



Rizzetta & Company

Trout Creek Community Development District

**Board of Supervisors' Meeting
October 18, 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

October 11, 2023

AGENDA

Dear Board Members:

The **regular** meeting of the Board of Supervisors of the Trout Creek Community Development District will be held on **October 18, 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 September 20, 2023 Tab 1
 - B. Ratification of the Operation and Maintenance Expenditures for September 2023..... Tab 2
4. **STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. Construction Administrator
 - D. Landscape Reports Tab 3
 1. VerdeGo Report
 2. Prestige Report
 - E. Charles Aquatics Service Report..... Tab 4
 - F. General Manager Tab 5
 - G. District Manager
5. **BUSINESS ITEMS - PART A**
 - A. Consideration of Kayak Club Lighting Proposal Tab 6
 - B. Consideration of Kayak Club Fencing Proposals Tab 7
 - C. Consideration of Kayak Club Pond Lighting Proposal Tab 8
 - D. Consideration of M&G Holiday Lighting Proposal..... Tab 9
 - E. Consideration of First Service Residential Contract Addendum Tab 10
6. **AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**
7. **BUSINESS ITEMS – PART B**
 - A. Presentation Regarding Amenity Security Observations
*(*Florida law requires Board discussions related to the District's security system, as well as any discussions that would reveal the operations of the security system, types of equipment, and/or locations, to be held in a closed session, per Section 119.071(3) of the Florida Statutes.)*
8. **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

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 **September 20, 2023, at 3:00 p.m.** at The Kayak Club, 100 Kayak Way, St. Augustine, FL 32092.

Present and constituting a quorum:

| | |
|-------------------|--|
| Mike McCollum | Board Supervisor, Chairman |
| Vincent Sajkowski | Board Supervisor, Vice Chairman |
| Clint Wright | Board Supervisor, Assistant Secretary |
| Frank Murphy | Board Supervisor, Assistant Secretary |
| Ryan Stone | Board Supervisor, Assistant Secretary |

Also present were:

| | |
|-------------------|--|
| Melissa Dobbins | District Manager, Rizzetta & Co., Inc. |
| Katie Buchanan | District Counsel, Kutak Rock, LLP (<i>speakerphone</i>) |
| Matt Melchiori | Prosser Inc (<i>speakerphone</i>) |
| Belynda Tharpe | General Manager, First Service Residential |
| Tiffany Brun | Assistant Manager, First Service Residential |
| Scott Settlemires | VerdeGo Landscape |

Members of the public present.

FIRST ORDER OF BUSINESS

Call to Order

Mr. McCollum called the meeting to order at 3:05 p.m.

SECOND ORDER OF BUSINESS

**Audience Comments on
Agenda Items**

Comments were heard on the following: regarding the need for a Pool Chair Reservation Policy, request for update on Tree Remediation, request for review of builder signs at roundabout, landscape concerns, request for vendors and contractors to be held responsible for their mistakes.

**The Board moved to agenda item 4D3.*

49 **THIRD ORDER OF BUSINESS**

**Updated ECS Tree Assessment
Report, dated August 8, 2023**

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52 Mr. Brinson from ECS reviewed the final report.
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54 After discussion, the Board requested that Mr. Brinson to provide a list of trees in Phase 3
55 that have tree strap issues so Prestige can tag, which can then be presented to Sunstate
56 who installed.
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58 Mr. Stone summarized the ECS report to conclude the following: The District is currently
59 doing work on 150 volcanos, Prestige is going to identify any strap issues in the new
60 phase, inoculation is too expensive and outside the District's financial capability, but the
61 District will explore the additional fertilization recommendations and the removal of
62 volcanos when mulch is installed as part of an amendment to the current scope of service.
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64 The Board agreed.
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66 **FOURTH ORDER OF BUSINESS**

**Consideration of the Minutes of
the Board of Supervisors'
Special Meeting held on
August 16, 2023**

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On a motion by Mr. Murphy, seconded by Mr. Stone, with all in favor, the Board approved minutes of the meeting held on August 16, 2023, for Trout Creek Community Development District.

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72 **FIFTH ORDER OF BUSINESS**

**Ratification of the Operation &
Maintenance Expenditures for
August 2023**

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On a motion by Mr. Murphy, seconded by Mr. Stone, with all in favor, the Board ratified the Operation & Maintenance Expenditures for August 2023, in the amount of \$261,407.19, for Trout Creek Community Development District.

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77 **SIXTH ORDER OF BUSINESS**

**Acceptance of Arbitrage Report –
Bond Series 2018**

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On a motion by Mr. Murphy, seconded by Mr. Stone, with all in favor, the Board accepted the Arbitrage Report – Bond Series 2018, for Trout Creek Community Development District.

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81 **SEVENTH ORDER OF BUSINESS**

Staff Reports

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83 A. District Counsel
84 Ms. Buchanan updated the Board that the county has set a Public Hearing
85 with their Planning Department on October 19th to review the PUD
86 modification, which Developer Counsel is handling. Then it will go to the
87 County Commissioners.

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Ms. Buchanan also stated she is working on JEA and FPL easements and since her firm is working on multiple easements regarding 210, was trying to consolidate with other Districts, but this was not working out as planned, and will send over Trout Creek’s comments over separately.

B. District Engineer

There was no report.

C. Construction Administrator

Mr. McCollum stated that Timberlane Trail and the new school are both still on schedule.

D. Landscape Reports

1. VerdeGo Report
2. Prestige Report

E. Charles Aquatics Service Report

Mr. Murphy requested more information regarding pond 11B. Ms. Tharpe stated she will be reviewing all the ponds with the vendor in October.

F. General Manager

Ms. Tharpe updated the Board they now have 8 employees, but are still looking for a part-time staff member for Sunday and Monday. She doesn’t believe they need the budget funds for a new access system, but can instead update the current system once they have the right equipment.

Mr. Stone reviewed his discussion with the swim team and it concluded that they need to identify the max number of swimmers/registration head count so payment is made to the district early in season, need to have a set lane time and parking attendant must remain present during entire event, which all items will be included in the next contract review.

1. General Manager Operations Report, dated August 8 – September 8, 2023

Mr. Wright requested First Service Residential get fitness equipment recommendations. Mr. Sajkowski requested First Service Residential to collect bids on holiday lights.

2. General Manager Sales Summary, dated August 1 – August 31, 2023

G. District Manager

Ms. Dobbins requested the Board to authorize the Chair to approve the Fiscal Year 2024 Insurance Renewal since it will more than likely be received and need to be approve prior to the next meeting.

On a motion by Mr. Stone, seconded by Mr. Wright, with all in favor, the Board authorized the Chair to approve the Fiscal Year 2024 Insurance Renewal, for Trout Creek Community Development District.

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Ms. Dobbins updated Board the full amount of the HOA Staffing Cost Share for Fiscal Year 2023 was received in the amount of \$121,920.00.

Ms. Dobbins updated the Board that Rizzetta's new accounting software requires each Board member to have an individual license to gain access due to the dual authentication requirement. Rizzetta will cover the cost for one license and if more Board Members want the access the District's accounting system there will be a fee. After discussion, the Board gave the consensus to authorize supervisor Frank Murphy to have access to the accounting software program.

- 1. Acceptance of Fifth Addendum to Contract for Professional District Services

On a motion by Mr. Murphy, seconded by Mr. Stone, with all in favor, the Board accepted the Fifth Addendum to Contract for Professional District Services, for Trout Creek Community Development District.

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EIGHTH ORDER OF BUSINESS

Review of Landscape Maintenance RFP Manual – Scope of Service

After discussion, the Board directed staff to move forward with the scope of service for only Phase 1 and 2 and a combined option, to review adding in the recommended fertilization treatments per ECS and authorized Mr. Wright to work with staff.

On a motion by Mr. Stone, seconded by Mr. Murphy, with all in favor, the Board accepted the Landscape Maintenance RFP Manual – Scope of Service for only Phase 1 and 2 and a combined option, to review adding in the recommended fertilization treatments per ECS and authorized Mr. Wright to work with staff, for Trout Creek Community Development District.

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NINTH ORDER OF BUSINESS

Discussion Regarding Vexacor Coffee Machine Contract

Board authorized staff to make their best decision regarding the continued use of the coffee machine.

TENTH ORDER OF BUSINESS

Discussion Regarding Amenity Office Printer Agreement

On a motion by Mr. Wright, seconded by Mr. Stone, with all in favor, the Board approved the transferring of the printer agreement from the HOA to the CDD and \$100 fee, for Trout Creek Community Development District.

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ELEVENTH ORDER OF BUSINESS

**Consideration of Amenity
Meeting Room Chair Purchase
Proposal**

On a motion by Mr. Stone, seconded by Mr. Murphy, with all in favor, the Board approved the purchase of 50 meeting chairs at a not to exceed amount of \$2,000.00, for Trout Creek Community Development District.

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TWELFTH ORDER OF BUSINESS

**Discussion Regarding Amenity
Center Perimeter Fencing**

This item was tabled.

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THIRTEENTH ORDER OF BUSINESS

**Discussion Regarding
Reservation of Pool Chairs**

After discussion, the Board directed staff to put up signs and send out update in Stream to notify residents that pool chairs cannot be reserved.

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FOURTEENTH ORDER OF BUSINESS

**Consideration of Resolution
2023-07; Setting Date, Time and
Location of Fiscal Year 2023-
2024 Meetings**

On a motion by Mr. Stone, seconded by Mr. Sajkowski, with all in favor, the Board adopted Resolution 2023-07; Setting Date, Time and Location of Fiscal Year 2023-2024 Meetings, for Trout Creek Community Development District.

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FIFTEENTH ORDER OF BUSINESS

**Audience Comments and
Supervisor Requests**

Supervisor Requests

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Mr. Murphy recommended the Board hold another workshop in October. The Board agreed and directed the District Manager to review options to schedule one prior to the next meeting.

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Audience Comments

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Comments on construction trucks doing damage to roads, request for signs and vegetation to be reviewed at roundabout, questions regarding the landscape RFP, request for a tennis reservation program, questions regarding removal of trees and issues in the preserves.

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Ms. Buchanan noted that First Service Residential has requested an amendment to their agreement to include \$150.00 per month for 3 staff members (General Manager, Assistant Manager and the Maintenance Supervisor) mobile reimbursements.

On a motion by Mr. Stone, seconded by Mr. Murphy, with all in favor, the Board approved the First Service Residential agreement as amended, for Trout Creek Community Development District.

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SIXTEENTH ORDER OF BUSINESS

Adjournment

On a motion by Mr. Stone, seconded by Mr. Sajkowski, with all in favor, the Board adjourned the Board of Supervisors' Meeting at 5:30 p.m., for Trout Creek Community Development District.

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Secretary /Assistant Secretary

Chairman / Vice Chairman

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 September 2023

Attached please find the check register listing the Operation and Maintenance expenditures paid from September 1, 2023 through September 30, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$231,422.38**

Approval of Expenditures:

_____ Chairperson
_____ Vice Chairperson
_____ Assistant Secretary

Trout Creek Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2023 Through September 30, 2023

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u> | <u>Invoice Amount</u> |
|--|---------------------|-------------------------|--------------------------------------|-----------------------|
| Arrow Exterminators | 100619 | 53355443 | Rodent Control Services 09/23 | \$ 181.00 |
| Arrow Exterminators | 100619 | 53355745 | Pest Control Services 09/23 | \$ 113.00 |
| Arrow Exterminators | 100619 | 53355746 | Pest Control Services 09/23 | \$ 93.00 |
| AT&T | 20230901-01 | 324079257 08/23 Autopay | Phone & Internet Services 08/23 | \$ 167.19 |
| AT&T | 20230928-01 | 32382736 09/23 Autopay | TV & Internet Services 09/23 | \$ 133.07 |
| Atlantic Security | 100630 | 311054 | Fire Phone Line Monitoring 09/23 | \$ 2,043.00 |
| Charles Aquatics, Inc. | 100631 | 48954 | Pond Maintenance 09/23 | \$ 3,051.00 |
| Colden Company, Inc. | 100632 | 17246 | Service Call 08/23 | \$ 175.00 |
| CRN Jax | 100598 | 0000664 | Service Call 08/23 | \$ 150.00 |
| CRN Jax | 100645 | 0000690 | Service Call - Office Computer 09/23 | \$ 150.00 |
| CX3, Inc. dba Sundancer Sign Graphics | 100606 | 4297 | Wildlife Signage 06/23 | \$ 2,760.00 |
| Deputy Services | 100600 | SJSO23CAD211306 | Deputy Services 08/23 | \$ 165.00 |

Trout Creek Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2023 Through September 30, 2023

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u> | <u>Invoice Amount</u> |
|---|---------------------|-----------------------|---|-----------------------|
| Deputy Services | 100603 | SJSO23CAD210567 | Deputy Services 09/23 | \$ 165.00 |
| Deputy Services | 100612 | SJSO23CAD215532 | Deputy Services 09/23 | \$ 165.00 |
| Deputy Services | 100614 | SJSO23CAD216395 | Deputy Services 09/23 | \$ 165.00 |
| Deputy Services | 100621 | SJSO23CAD221232 | Deputy Services 09/23 | \$ 165.00 |
| Deputy Services | 100622 | SJSO23CAD227113 | Deputy Services 09/23 | \$ 165.00 |
| Deputy Services | 100636 | SJSO23CAD231470 | Deputy Services 09/23 | \$ 330.00 |
| ECS Florida, LLC | 100625 | 1099089 | Tree Assessment 09/23 | \$ 1,250.00 |
| Egis Insurance Advisors, LLC | 100633 | 24259564 | Down Payment for Policy #100123682 10/01/23-10/01/24 | \$ 8,614.30 |
| Egis Insurance Advisors, LLC | 100644 | 19693 | Workman's Compensation Policy #WC100123682 10/01/23-10/01/24 | \$ 850.00 |
| First Coast Franchising | 100634 | JAK09230390 | Janitorial Services 09/23 | \$ 4,839.75 |
| FirstService Residential Florida, Inc. | 100599 | 10913442 | Management Services 09/23 | \$ 16,735.96 |
| FirstService Residential Florida, Inc. | 100599 | 10914122 | Uniforms 08/23 | \$ 80.14 |

Trout Creek Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2023 Through September 30, 2023

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u> | <u>Invoice Amount</u> |
|--|---------------------|---------------------------------------|----------------------------|-----------------------|
| FirstService Residential Florida, Inc. | 100604 | 10915831 | Management Services 09/23 | \$ 1,500.00 |
| FirstService Residential Florida, Inc. | 100635 | 10917456 | Management Services 09/23 | \$ 20,788.04 |
| Florida Department of Revenue | 100607 | 65-8017062725-9 Sales & Use Tax 08/23 | Sales & Use Tax 08/23 | \$ 467.54 |
| Florida Janitor & Paper Supply | 100608 | 364252 | Janitorial Supplies 09/23 | \$ 1,368.80 |
| Florida Natural Gas | 100609 | 893825ES | Natural Gas Services 08/23 | \$ 11.46 |
| Florida Power & Light Company | 100610 | 92236-52372 08/23 | Electric Services 08/23 | \$ 41.13 |
| Florida Power & Light Company | 100620 | 69040-79024 07/23 | 69040-79024 07/23 | \$ 58.60 |
| Florida Power & Light Company | 20230906-01 | 98411-59305 07/23 ACH | Electric Service 07/23 | \$ 49.20 |
| Florida Power & Light Company | 20230906-02 | 03602-11429 07/23 ACH | 38 Rosemount Dr 07/23 | \$ 36.89 |
| Florida Power & Light Company | 20230919-01 | Monthly Summary 08/23 ACH | Electric Services 08/23 | \$ 9,836.74 |
| Florida Power & Light Company | 20230920-01 | 06081-09518 08/23 Autopay | Electric Services 08/23 | \$ 28.46 |
| Florida Power & Light Company | 20230920-01 | 49571-83074 08/23 Autopay | Electric Services 08/23 | \$ 25.66 |

Trout Creek Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2023 Through September 30, 2023

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u> | <u>Invoice Amount</u> |
|---|---------------------|------------------------------|--|-----------------------|
| Florida Power & Light Company | 20230926-01 | 39473-03305 08/23 AutoPay | 25 Ridgewind Drive #LTG 08/23 | \$ 50.24 |
| Frank Murphy | 100626 | FM092023 | Board of Supervisors Meeting 09/20/23 | \$ 200.00 |
| James Mosley | 100611 | Mosley 091123 | Deposit Refund 09/23 | \$ 205.00 |
| JEA | 20230908-01 | 9634626977 07/23 Autopay | Water-Sewer Services 07/23 | \$ 25,985.64 |
| Jeffrey Ganz | 100646 | 082523 Ganz | Professional Music Services - Shearwater First Friday 10/23 | \$ 600.00 |
| Kutak Rock, LLP | 100601 | 3268489 | Legal Services 07/23 | \$ 3,651.50 |
| Leisure Creations | 100647 | 00074736 | Paint Touch-Up 01/23 | \$ 139.83 |
| Poolsure | 100613 | 131295617086 | Pool Chemicals 09/23 | \$ 4,248.61 |
| Prestige Landscapes of North Florida, Inc. | 100637 | 3C-0012 | Landscape Maintenance 09/23 | \$ 4,761.66 |
| Prestige Landscapes of North Florida, Inc. | 100637 | 3C-0015 | Landscape Maintenance 09/23 | \$ 1,796.00 |
| Prosser, Inc. | 100602 | 50813 | Engineering Services 07/23 | \$ 930.00 |
| Republic Services | 20230906-03 | 0687-001349299 Autopay | Waste Disposal Services 09/23 | \$ 754.72 |

Trout Creek Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2023 Through September 30, 2023

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u> | <u>Invoice Amount</u> |
|-------------------------------|---------------------|-----------------------|---|-----------------------|
| Richard Clinton Wright | 100627 | CW092023 | Board of Supervisors Meeting 09/20/23 | \$ 200.00 |
| Rizzetta & Company, Inc. | 100597 | INV0000083204 | District Management Services 09/23 | \$ 4,412.59 |
| Roy Green | 100623 | 9223 | DJ - Pool Party 09/23 | \$ 250.00 |
| Roy Green | 100643 | 92723 | Tremendous Trivia 09/23 | \$ 250.00 |
| Ryan Scott Stone | 100628 | RS092023 | Board of Supervisors Meeting 09/20/23 | \$ 200.00 |
| St Johns County Alarm Program | 100615 | 58986 | Alarm Permit 08/23 | \$ 25.00 |
| Sterling Specialties, inc. | 100638 | 14946 | Gate Repairs 07/23 | \$ 300.00 |
| Surfside Pools | 100639 | 191601 | Pool Maintenance 09/23 | \$ 3,500.00 |
| Surfside Pools | 100639 | 291030 | Pool Chemicals 09/23 | \$ 189.38 |
| Surfside Pools | 100639 | 292093 | Pool Maintenance 09/23 | \$ 325.00 |
| TECO-Peoples Gas | 20230928-02 | 22108807523 08/23 ACH | Natural Gas Services - 2105 Shearwater Parkway 08/23 | \$ 32.59 |
| Trout Creek CDD | DC 090523 | DC 090523 | Debit Card Replenishment | \$ 4,640.61 |

Trout Creek Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2023 Through September 30, 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 091823 | DC 091823 | Debit Card Replenishment | \$ 3,841.79 |
| Trout Creek CDD | DC 092923 | DC 092923 | Debit Card Replenishment | \$ 3,928.74 |
| Trutech LLC | 100616 | 3506093 | Wildlife Services 09/23 | \$ 122.00 |
| VerdeGo, LLC | 100640 | 12624B | Landscape Maintenance 09/23 | \$ 25,835.66 |
| VerdeGo, LLC | 100640 | 12624C | Landscape Maintenance 09/23 | \$ 3,191.27 |
| Vesta Property Services, Inc. | 100617 | 412332 | Lifeguard/Supervisor/Pool 07/23 | \$ 40,005.78 |
| Vesta Property Services, Inc. | 100641 | 413224 | Lifeguard/Supervisor/Pool 08/23 | \$ 15,009.14 |
| Vexacor Supply Group, LLC | 100642 | C954 | Coffee Bar Rental 09/23 | \$ 180.00 |
| Vexacor Supply Group, LLC | 100648 | M573725 | Coffee Bar Supplies 09/23 | \$ 97.23 |
| VGlobal Tech | 100605 | 5359 | ADA & WCAG Audits 09/23 | \$ 300.00 |
| VGlobal Tech | 100605 | 5360 | Quarterly ADA & WCAG Audits 09/23 | \$ 400.00 |
| Vincent J Sajkowski | 100624 | VS091423 | Board of Supervisors Meeting 09/14/23 | \$ 200.00 |

Trout Creek Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2023 Through September 30, 2023

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u> | <u>Invoice Amount</u> |
|---------------------------|---------------------|-----------------------|--|-----------------------------|
| Vincent J Sajkowski | 100629 | VS092023 | Board of Supervisors Meeting 09/20/23 | \$ 200.00 |
| Welch Tennis Courts, Inc. | 100649 | 72608 | Tennis Supplies 07/23 | \$ 3,294.47 |
| Wellbeats, Inc. | 100618 | EPIV00000081396 | WBC-PLUS Content Period 09/23 | \$ <u>249.00</u> |
| Report Total | | | | \$ <u>231,422.38</u> |

Tab 3

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 |
|-------------|---------------|-------------------|------------------|
| 10/9/2023 | Shearwater | Scott Settlemires | September 2023 |

SERVICES SUMMARY

COMPLETED IN {{MAIN.SERVICEMONTH}}

- Full-Service Maintenance (Mowing/Edging/String Trimming/ Blowing)
- Detail Work (Spraying/Weeding/Pruning)
- Irrigation Inspection Wet Check
- Chem/Fert application to all turf, including granular application to Bermuda

ANTICIPATED FOR NEXT MONTH

- Full-Service Maintenance (Mowing/Edging/String Trimming/ Blowing)
- Detail Work (Spaying/Weeding/Pruning)
- Irrigation Inspection Wet Check
- Chem/Fert application for all trees and shrubs.

COMMENTS

TURF

Turf is currently being cut at 4.50" for St. Augustine Turf, 2.25" for Bermuda and 3.50" for Bahia.
November turf maintenance will move to bi-weekly services

TREES & SHRUBS

Trees and Shrubs maintain the same state with no improvements. Fertilization planned for October

PLANT BEDS

Crews continue to treat weeds with a combination of chemicals and hand removal of larger weeds.

OTHER

Remediation installations for Shearwater Pkwy Outpost roundabout, Luke Drive, and Ion Drive were all completed at the end of September.



PRESTIGE LANDSCAPES OF NORTH FLORIDA, INC.

September 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

September, 2023

Wanda Gartman , Community Director
First Service Residential
100 Kayak Way
St. Augustine, FL 32092

Re: Landscape Maintenance Service Report

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

Weekly Maintenance

Maintenance crews are focused on mowing, edging, string trimming, hedge pruning, plant bed weed control, blowing, and litter removal. Our crews have preformed seasonal pruning on select plant material for fall blooms. Currently the Muhly Grass and Knock Out Roses are blooming out and pruning practices we preformed helped with the bloom cycle. Lastly, our team is currently removing all tree straps from trees planted over a year ago.

Irrigation

Our irrigation team completed the monthly inspection, which included nozzle cleaning and head/nozzle adjustments as needed throughout the property. We are currently operating at 100% seasonal adjust. Run times are 10 min for plant bed zones, 30 min turf sprays, 45 min turf rotors. Turf Zones are running 5 days per week, with bed zones running 2 days per week. We will be reducing the run days in October due to the cooler temps we will be having.

Agronomics

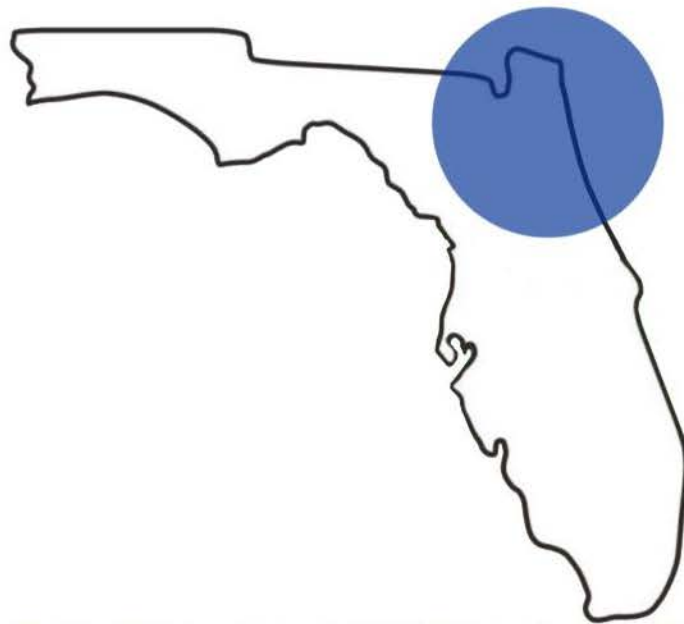
We applied another slow release granular fertilization this month with sulfur. During this application we applied a winter weed pre emergent, post weed control, and targeted Spurge that is in select areas on swpky and timberwolf. Currently week of 10.9.23 we will apply a herbicide application to further control turf weed pressure.

Our tech also applied fertilizer, insecticide, fungicide to all Knock-Out Roses, and you can already see the results between this application and the pruning our maintenance team did.

You will notice the color is off within the turf in ph3. The ph levels are 7.4-8.4. When the ph is this high, the turf can not uptake all of the fertilization applied before leaching through the soil canopy. We suggest applying a series of Sulfur application to bring the ph levels down. Sulfur can be applied every 60 days. Cover the course of a year we can get the ph levels into the 6.5-6.8 range and manage it from there. Also applying Command top-dress to the turf during these applications will assist with the green up. Please let us know if you would like pricing on this package. Highly suggested to have a thicker turf canopy within ph3.

If you have any questions after reviewing our report, please contact us.

Sincerely,
Chris Kenny



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 4



6869 Phillips Pkwy. Dr. South Jacksonville Fl. 32256

Fax: 904-807-9158

Phone: 904-997-0044

Service Report

Date: September 20, 2023

Biologists: Jim Charles,
Rich Powers

Client: Trout Creek CDD

Waterways: 29 ponds

Entry Pond: Pond was in good condition. Water level is normal. Columns look good.



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

Missed picture

Pond 1a: This pond is in very good condition. Water level is normal.



Pond 1b: This pond was in good condition. Water level is normal. Treatment of pond for minor algae last month had good results.



Pond 2a: This pond was in good condition. Water level is normal. Perimeter treatment last month for torpedo grass and pennywort had good results.



Pond 2b: This pond was in good condition. Pond level is normal.



Pond 3a: This pond was in good condition. Water level is normal. Treatment of perimeter for bacopa and water lilies last month was effective.



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



Pond 7a: Pond was in very good condition. Water level is normal.



Pond 7b: Pond was in fair to good condition. Water level is normal. Minor algae blown in one corner.



Pond 7c: Pond was in good condition. Water level is normal.



Pond 8a: Pond was in very good condition. Water level is normal.



Pond 9a: Pond was in fair to good condition. Water level is normal.



Pond 9b: Pond was in good condition. Water level is normal.



Pond 9c: Pond was in fair to good condition. Water level was normal.



Pond 10a: Pond was in improved condition. Water level is good. Treatment of pond for maiden cane and minor algae last month was effective.



Pond 10c: Pond was in good condition. Water level is normal. Minor algae noted in one corner.



Pond 10d: Pond was in fair condition. Water level is normal. Treated pond for algae.



Pond 11a: Pond was in fair condition. Water level is good. Treated for algae.



Pond 11b: Pond was in fair to good condition. Water level is good. Treated perimeter on Friday, Sept 29th.



Pond 11c: Pond was in very good condition. Water level is normal.



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 fair to good condition. Water level is normal.



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



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

Missed picture

Pond 21B: Pond is in poor condition. Water level is low. Working on getting boat in this pond.



Pond 22A: Pond was in fair condition. Water level is good.



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



Pond 23A: Pond is in fair to good condition. Picked up trash.



Pond 23B: Pond is in very good condition.



Pond 33: Perimeter treatment last month for cattails and alligator weed had good results.



Pond 34: Minor cattail treatment last month had good results.



Pond 24a: Pond was in improving condition.



Pond 24b: Pond was in good condition.



Pond 24c: Pond was in good condition.



Pond 31: Pond is newly dug and in good condition.



Jim Charles

Tab 5

**Trout Creek CDD
Operations Report for October 18, 2023
(Sept. 9-Oct. 3)**

Notables:

- Implemented a monthly Lifestyle Newsletter (separate from the weekly Stream)
- All full-time staff positions are filled!
- Monthly Lifestyle Newsletter created and distributed on 10/2. Weekly updates will be distributed every Monday morning.
- Palm trees pruned around the pool deck (per contract).
- Dead palm tree on pool deck removed.
- Five dead pine trees were removed at various locations along the parkway (pictured below).
- Onsite meeting with the Fire Marshall regarding entrance gates/emergency egress. As long as people can exit the facility in an emergency, they have no jurisdiction on the number of entry/access gates as long as the fire department has access.

Administration:

- Monthly meeting with Supervisor Murphy.
- Monthly meeting with the landscape club
- Property ride with Scott (VerdeGo) to address ongoing issues (Irrigation leaks, Appleton green space, dead trees, dead shrubs, and tennis/fitness area).
- Community Park(s) equipment inspection with Johnnie.
- Onboard/train four new staff members.
- Participated in the monthly FSR LD/GM collaboration call.
- Lifestyle events workshop with the LD and LC
- Monthly FSR Managers Meeting

Kayak Hub:

- September Café Sales (**Attached**)
- Year End Café Sales (**Attached**)

Lifestyle Event Recap:

- Game Day Social
- Coffee On the Porch
- Adult Trivia



October Lifestyle Events:

- First Friday Live Music Poolside with the Bones
- Kick Cancer Dance Party Poolside featuring Tangled Orchid (6-piece variety band)
- Family Game Night @ the Hub
- Community Sidewalk Sale

- Adult Bingo
- Halloween Decorating Contest
- Halloween Drive-In Movie (Double Feature/G-rated at 7pm & PG-13 @ 9pm)
- Boo Fest

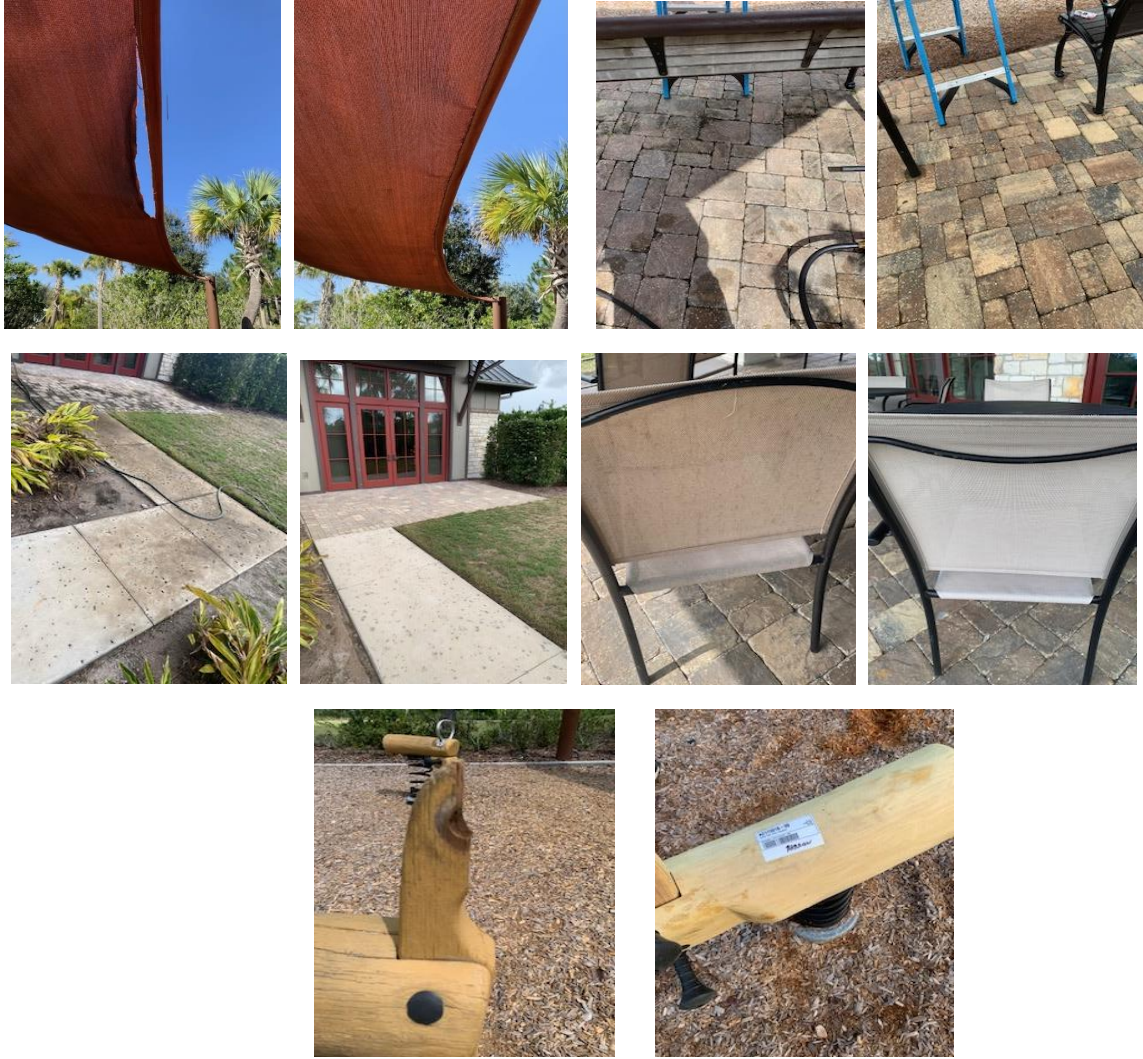
Save the Date Lifestyle Events (November)

- Friday Night Live – Karaoke
- Tween (ages 12-15) Glow Party
- One Day University Lecture Series
- Friday Night Live - Salute to Veterans
- Friday Night Live – Wizard Party
- Adult International Food & Wine Social
- Gator vs Noles Family Football Social & Chili Cook-Off

Maintenance:

- Tot Lot
 - Repaired sunshade (images below)
 - Power wash pavers (images below)
- Fencing quotes (Posey construction (we have not received quote from Posey as of 10/4), Good ole boy fencing, Sterling)
- Quotes for the Kayak Hub Pond lighting (Blingle lighting (quote expected by 10/9), Landscape lighting solutions)
- Quote from Posey construction for removal of damaged pergola
- Multiple Daily follow-ups with Landscape contractors
- Repaired gate @ Woodland's entrance
- Power washed pavers @ back of group exercise room (images below).
- Clean Lawn furniture @ back of gym facing tennis courts (images below).
- Repaired water fountains at gym inside and outside
- Repaired/Adjusted light timers at multiple locations.
- Filled in holes in grass areas along walking path.
- Added trash can & bench @ North Creek Park.
- Repaired 2 spring rockers @ North Creek Park (images below).
- Windscreens replaced on Court 1.
- Ordered new windscreens for court 2,3, & 4.





BELYNDA THARPE
General Manager

Trout Creek CDD
100 Kayak Way | St. Augustine, FL
32092
Direct 904.342.3739
Email belynda.tharpe@fsresidential.com



Sales Report



Oct 1 - Sep 30, 2023

All Devices



1D

1W

1M

3M

1Y

SALES BY PAYMENT TYPES

| | | | |
|-----------------|-----|--|-------------|
| Total Collected | | | \$21,558.50 |
| Card | 79% | | \$17,137.00 |
| Cash | 20% | | \$4,416.50 |
| Other | 0% | | \$5.00 |
| Fees ⓘ | | | (\$692.56) |
| Net Total | | | \$20,865.94 |

Sales Report

Oct 1 - Sep 30, 2023

All Devices

1D

1W

1M

3M

1Y

TOP CATEGORIES



CATEGORY

COUNT

GROSS

> Accessories

217

\$7,190.00

> Cold Beverages

2512

\$4,377.00

> Candy

2682

\$4,155.25

> Chips

1111

\$1,679.50

> SLUSHIES

245

\$1,163.75

Sales Report

Oct 1 - Sep 30, 2023

All Devices

1D

1W

1M

3M

1Y

SALES SUMMARY: DETAILS

[SHOW OVERVIEW](#)

Gross Sales

\$22,117.25

Returns

(\$551.75)

Discounts & Comps

(\$3.50)

Waste

(\$3.50)

Net Sales

\$21,562.00

Tax

\$0.00

Tips (Non-cash)

\$0.00

Sales Report

Sep 2023

All Devices, vs previous month

1D

1W

1M

3M

1Y

SALES BY PAYMENT TYPES

Total Collected \$1,550.00

Card 100% \$1,550.00



Fees ⓘ (\$64.52)

Net Total \$1,485.48

Sales Report

Sep 2023

All Devices, vs previous month

1D

1W

1M

3M

1Y

TOP CATEGORIES



CATEGORY

COUNT

GROSS

> Accessories

28

\$860.00

> Candy

173

\$266.75

> Cold Beverages

132

\$218.00

> Chips

65

\$97.50

> Hot Beverages

41

\$68.00

Sales Report

Sep 2023

All Devices, vs previous month

1D

1W

1M

3M

1Y

Gross Sales

-6.5%

\$1,610.00

Returns

(\$60.00)

Discounts & Comps

\$0.00

Net Sales

-6.4%

\$1,550.00

Tax

\$0.00

Tips (Non-cash)

\$0.00

Gift Card Sales

\$0.00

Tab 6

1) SHEARWATER HUB WITH 12" SPACING - MAIN BUILDING

| DESCRIPTION | QTY | |
|---|--------------|---------------------------------------|
| House Trim - easy installation 12" Spacing <i>Standard channel, Trimlight 12" spacing (priced per foot).</i> | 785 | |
| Standard channel, Trimlight 12" spacing (priced per foot). | | |
| Control System - EDGE <i>12volt power supply (50-500watt) - UL Certified - Lifetime Warranty - Wifi 2.4G Trimlight controller, power cable, and enclosure box with new cloud-based Trimlight EDGE control box.</i> | 1 | |
| <i>12volt power supply (50-500watt) - UL Certified - Lifetime Warranty - Wifi 2.4G Trimlight controller, power cable, and enclosure box with new cloud- based Trimlight EDGE control box.</i> | | |
| Surge Protector <i>120v plug-in style surge protector. 640Joules</i> | 1 | |
| 120v plug-in style surge protector. 640Joules | | |
| Cable Cover <i>Color matched cable cover used on roof, walls, and jumping from one channel to another.</i> | 10 | |
| <i>Color matched cable cover used on roof, walls, and jumping from one channel to another.</i> | | |
| | | SUBTOTAL \$21,030.00 |
| | | Special discount DISCOUNT -\$4,206.00 |
| | | TAX \$0.00 |
| Shearwater Hub with 12" spacing - Main Building | TOTAL | \$16,824.00 |

*360° - entire roof
line*

2) SHEARWATER RESTROOM BUILDING WITH 12" SPACING

| DESCRIPTION | QTY | | |
|---|-----|---------------------------|-------------------|
| House Trim - easy installation 12" Spacing <i>Standard channel, Trimlight 12" spacing (priced per foot).</i> | 302 | | |
| Standard channel, Trimlight 12" spacing (priced per foot). | | | |
| Control System - EDGE <i>12volt power supply (50-500watt) - UL Certified - Lifetime Warranty - Wifi 2.4G Trimlight controller, power cable, and enclosure box with new cloud-based Trimlight EDGE control box.</i> | 1 | | |
| 12volt power supply (50-500watt) - UL Certified - Lifetime Warranty - Wifi 2.4G Trimlight controller, power cable, and enclosure box with new cloud- based Trimlight EDGE control box. | | | |
| Surge Protector <i>120v plug-in style surge protector. 640Joules</i> | 1 | | |
| 120v plug-in style surge protector. 640Joules | | | |
| Cable Cover <i>Color matched cable cover used on roof, walls, and jumping from one channel to another.</i> | 5 | | |
| Color matched cable cover used on roof, walls, and jumping from one channel to another. | | | |
| | | SUBTOTAL | \$8,372.00 |
| | | Special discount DISCOUNT | -\$1,674.40 |
| | | TAX | \$0.00 |
| Shearwater Restroom Building with 12" spacing | | TOTAL | \$6,697.60 |

3) SHEARWATER GRILL BUILDING WITH 12" SPACING

| DESCRIPTION | QTY | |
|---|---------------------------|-------------------|
| House Trim - easy installation 12" Spacing <i>Standard channel, Trimlight 12" spacing (priced per foot).</i> | 142 | |
| Control System - EDGE <i>12volt power supply (50-500watt) - UL Certified - Lifetime Warranty - Wifi 2.4G Trimlight controller, power cable, and enclosure box with new cloud-based Trimlight EDGE control box.</i> | 1 | |
| <i>12volt power supply (50-500watt) - UL Certified - Lifetime Warranty - Wifi 2.4G Trimlight controller, power cable, and enclosure box with new cloud- based Trimlight EDGE control box.</i> | | |
| Surge Protector <i>120v plug-in style surge protector. 640Joules</i> | 1 | |
| <i>120v plug-in style surge protector. 640Joules</i> | | |
| Cable Cover <i>Color matched cable cover used on roof, walls, and jumping from one channel to another.</i> | 1 | |
| <i>Color matched cable cover used on roof, walls, and jumping from one channel to another.</i> | | |
| | SUBTOTAL | \$4,132.00 |
| | Special discount DISCOUNT | -\$826.40 |
| | TAX | \$0.00 |
| Shearwater Grill Building with 12" spacing | TOTAL | \$3,305.60 |

4) SHEARWATER GYM BUILDING WITH 12" SPACING

| DESCRIPTION | QTY | |
|---|--------------|---------------------------------------|
| House Trim - easy installation 12" Spacing <i>Standard channel, Trimlight 12" spacing (priced per foot).</i> | 808 | |
| Standard channel, Trimlight 12" spacing (priced per foot). | | |
| Control System - EDGE <i>12volt power supply (50-500watt) - UL Certified - Lifetime Warranty - Wifi 2.4G Trimlight controller, power cable, and enclosure box with new cloud-based Trimlight EDGE control box.</i> | 1 | |
| <i>12volt power supply (50-500watt) - UL Certified - Lifetime Warranty - Wifi 2.4G Trimlight controller, power cable, and enclosure box with new cloud- based Trimlight EDGE control box.</i> | | |
| Surge Protector <i>120v plug-in style surge protector. 640Joules</i> | 1 | |
| 120v plug-in style surge protector. 640Joules | | |
| Cable Cover <i>Color matched cable cover used on roof, walls, and jumping from one channel to another.</i> | 10 | |
| <i>Color matched cable cover used on roof, walls, and jumping from one channel to another.</i> | | |
| | | SUBTOTAL \$21,628.00 |
| | | Special discount DISCOUNT -\$4,325.60 |
| | | TAX \$0.00 |
| Shearwater Gym Building with 12" spacing | TOTAL | \$17,302.40 |

ADDITIONAL INFORMATION

Upgrade to Commercial channel for an additional \$8,000 total.

ACCEPTED BY _____

ACCEPTED DATE _____

Tab 7

warranty 5 yr

ESTIMATE / CONTRACT

Date: 8/24/2003

Licensed and Insured

Good Ol' Boy Fencing Inc.
 Jess Martin
 (904)742-4586
 jmartin@martin006@gmail.com

Customer Shear Wickers
 Trout Creek CDD pool
 908 420 0992 Mr. Vincent
 904 535 8247 Mr. John H.

PROJECT DESCRIPTION

Install Commercial grade 6' tall 3-Bail aluminum .710 Linear-foot Rails are 1 1/4" x 1 1/4" wide; pickets are 3/4" x 3/4". Each post will be set with 120lbs of concrete per post (post size are 2.5" x 2.5" x 96"). Gate posts are thick walled 2.5" x 2.5" x 96" tall; each gate post will be set with 240lbs of concrete for strength and support of our gates. We will install self-closing black powder coated steel hinges (entirely latches will be separate). Gates will open out to abide by pool code rules. Workmanship Warranty guaranteed 5 years!

| DESCRIPTION | Linear Footage | PRICE PER FOOT | TOTAL |
|---|-----------------|----------------|----------------------------|
| | 710 Linear feet | 36.10 | \$25,560.00 |
| 6' tall flat top Black powder coated material Grade Aluminum 3/4" wide walk-through gates 1" wide double drive gate 1" wide gate 500 bags of 100lb concrete to be installed Labor to install includes 2 bags of concrete per post 4 bags per gate post hydraulic concrete latches gate posts so they harden in 3 minutes and are set before we leave the job | | | \$6,907.65 |
| HOA Approval? (circle one) YES / NO _____ Initial _____ • Deposit of \$15,784.83 is needed for materials • Remaining \$15,784.83 after job is complete | | | TOTAL ESTIMATE \$31,967.65 |

If you have any questions concerning this invoice, contact Jess Martin (904)742-4586

Thank you for your business!

Customer: _____ Date: _____
 Contractor: Jess Martin Date: 8/25/2003

ESTIMATE / CONTRACT

Date: 8/24/2023

Licensed and Insured

Good Ol' Boy Fencing Inc.
 Jesse Martin
 (904)742-4500
 jesse@obfencing.com

Customer: Shearwaters
 Trout Creek CDD pool
 908 420-0992 Mr. Vincent
 904 535-8347 Mr. John H.

PROJECT DESCRIPTION

Install Security grade 6' tall 3-Rail aluminum .710 Linear feet
 Rails are 1 3/4" x 3/4" wide; pickets are 1 1/2" thick Each post will be set
 with 120lbs of concrete per post (post size are 2 1/2" x 2 1/2" x 96"). Gate
 posts are thick walled 3 1/2" x 2 1/2" x 96" tall; each gate post will be set
 with 240lbs of concrete for strength and support of our gates We will
 install self-closing black powder coated steel hinges (exit only latches
 will be separate). Gates will open out to abide by pool code rules.
 Workmanship Warranty guaranteed 5 years!

| DESCRIPTION | Linear Footage | PRICE PER FOOT | TOTAL |
|--|-----------------|----------------|-------------|
| | 710 Linear feet | 65.87 | \$46,768.50 |
| 6' tall 3-rail top | | | |
| Black powder coated municipal | | | |
| Grade Aluminum | | | |
| 3 1/2" wide walk-through gate | | | |
| 1 1/2" wide double drive gate | | | |
| 1 1/2" wide picket | | | |
| 336 bags of 80lb concrete to be installed | | | |
| Labor to install includes 2 bags of concrete per post, 4 bags per gate post, hydraulic concrete used on gate posts so they harden in 3 minutes and are set before we leave the job | | | \$6,409.65 |
| TOTAL ESTIMATED | | | \$53,178.15 |

HDA Approval? (circle one) YES / NO _____ Initial _____

- Deposit of \$26,589.09 is needed for materials
- Remaining \$26,589.09 after job is complete

If you have any questions concerning this invoice, contact Jesse Martin (904)742-4500

Thank you for your business!

Customer: _____ Date: _____

Contractor: Jesse Martin Date: 8/24/2023



Sterling Specialties, Inc

7000 US Highway 1 North, Ste 601
St. Augustine, FL 32095
Phone: 904-829-5006
Fax: 904-829-5008



Proposal

| Date | Proposal # |
|----------|------------|
| 8/3/2023 | 2308029 |

| Customer |
|--|
| Trout Creek CDD 2806 North 5th Street Unit 403 St Augustine, FL 32084 |

| Project Location |
|--------------------------------------|
| Shearwater 100 Kayak Way Fence |

| Description |
|--|
| <p>Furnish and install 754' of 6' Black Commercial grade aluminum fence with 4 - 48" and 2 - 72" walk gates and 1 - 8' double drive.</p> <p>Option: Using Industrial Grade in lieu of Commercial \$48,240.00 <i>(Being Samples)</i></p> <p>To remove existing fence add \$2,400.00 to below total</p> <p><i>NO SAMPLES</i> <i>↳ colors</i></p> <p><i>1 yr warranty</i></p> <p><i>11/4</i> <i>1 1/2 x</i> <i>193</i></p> <p><i>← Anabelle Manufacturing</i></p> <p><i>54" 304L Commercial</i> <i>Beachwalk</i> <i>Beacon Lake</i></p> |

This proposal may be withdrawn by us if not accepted within 10 days. Any deviations from these specifications will be executed only upon written order, and may become an extra charge over and above the below total. All agreements are contingent upon strikes, accidents or delays beyond our control. Customer agrees that the prices, specifications and conditions listed herein are satisfactory and are hereby accepted. Sterling Specialties, Inc. is authorized to start and complete project as specified; 50% deposit due and balance upon completion. PLEASE NOTE THAT WE DO NOT ACCEPT AMERICAN EXPRESS CARDS. HOA REVIEW FEES WILL BE ADDITIONAL. All past due balances are subject to service charges of 1.5% per month (18% annually), or the maximum permitted by law. Should we have to refer your account to an attorney for collection, the prevailing party shall be entitled to recover all out of pocket expenses, court costs and reasonable attorney's fees.

Additionally, it is the responsibility of the property owner to locate all private utilities including but not limited to gas lines, irrigation, and satellite cables and assumes responsibility for repair to any unmarked private utilities. All materials remain property of Sterling Specialties Inc. until contract amount is paid in full.

Signature: _____ Date: _____ **Total \$37,268.00**

Tab 8



Landscape Lighting Solutions of Northeast FL sent you an estimate

We look forward to working with you.

Show full details 

OPTION 1 - "Band-Aid" Option

| | |
|--|------------|
| New LEDs (7w 3000k) (\$57.00 ea.) × 20 | \$1,140.00 |
| Commercial Grade solid Brass Spread Lights on Ligustrums, (relocate existing 2 fixtures to broken ones) (\$295.00 ea.) × 2 | \$590.00 |
| Brass Top Commercial Stake (optional but highly recommended) (\$65.00 ea.) × 2 | \$130.00 |
| 150 Watt Stainless Steel Transformer | \$375.00 |

| | |
|---|-------------------|
| Labor - wrie, connectors, misc. parts for transformer, new run to Oak at end of building with no power. | \$350.00 |
| Front Wall in Pond - Stainless Steel LED Underwater light w/ base (\$375.00 ea.) × 5 | \$1,875.00 |
| 150 Stainless Steel Transformer (to replace 24V Driver) <i>50% Deposit due upon acceptance, Balance due upon completion</i> | \$375.00 |
| Subtotal | \$4,835.00 |
| Total | \$4,835.00 |

Landscape Lighting Solutions of Northeast FL

2448 Winchester Lane

Saint Augustine, FL 32092

landscapelightingnefl@gmail.com

+1 (904) 405-4050

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Landscape Lighting Solutions of Northeast FL sent you an estimate

We look forward to working with you.

Show full details 

Option 2 - new fixtures, same locations/ layout

| | |
|---|------------|
| Solid Brass above grade well light w/ LEDs (\$264.00 ea.) × 18 | \$4,752.00 |
| Commercial grade Solid Brass spread light w/ LED (for Ligustrums, relocate existing 2 fixtures to replace broken ones) (\$295.00 ea.) × 2 | \$590.00 |
| Brass Top Commercial Stake (optional, but highly recommend) (\$65.00 ea.) × 20 | \$1,300.00 |
| 150 W Stainless Steel Transformer | \$375.00 |

Labor, wire, connectors, misc. parts for transformer. For new run to Oak at end of building with no power. \$750.00

Front Wall in Pond- Stainless Steel LED Underwater light w/ base \$1,875.00
(\$375.00 ea.) × 5

150W Stainless Steel Transformer \$375.00
50% Deposit due upon acceptance, balance due upon completion

Subtotal \$10,017.00

Total \$10,017.00

Landscape Lighting Solutions of Northeast FL

2448 Winchester Lane

Saint Augustine, FL 32092

landscapelightingnefl@gmail.com

+1 (904) 405-4050

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Layout Change / Include Building

Landscape Lighting Solutions of Northeast FL sent you an estimate

We look forward to working with you.

Show full details

Option 3 - New Fixtures / layout for front of clubhouse and pond wall.

Above Grade Well Lighs w/ LEDS \$3,696.00

(\$264.00 ea.) × 14
2 -Oak, 2- Columns, 2- Oak, 2-Oak, 2-Oak, 4-Oaks in Field.

Mini Brass Spread Light w / LEDS \$3,055.00

(\$235.00 ea.) × 13
6 - Ligustrums, 4- Stone Facade, 3- for gables on gutter mount, includes risers where needed.

Gutter Mounts \$150.00

(\$50.00 ea.) × 3

Solid Brass Spotlights w/LEDs \$2,220.00

(\$185.00 ea.) × 12

4- Crepe Myrtles, 2- Bottle Brush, 6 - Right Facade, includes risers where needed.

Solid Brass Top Commercial Stake. \$2,340.00
(\$65.00 ea.) × 36
Optional, but highly recommended

300 Watt Stainless Steel Transformer \$1,275.00
(\$425.00 ea.) × 3

Labor, wire, connectors, misc. parts for transformers, New Run to Oak at end of building w/ no power. \$2,975.00

Front Wall in pond- Stainless Steel Underwater Light w/ LED & base \$1,875.00
(\$375.00 ea.) × 5

150 Watt Stainless Steel Transformer (to replace 24V Driver) \$375.00
50% Deposit due upon acceptance
Balance due upon completion

Subtotal \$17,961.00

Total **\$17,961.00**

Landscape Lighting Solutions of Northeast FL

2448 Winchester Lane

Saint Augustine, FL 32092

landscapelightingnefl@gmail.com

+1 (904) 405-4050

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after Road Construction

Landscape Lighting Solutions of Northeast FL sent you an estimate

We look forward to working with you.

Show full details 

Main Shearwater Sign on CR210

(Low Voltage)

Solid Brass Commercial Grade Spread Light w/ LED

\$3,540.00

(\$295.00 ea.) × 12

150 W Stainless Steel Transformer

\$375.00

Labor, Wire, connectors, misc. parts for transformer

\$350.00

Price does not include electrician on site to change over to low voltage. Will get estimate for you separately.

50% Deposit due upon acceptance

Balance due upon completion

Subtotal

\$4,265.00

Total

\$4,265.00

Landscape Lighting Solutions of Northeast FL

2448 Winchester Lane

Saint Augustine, FL 32092

landscapelightingnefl@gmail.com

+1 (904) 405-4050

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Blingle 140 - Saint Augustine, FL
138 N One Drive, Suite A
Saint Augustine, FL 32095

Estimate 6224201
Estimate Date 10/5/2023

Billing Address
Jeremy Loar
100 Kayak Way
St. Augustine, FL 32092 USA

Job Address
Jeremy Loar
100 Kayak Way
St. Augustine, FL 32092 USA

Description of work

Areas: +/- 210 feet of space, side of walkway closest to retention pond

All brass fixtures

Up/spot Light(s): 20 total: 3/oak tree @ each end of the walkway (6) and 14 additional evenly spread in the shrub beds between the 2 oak trees

Flood Light(s): 5 total, replacing current lights above water at base of retaining wall

Power Source: 300 watt transformer

Price includes material and full installation of product.

| Task # | Description | Quantity | Your Price | Total |
|-------------------------|--|----------|------------|------------|
| CLSL | Install flood, accent and spot lights to customer specifications | 1.00 | \$2,225.00 | \$2,225.00 |
| 10% off New Comm Client | 10% off New HOA or Commercial Client | 1.00 | -\$628.04 | -\$628.04 |
| Blingle F2 | (5 fixtures {to replace existing lights} on water side of retention pond) Brass Micro Modular flood light, 5.5w. IP 68 rated (fully submersible); lifetime warranty on brass housing and 10 year warranty on light source. | 5.00 | \$159.99 | \$799.95 |
| Blingle S2 spot light | (6 fixtures, 3/oak tree at either end of walkway) Brass Socketed Spot Light with Brilliance LED MR16 Lamp, 4w, 2700k, 30 degree spread. Lifetime warranty on housing, 5 year warranty on lamp. | 6.00 | \$107.69 | \$646.14 |
| Blingle S2 spot light | (14 fixtures evenly placed along +/- 210 feet of shrubs along pathway on retention pond side) Brass Socketed Spot Light with Brilliance LED MR16 Lamp, 4w, 2700k. 60 degree spread. Lifetime warranty on housing, 5 year warranty on lamp. | 14.00 | \$125.99 | \$1,763.86 |
| Blingle T300 | Light Tech 300 watt stainless steel transformer | 1.00 | \$295.99 | \$295.99 |
| Blingle W12-2 | 500 foot spool of Regency 12/2 wire | 1.00 | \$392.00 | \$392.00 |
| #61241 | Waterproof wire connectors color Black | 50.00 | \$1.15 | \$57.50 |
| Blingle Astro | Intermatic Astronomic Timer | 1.00 | \$99.99 | \$99.99 |

Sub-Total \$5,652.39
Tax \$367.41
Total Due \$6,019.80
Deposit/Downpayment \$0.00

Thank you for choosing Blingle!

Company, Blingle Premier Lighting, proposes to perform the Work for a total sum of: (i) the estimated cost as outlined above; and (ii) any Additional Costs (defined in the Terms and Conditions) (collectively, the "Agreed Price"). The Agreed Price shall be payable to Blingle! from Customer as follows: (i) Down Payment in the amount of 50% of the "Estimated Total Cost" due upon execution of this Agreement; (ii) Final Payment in the amount of 50% of the "Estimated Total Cost", plus any Additional Costs, due upon completion of the Work. Holiday Lighting Projects are to be paid in full upon execution of this agreement. Customer agrees to make all payments under this Agreement, including the Work and Additional Costs directly to Blingle. Customer's signature signifies acceptance of all Terms and Conditions of this Agreement, including the additional Terms and Conditions contained herein. By signing this Agreement you agree that you have also been provided notice of these rights to cancel orally in addition to the writing contained herein.

Tab 9

M&G Holiday Lighting

4845 Belle Terre Pkwy
Palm Coast, FL 32164 US
holiday@mgbusinessventures.com



Estimate

ADDRESS
Trout Creek Community Development District
100 Kayak Way
St. Augustine, FL 32092

ESTIMATE 2062
DATE 10/09/2023

| DATE | DESCRIPTION | QTY | RATE | AMOUNT |
|------|---|-----|----------|----------|
| | Holiday Lighting - Reinstall | 1 | 562.50 | 562.50 |
| | Re-install - wrap 9 tree trunks at the front entrance with minis | | | |
| | Holiday Lighting - Reinstall | 1 | 375.00 | 375.00 |
| | Re-install - Hang 8 - 36" Pre-Lit Wreaths at the main entrance | | | |
| | Holiday Lighting - Reinstall | 1 | 300.00 | 300.00 |
| | Re-install - Double Down Garland on the main entrance Shearwater sign going into neighborhood | | | |
| | Holiday Lighting - Reinstall | 1 | 3,696.00 | 3,696.00 |
| | Re-install - C7 Lights on multiple buildings including the additional inserts added in 2018 | | | |
| | Holiday Lighting - Reinstall | 1 | 187.50 | 187.50 |
| | Re-install - 2- 36" Wreaths and 1 - 48" Wreath on main buildings | | | |
| | Holiday Lighting - Reinstall | 1 | 250.00 | 250.00 |
| | Re-install - 4 - 36" Wreaths in back neighborhood | | | |
| | Holiday Lighting - Reinstall | 1 | 500.00 | 500.00 |
| | Re-install - net lighting at front entrance bushes | | | |
| | Holiday Lighting - Reinstall | 1 | 125.00 | 125.00 |
| | Re-install - 2- 72" Wreaths, one to pond building and the other to the other building on the pond | | | |
| | Holiday Lighting - Reinstall | 1 | 313.50 | 313.50 |
| | Re-Install, 5 - 36" Pre- Lit Wreaths to gym cement columns | | | |
| | Holiday Lighting - Reinstall | 1 | 250.00 | 250.00 |
| | Re-Install double down garland to mid neighborhood sign | | | |
| | Holiday Lighting - Reinstall | 1 | 565.50 | 565.50 |
| | Re-Wrap 6 rear palms @ pool exterior in C7's - 10' | | | |
| | Equipment charges | 1 | 625.00 | 625.00 |
| | Boom Rental for Install and Removal | | | |
| | Removal | 1 | 1,250.00 | 1,250.00 |
| | Removal of Lights and Decor at the end of the season | | | |
| | Storage | 1 | 250.00 | 250.00 |
| | Storage of Holiday lights and decor till the next season | | | |

Miscellaneous - Wire -
Plugs, Supplies, etc

Miscellaneous - Wire - Plugs, Supplies,
etc

1

95.00

95.00

TOTAL

\$9,345.00

Accepted By

Accepted Date

Tab 10



ADDENDUM TO PROPERTY MANAGEMENT SERVICES CONTRACT

THIS ADDENDUM ("Addendum") is made and entered into on _____, by and between **TROUT CREEK COMMUNITY DEVELOPMENT DISTRICT**, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes (the "**District**" or "**CDD**") and **FIRSTSERVICE RESIDENTIAL FLORIDA, INC.**, a Florida corporation ("**FirstService**").

WHEREAS, District and FirstService entered into that certain Property Management Services Contract dated **April 27, 2023** (the "**Contract**"); and

WHEREAS, the Contract provides for a term expiring on **September 30, 2025**; and

WHEREAS, District and FirstService have agreed to amend the Contract as more particularly set forth herein;

NOW, THEREFORE, in consideration of the premises, and other good and valuable consideration received by each party from the other, the receipt, adequacy, and sufficiency of which are hereby acknowledged, and in further consideration of the mutual covenants and agreements hereinafter set forth, the parties hereby agree as follows:

1. All of the statements contained in the above recitations are true and correct and are hereby incorporated by reference.
2. The terms of this Addendum are effective as of **October 1, 2023**, unless otherwise stated herein.
3. Paragraph 51 of the Contract, entitled *Special Terms*, is hereby modified as follows:
 - a. Subparagraph 51.1 is deleted and replaced with "INTENTIONALLY OMITTED".
 - b. Subparagraph 51.2 is deleted and replaced with "INTENTIONALLY OMITTED".
4. Schedule I of the Contract is hereby deleted and replaced as attached hereto, and by reference hereof, made a part of this Addendum.
5. Except as herein modified, all of the terms and conditions of the Contract and all of the rights and responsibilities of the parties with respect to the Contract are hereby ratified and will remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Addendum as of the day and year written above:

TROUT CREEK COMMUNITY DEVELOPMENT DISTRICT

Signature

Printed Name and Title

FIRSTSERVICE RESIDENTIAL FLORIDA, INC.

Signature

Printed Name and Title

**SCHEDULE I – CONTRACT PRICE
TROUT CREEK COMMUNITY DEVELOPMENT DISTRICT
0 Units/Lots**

MANAGEMENT FEE

Includes supervising regional director

| <u>EFFECTIVE</u> | <u>MONTHLY</u> |
|------------------|----------------|
| October 2023 | \$1,575.00 |
| October 2024 | \$1,654.00 |

Post term 5% annual increase if Contract is extended after Initial Term (rounded to nearest dollar)

ON-SITE STAFF (IF APPLICABLE)

The on-site staff will consist of the following positions to be provided by FirstService. This is the minimum staffing and may only be increased upon prior written approval of District and FirstService:

| <u>Position</u> | <u>Minimum Hours Per Week</u> | <u>Labor Rate</u> |
|--|-------------------------------|-------------------|
| Lifestyle Director | 40 | 30 % |
| Any additional lifestyle director | Per mutual approval | 30 % |
| General Manager | Full-time | 20 % |
| Assistant Manager | 40 | 20 % |
| Any additional administrative | Per mutual approval | 20 % |
| Front Desk (Resident Services) | 56 | 30 % |
| Any additional concierge/front desk | Per mutual approval | 30 % |
| Maintenance Supervisor (Facilities Supervisor) | 40 | 30 % |
| Maintenance (Maintenance Tech) | 40 | 30 % |
| Porter | 40 | 30 % |
| Pool Attendant | 5* | 30 % |
| Lifestyle Coordinator | 40 | 30 % |
| Any additional non-administrative | Per mutual approval | 30 % |

The labor rate as stipulated above is a percentage of and is added to the wages paid and includes, but is not limited to, social security tax, federal/state unemployment tax, workers' compensation insurance, FirstService's contribution to employee 401(k) benefit, pre-employment screening, recruitment expense, payroll processing and human resource administration.

Eligible on-site staff will receive the following minimum benefits (if District elects eligible full-time employees of FirstService for a part-time position at District, these benefits will be on a pro rata basis):

1. Standard health care benefits will be offered to all eligible on-site staff members who are employees of FirstService, with District and the employee each paying a portion of the cost. The monthly amount District will be responsible for in 2023 for each eligible on-site staff member who elects coverage is \$698.00, which is inclusive of the costs associated with the benefits. This amount will be referred to as the "**Monthly Benefit Payment**" and is subject to increase on an annual basis and is due in full as to any employee that elects coverage and is employed as of the first of the month. There is no credit or pro rata return of any portion of the Monthly Benefit Payment should an employee resign, be terminated or transferred after the first of the month. Employees are entitled to standard health care benefits while on FMLA leave. Employees who elect coverage will have the option to select alternate health care plans offered by FirstService and/or add dependents.

2. District is responsible to pay for employees paid time off provided by FirstService's policies, including but not limited to holidays, accrued vacation, and personal time off ("**PTO**") as stipulated in FirstService's standard employment policies, up to and including the termination of this Contract or transfer of the employee from this Community.

*** This position is provided from Memorial Day through Labor Day.**