inc.	100331	8527-3 (RET)	Engineering Services 12/22	\$ 8,581.98
VerdeGo, LLC	100304	10629B	Landscape Maintenance 02/23	\$ 25,835.66
VerdeGo, LLC	100304	10629C	Landscape Maintenance 02/23	\$ 3,191.27
VerdeGo, LLC	100332	10890	Irrigation Repairs 02/23	\$ 390.00
VerdeGo, LLC	100332	10900	Irrigation Repairs 02/23	\$ 260.00
VerdeGo, LLC	100343	10777B	Landscape Maintenance 03/23	\$ 25,835.66
VerdeGo, LLC	100343	10777C	Landscape Maintenance 03/23	\$ 3,191.27

Trout Creek Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2023 Through March 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
VerdeGo, LLC	100343	10866	Irrigation Repairs 02/23	\$ 780.00
VerdeGo, LLC	100343	10956	Install Mulch 03/23	\$ 3,727.06
VerdeGo, LLC	100343	10957	Irrigation Repairs 03/23	\$ 946.25
VerdeGo, LLC	100343	10958	Irrigation Repairs 03/23	\$ 513.25
VerdeGo, LLC	100343	10959	Irrigation Repairs 03/23	\$ 90.00
VerdeGo, LLC	100343	10960	Irrigation Repairs 03/23	\$ 1,664.40
VerdeGo, LLC	100343	10974	Landscape Enhancement 03/23	\$ 1,557.35
VerdeGo, LLC	100357	11002	Irrigation Repairs 03/23	\$ 789.88
VerdeGo, LLC	100357	11003	Irrigation Repairs 03/23	\$ 162.50
Veterans United Craft Brewery LLC	100305	TR0045	Veterans United Craft Beer Cases 03/23	\$ 1,188.00
Vexacor Supply Group, LLC	100306	C343	Coffee Bar Rental 02/23	\$ 165.00
Vexacor Supply Group, LLC	100344	C455	Coffee Bar Rental 03/23	\$ 165.00
Vexacor Supply Group, LLC	100344	M571060	Coffee Bar Rental 02/23	\$ 455.18
Vexacor Supply Group, LLC	100344	M571313	Coffee Bar Rental 03/23	\$ 111.22
VGlobal Tech	100307	4803	Website Maintenance 03/23	\$ 300.00

Trout Creek Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2023 Through March 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
VGlobal Tech	100307	4804	Website Maintenance Quarterly 03/23	\$ 400.00
Vicky Oakes Supervisor of Elections	100308	2023-06	General Election Costs FY22	\$ 191.47
Vincent J Sajkowski	100309	VS021523	Board of Supervisors Meeting 02/15/23	\$ 200.00
Vincent J Sajkowski	100333	VS031523	Board of Supervisors Meeting 03/15/23	\$ 200.00
Wayne Automatic Fire Sprinklers, Inc.	100310	1025614	Quarterly Sprinkler Inspection 02/23	\$ 100.00
Wellbeats, Inc.	100311	EPIV00000072136	WBC-PLUS Content Period 02/23	\$ 249.00
Wellbeats, Inc.	100345	EPIV00000073395	WBC-PLUS Content Period 03/23	\$ 249.00
William Guerrant	100353	1	Shuttle Service for Spring Fling 03/23	\$ 550.00
Wilson Heating & Air Conditioning, Inc.	100346	57109	Air Conditioner Maintenance 03/23	\$ <u>90.00</u>
Report Total				\$ <u>217,100.85</u>

Tab 3

TROUT CREEK COMMUNITY DEVELOPMENT DISTRICT

District Office · St. Augustine, Florida · (904) 436-6270
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

March 07, 2023

RIZZETTA & COMPANY, INC.
Trout Creek, Custody Account
Attn: Victoria Rutitskaya
2806 N. Fifth Street, Unit 403
St. Augustine, FL 32084

RE: Custody Account, Series 2020
Requisitions for Payment

Dear Victoria:

Below please find a table detailing the enclosed requisition(s) ready for payment from the Districts Acquisition/Construction Trust Account.

PLEASE EXPEDITE PAYMENT TO THE PAYEE(S) VIA

- A. VALLENCOURT & PROSSER VIA UPS**
- B. STEPHENS & SUNDANCER VIA USPS**

REQUISITION NO.	PAYEE	AMOUNT
CUS 112	Vallencourt Construction Co., Inc.	\$42,491.31
CUS 113	Vallencourt Construction Co., Inc.	\$215,227.51
CUS 114	Prosser, Inc.	\$5,205.93
CUS 115	Prosser, Inc.	\$2,638.13
CUS 116	Stephens Advertising	\$348.00
CUS 117	Sundancer Sign Graphics	\$4,550.00
CUS 118	Vallencourt Construction Co., Inc.	\$4,013.30
CUS 119	Vallencourt Construction Co., Inc.	\$52,715.37

If you have any questions regarding this request, please do not hesitate to call me at (904) 436-6270. Thank you for your prompt attention to this matter.

Sincerely,

TROUT CREEK

COMMUNITY DEVELOPMENT DISTRICT

Melissa Dobbins

Regional District Manager

TROUT CREEK COMMUNITY DEVELOPMENT DISTRICT

District Office · St. Augustine, Florida · (904) 436-6270
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

March 27, 2023

RIZZETTA & COMPANY, INC.
Trout Creek, Custody Account
Attn: Hanna Yi
2806 N. Fifth Street, Unit 403
St. Augustine, FL 32084

RE: Custody Account, Series 2020
Requisitions for Payment

Dear Hanna:

Below please find a table detailing the enclosed requisition(s) ready for payment from the Districts Acquisition/Construction Trust Account.

PLEASE EXPEDITE PAYMENT TO THE PAYEE(S) VIA

- A. VALLENCOURT VIA UPS**
- B. PROSSER VIA USPS**

REQUISITION NO.	PAYEE	AMOUNT
CUS 120	Vallencourt Construction Co., Inc.	\$142,302.39
CUS 121	Vallencourt Construction Co., Inc.	\$66,426.38
CUS 122	Prosser, Inc.	\$3,523.40

If you have any questions regarding this request, please do not hesitate to call me at (904) 436-6270. Thank you for your prompt attention to this matter.

Sincerely,

TROUT CREEK

COMMUNITY DEVELOPMENT DISTRICT

Melissa Dobbins

Regional District Manager

Tab 4

VerdeGo

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



LANDSCAPE STATUS REPORT

REPORT SUMMARY

REPORT DATE	PROPERTY NAME	PREPARED BY	MONTH OF SERVICE
4/7/23	Shearwater	Scott Settlemares	March

SERVICES SUMMARY

COMPLETED IN {{MAIN.SERVICEMONTH}}

- Full-Service Maintenance (Mowing/Edging/String Trimming/ Blowing)
- Detail Work (Spraying/Weeding/Pruning)
- Ornamental Grass Cutbacks
- Irrigation Inspection Wet Check
- Turf Fertilization

ANTICIPATED FOR NEXT MONTH

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

COMMENTS

TURF

Turf is continuing to green up and fill in areas that have remained thin through the slower growing season. Insecticide was applied to prevent and eliminate turf damaging insects. Pre/Post emergent herbicides were applied to prevent and eliminate broadleaf weeds.

TREES & SHRUBS

Shrubs are starting to show results from last month's fertilization.

PLANT BEDS

Ornamental grass cutbacks in the CDD areas are 99% completed.

OTHER

Many areas of the planter beds have exposed bare areas of soil after the ornamental grass cutbacks were completed. These areas did not receive mulch from the previous application last year. Weed suppression will be difficult in these areas with nothing to cover the dirt.



Spray Report

Customer: Verdego

Property: Shearwater

Date: 3/20-24/2023

Area treated +/- 28 acres

Total gallons used- 5000

Product:

30-10-10 @ 8lbs per acre

Ferrous Sulfate @ 10lbs per acre

Bifen @ 13oz per acre

Imidacloprid @ 26oz per acre

Specticle @ 3.5oz per acre

2,4-D @ 10oz per acre

Rometsol @ .4oz per acre

Barricade/Triad – Bahia

Target for this application was to improve the overall health and growth of the turf. Insecticide was applied to prevent and eliminate turf damaging insects. Pre/Post emergent herbicides were applied to prevent and eliminate broadleaf weeds.

Tab 5



PRESTIGE LANDSCAPES OF NORTH FLORIDA, INC.

March 2023 Maintenance Report

Shearwater Outpost and Phase 3

PRESTIGE LANDSCAPES OF NORTH FLORIDA
CHRIS KENNY - OWNER
904-315-8041
ST. JOHNS, FLORIDA 32260
chris@pliflorida.com



Chris Kenny—Owner
904-315-8041
P.O. Box 600061
St. Johns, Florida 32260
chris@pliflorida.com

March, 2023

Berry Jeskewich, Community Director
CCMC
100 Kayak Way
St. Augustine, FL 32092

Re: Landscape Maintenance Service Report

Dear Mr. Jeskewich,

Below is the landscape maintenance report for Shearwater Outpost/Ph 3.

Weekly Maintenance

PLI is now back on weekly service visits. Maintenance crews are focused on mowing, edging, string trimming, hedge pruning, plant bed weed control, blowing, and litter removal. We are experiencing flush of Dallas grass in some of our St. Augustine grass locations in ph3. Our maintenance crew is hand pulling the Dallas Grass each visit to control this weed. Mow heights have remained at 4" and will rise to 4.25"-4.5" as the season evolves.

Irrigation

Our irrigation team completed the monthly inspection which included nozzle cleaning and head/nozzle adjustments as needed throughout the property. We are now running 4 days per week with spray zones running 20 min and rotor zones running 30-45min.

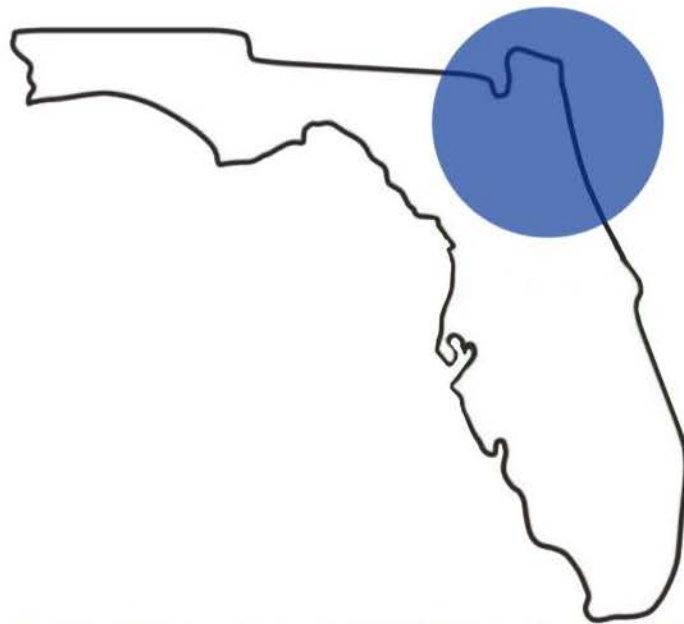
Agronomics

Our chem team completed our March fertilization. We applied a 30-10-10, ferrous sulfate, bifen, imidacloprid, spectacle, 24-D and MSM. These products will help with the control of pre and post weed prevention, fertilization, and insect control.

If you have any questions after reviewing our report, please contact me at any time.

Sincerely,

Chris Kenny
Owner/President
chris@pliflorida.com
904.315.8041



PRESTIGE
LANDSCAPES
OF NORTH FLORIDA, INC.

PRESTIGE LANDSCAPES OF NORTH FLORIDA
CHRIS KENNY - OWNER
904-315-8041
ST. JOHNS, FLORIDA 32260
chris@pliflorida.com

Tab 6



SHEARWATER®

Trout Creek Community Development District
Board of Supervisor Meeting
April 19, 2023
CCMC Management Report

- Administrative/Operations:
 - Personnel update
- Landscaping:
 - Valencourt repairing inlet bank on pond 9c and 11b – per developer
- Maintenance:
 - Bike racks installed
 - Gates entry replaced by tennis court
 - Removed teeter-totter posts
 - Replaced irrigation valves
 - Added clay to court #2
- Safety & Security
 - Update of security monitoring

Tab 7



6869 Phillips Pkwy. Dr. South Jacksonville Fl. 32256

Fax: 904-807-9158

Phone: 904-997-0044

Service Report

Date: March 16, 22, 24, 2023

Biologists: Jim Charles,
Shayne Wilford, Justin Powers

Client: Trout Creek CDD

Waterways: 29 ponds

Entry Pond: Pond was in good condition. No invasive species noted. Water level is normal. Water fall columns cleaned in February.



Amenity Pond: This pond was in very good condition. Water level is good. No invasive species noted.



Pond 1a: This pond was in very good condition. Water level is normal. No invasive species noted.



Pond 1b: This pond was in good condition. Water level is normal.



Pond 2a: This pond was in good condition. Water level is normal. No invasive species noted.



Pond 2b: This pond was in very good condition. Pond level is normal. No invasive species noted.



Pond 3a: This pond was in good condition. Water level is normal. Perimeter treatment last month for minor algae and alligator weed had good results.



Pond 6: This pond was in good condition. Water level is normal.



Pond 7a: Pond was in good condition. Water level is normal. No invasive species noted.



Pond 7b: Pond was in good condition. Water level is normal. Treated perimeter for torpedo grass by boat.



Pond 7c: Pond was in very good condition. Water level is normal. No invasive species noted.



Pond 8a: Pond was in good condition. Water level is normal. No invasive species noted.



Pond 9a: Pond was in very good condition. Water level is normal. No invasive species noted.



Pond 9b: Pond was in good condition. Water level is normal. Noted minor erosion along shoreline.



Pond 9c: Pond was in good condition. Water level was normal. Erosion issues in this pond.



Pond 10a: Pond was in good condition. Water level is good.



Pond 10c: Pond was in good condition. Water level is normal. No invasive species noted.



Pond 10d: Pond was in good condition. Water level is normal.



Pond 11a: Pond was in fair condition. Treated for algae by boat.



Pond 11b: Pond was in good condition. Water level is good.



Pond 11c: Pond was in very good condition. Water level is normal. No invasive species noted.



Pond 12a: Pond was in good condition. Water level is normal.



Pond 14: Pond was in good condition. Water level is good.



Pond 14b: Pond was in good condition. Water level is normal.



Note: Five new ponds added this month.

Pond 20: Pond was in good condition. Water level is good.



Pond 21A: Pond was in good condition. Water level is low.



Pond 21B: Pond is in fair condition. Water level is low.



Note: Major erosion issues on this pond.



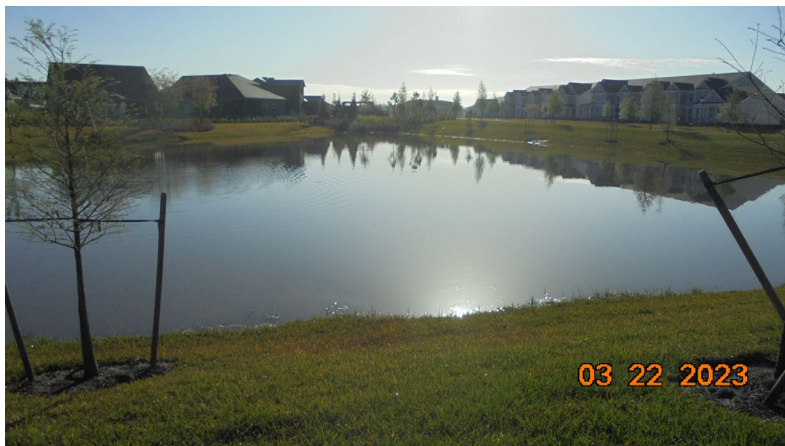
Pond 22A: Pond was in fair condition. Water level is good. Treated perimeter for algae and minor cattails on the 22nd.



Area behind out flow structure will be treated for cattails next visit.



Ponds 22B: Pond was in good condition. Water level is normal.



Jim Charles

Tab 8



RESIDENT CLUBS AND INTEREST GROUPS

November 2020
Amended March 2023

PURPOSE: The District will be facilitating Resident Clubs and Interest Groups, as further described below, to expand the activities available to Shearwater Residents and support and promote Resident-sponsored and Resident-run local community groups and activities.

- **RESIDENT CLUB:** Restricted to Shearwater Residents. Clubs will meet in a Resident's home or in a Shearwater facility, when available. Examples include Book Club and Cooking Club.
- **INTEREST GROUP:** Open to Residents and Non-Residents. Groups will meet outdoors and all activities will be on the trails, public roads or public park areas. Examples include Running Groups and Bicycle Groups.

ARE THESE DISTRICT CLUBS AND INTEREST GROUPS?

No, the Clubs and Interest Groups are not District-sponsored, organized or controlled. The District is pleased to offer the use of its resources to assist Shearwater Residents in getting to know each other and the Shearwater community. The District's role is to:

1. Facilitate the promotion of the Clubs or Interest Groups through emails and the Shearwater website. **Clubs must submit all content to the Lifestyle Director for approval in a timely manner**
2. ~~Receive requests to join a Club or Interest Group.~~ **This should be the Clubs responsibility**
3. ~~Verify the person requesting to join a Club is a Shearwater Resident.~~ **This should be the Clubs responsibility.**
4. The District may provide limited meeting or activity space, when available, in a manner that is equitable for all. This may be based on criteria such as membership numbers or length of time as a registered group. Reservation fees will be waived for use of meeting space when held on district property **during normal business hours only. Requests for after-hours use of facilities will require rental at the listed rate.**

HOW DO I START A CLUB OR INTEREST GROUP?

As a Club or Interest Group Leader, you may:

1. Create a concept for the Club or Interest Group.
2. Apply to the District for inclusion in the program and for the use of District resources.
3. Find a location for the Club to meet.
4. Be responsible for activities and content for Club or Interest Group meetings.
5. Abide by the rules set forth by Trout Creek CDD.
6. Report Club and Interest Group attendance to the District.
7. Provide reasonable information on Clubs and Interest Groups, including membership and activities, upon request by the District.

WHAT RULES APPLY TO CLUBS AND INTEREST GROUPS?

All Clubs and Interest Groups must abide by the rules set forth by Trout Creek CDD.

1. All records and activities of all Clubs are public record and subject to public disclosure upon request. This includes Club membership rolls.
2. All members of Resident Clubs must be Shearwater Residents. No exceptions. Non-Residents may attend up to two Club meetings per year **upon approval of Lifestyle Director.**
3. **Receive requests to join a Club or Interest Group.**
4. **Verify the person requesting to join a Club is a Shearwater Resident.**
5. ~~Each Club and Interest Group member must register with the Lifestyle Director.~~
6. Clubs and Interest Groups must provide the District office a list of all members before using District resources.
7. Clubs and Interest Groups need at least two (preferably more) events, activities, or Club meetings per year to remain “active” as well as have at least three active members.
8. Clubs and Interest Groups need to appoint a co-leader and/or someone designed to take primary leader’s place or serve as next- in-line for decisions if leader is unavailable or leaves the role. If this does not occur, Trout Creek CDD has the right to discontinue listing and promoting the group as an official Club or Interest Group.
9. Clubs must not use the name Shearwater or Trout Creek CDD in published or advertised materials or any other manner without expressed written permission.
10. No fees shall be charged except for nominal amounts to cover incidental Club and Interest Group expenditures.
11. Clubs and Interest Groups must provide reasonable information, including membership and activities, upon request by the District.
12. All activities of the Clubs and Interest Groups must be legal.
13. Note that the District does not endorse or express an opinion on any Club or Interest Group or any activities within or opinions expressed by a Club or Interest Group

PLEASE RETURN APPLICATION TO:

Shearwater Lifestyle Director



RESIDENT CLUB AND INTEREST GROUP APPLICATION

Resident Clubs and Interest Groups are strongly encouraged and supported by Shearwater. Clubs in Shearwater are designed to help residents pursue common interests in hobby, recreational, social, service and cultural endeavors, while building community spirit and expanding horizons. Clubs and Interest Groups should encourage their members to fully participate and enjoy the diverse programs and facilities within the Shearwater Community that make life here so enjoyable and rewarding. All Clubs and Interest Groups are required to complete the following form in order to receive the benefits offered.

Submitting a request to start a Club or Interest Group is an easy process:

- A. Complete the form below and return it to the Lifestyle Director, as noted below.
- B. Trout Creek CDD will review the form for completeness and compliance.
- C. If approved, Trout Creek CDD will inform you of next steps within ten (10) business days.

1. Proposed name: _____
2. Name of leader/main contact: _____
Address: _____
Phone: _____
Email: _____
4. Is this a: (circle one)
Resident Club - Meet at home or district facilities (residents only).
OR
Interest Group - Meet at outdoor public spaces (residents and non-residents).
5. Please tell us about your Club or Interest Group, e.g. what kinds of activities/functions does your club plan to host?

6. When, and how often, will your Club or Interest Group meet?

7. Where will your Club and Interest Group meet?

-
8. The targeted audience for the Club or Interest Group is:
- Adults Children/Teens/Youth All Ages
9. Please mark which categories are applicable to the Club or Interest Group:
- Arts & Crafts Community Culture
 - Education Social Family & Children
 - Recreation & Leisure Sports & Athletics Youth
 - Other
10. If a similar Club or Interest Group already exists in the community, what distinguishes your club?
11. In addition to Shearwater recruiting, how will you recruit members and participation in Club activities?
12. Will you be collecting dues or managing any funds associated with club activities? Yes No
13. Who will be responsible for the management and protection of the Club and Interest Group financial funds?
14. Is any person compensated, in any form, for their involvement or leadership of a Club or Interest Group? This includes Clubs and Interest Groups for fitness related or sports related activities. Yes No