



Rizzetta & Company

Trout Creek Community Development District

**Board of Supervisors' Meeting
November 16, 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

November 9, 2023

AGENDA

Dear Board Members:

The **special** meeting of the Board of Supervisors of the Trout Creek Community Development District will be held on **November 16, 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 October 18, 2023 Tab 1
 - B. Ratification of the Operation and Maintenance Expenditures for October 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**
 - A. Consideration of Poolsure Renewal Proposal Tab 6
 - B. Review of Landscape Maintenance RFP Bids (under separate cover)
 - C. Discussion Regarding Request for Non-Exclusive Easement Variance
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

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 **October 18, 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

Also present were:

Melissa Dobbins	District Manager, Rizzetta & Co., Inc.
Katie Buchanan	District Counsel, Kutak Rock, LLP
Matt Melchiori	Prosser Inc (<i>speakerphone</i>)
Belynda Tharpe	General Manager, First Service Residential
Tiffany Brun	Assistant Manager, First Service Residential
John Loar	Maintenance Supervisor, First Service Residential

Members of the public present.

FIRST ORDER OF BUSINESS

Call to Order

Mr. McCollum called the meeting to order at 3:08 p.m.

SECOND ORDER OF BUSINESS

**Audience Comments on
Agenda Items**

Comments and questions were heard regarding when audience members are authorized to make comments, lifeguard fees, staff reviewing the completion of vendor's services, PUD modification update.

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THIRD ORDER OF BUSINESS

Consideration of the Minutes of the Board of Supervisors' Special Meeting held on September 20, 2023

On a motion by Mr. Murphy, seconded by Mr. Sajkowski, with all in favor, the Board approved minutes of the special meeting held on September 20, 2023, for Trout Creek Community Development District.

FOURTH ORDER OF BUSINESS

Ratification of the Operation & Maintenance Expenditures for September 2023

On a motion by Mr. Murphy, seconded by Mr. McCollum, with all in favor, the Board ratified the Operation & Maintenance Expenditures for September 2023, in the amount of \$231,422.38, for Trout Creek Community Development District.

FIFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Ms. Buchanan updated the Board the county's Planning and Zoning Agency is holding a public hearing tomorrow regarding the minor PUD modification, which Ms. Tharpe and Mr. Murphy will be attending on behalf of the CDD in case there are any questions regarding the District's special events..

Ms. Buchanan provided updates on the status of all easements she is presently working on. The first two (SJC and JEA) which deal with the 210-street widening project:

-SJC Easement; Ms. Buchanan added Mr. Muphy's comments which were negotiated and would obligate the county to keep the community informed regarding the 210 project.

-JEA Easement; Ms. Buchanan negotiated a form of an agreement which would cover a blanket easement over the entirety of Phase 1 ROW. JEA was requested to keep community informed regarding the 210 project as well since they are sharing the same contractor as SJC for this project.

The last easement Ms. Buchanan is working on is the FPL easement. She believes they have the form of the document negotiated, but there is still a question of timing since they may not have the same priority as the county or JEA does.

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B. District Engineer
Mr. Melchiori stated he didn't have a report at this time.

Mr. Wright mentioned that there were many potholes that needed to be repaired. Ms. Tharpe stated that repairs were be made to 24 locations on October 24, 2023.

Discussion ensued regarding resurfacing of roads that already had final lift put down. The Board requested Mr. Roane with Freehold, try to get estimates on repaving Shearwater Pkwy from the entrance to the first roundabout so they have an idea of at least the current cost.

C. Construction Administrator
Mr. Roane updated the Board that the developer is on track with opening Timberwolf Trail to 16A in March and working hard to keep that date. The other connection to 16A off Shearwater Pkwy is in the hands of FPL to move and install new street poles, but told they wanted to wait until after hurricane season.

D. Landscape Reports
Discussion ensued regarding modifying the Landscape Maintenance RFP to wait until after a vendor is selected to then give them 30 days to perform an audit of landscape deficiencies and irrigation inspection. The Board directed staff to send out an addendum to update proposers.

1. VerdeGo Report

2. Prestige Report

E. Charles Aquatics Service Report

F. General Manager
Ms. Tharpe updated the board that the Fire Marshall updated her that there isn't a requirement on a set number of access (entry) areas for patrons to get into the facility so this will be useful when staff and the Board review changes to the fence/gate access system around the facility.

G. District Manager

SIXTH ORDER OF BUSINESS

**Consideration of Kayak Club
Lighting Proposal**

It was stated that agenda item 5D M&G Holiday Light should be included in reviewing lighting around the facility.

Ms. Dobbins updated the Board that there is \$15,000.00 in the budget for Holiday Lighting. Discussion ensued.

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On a motion by Mr. McCollum, seconded by Mr. Murphy, with all in favor, the Board authorized staff to work with Mr. Sajkowski to finalize and approve the lighting proposal, working with both vendors, Trimlight and/or M&G, if necessary, with a not to exceed amount of \$15,000.00, for Trout Creek Community Development District.

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SEVENTH ORDER OF BUSINESS

**Consideration of Kayak Club
Fencing Proposals**

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This item was tabled.

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EIGHTH ORDER OF BUSINESS

**Consideration of Kayak Club
Pond Lighting Proposal**

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On a motion by Mr. Murphy, seconded by Mr. Sajkowski, with all in favor, the Board approved Blingle's proposal in the amount of \$5,652.39, for Trout Creek Community Development District.

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NINTH ORDER OF BUSINESS

**Consideration of First Service
Residential Contract Addendum**

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Ms. Buchanan highlighted that this addendum separates the CDD and the HOA starting October 1st, 2023, adds in the language for specific positions' mobile device reimbursement and clarifies which positions are exempt or non-exempt which would help confirm which positions may earn overtime, if approved.

On a motion by Mr. Murphy, seconded by Mr. Sajkowski, with all in favor, the Board approved the First Service Residential Contract Addendum, for Trout Creek Community Development District.

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TENTH ORDER OF BUSINESS

**Audience Comments and
Supervisor Requests**

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Supervisor Requests

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The Board requested an update on the new café' window. Ms. Tharpe stated the window was just measured.

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Audience Comments

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Questions/Comments were heard regarding the link to the agenda on the District website, staff were requested to review other options other than fobs to use to access facility, request for tree remediation to be handled to keep value of properties.

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**The Board took a 5 minute recess.*

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ELEVENTH ORDER OF BUSINESS

**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.)*

Tim Fowler, Director of Security Operations for First Service Residential, presented his security observations for Trout Creek CDD.

Mr. Wright noted that he might have a conflict for the November 15th meeting. The board approved moving the meeting to November 16th, if needed, so Mr. Wright could participate in the review and evaluation of the Landscape Maintenance Bids.

TWELFTH ORDER OF BUSINESS

Adjournment

On a motion by Mr. McCollum, seconded by Mr. Murphy, with all in favor, the Board adjourned the Board of Supervisors’ Meeting at 5:43 p.m., for Trout Creek Community Development District.

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 October 2023

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

The total items being presented: **\$192,921.21**

Approval of Expenditures:

_____ Chairperson
_____ Vice Chairperson
_____ Assistant Secretary

Trout Creek Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2023 Through October 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Arrow Exterminators	100670	53752395	Pest Control Services 10/23	\$ 113.00
Arrow Exterminators	100670	53752537	Pest Control Services 10/23	\$ 57.00
AT&T	20231002-01	324079257 09/23 Autopay	Phone & Internet Services 09/23	\$ 167.19
AT&T	20231030-01	32382736 10/23 Autopay	TV & Internet Services 10/23	\$ 134.85
AT&T	20231031-01	324079257 10/23 ACH	Phone & Internet Services 10/23	\$ 170.38
Atlantic Coast Creative, LLC	100652	INV-000001	Event Entertainment - "Tangled Orchid Music" - 10/23	\$ 750.00
Celebration Jax, LLC	100671	12831	Balance for Fall Festival Bounce Houses 10/23	\$ 588.57
Charles Aquatics, Inc.	100672	49050	Fountain Maintenance 10/23	\$ 400.00
Charles Aquatics, Inc.	100672	49192	Pond Maintenance 10/23	\$ 3,051.00
Colden Company, Inc.	100673	17300	Quarterly Voice & Phone Services 10/23-12/23	\$ 959.07
Colden Company, Inc.	100673	17369	Service Call 09/23	\$ 175.00
Deputy Services	100655	SJSO23CAD237336	Deputy Services 09/23	\$ 165.00

Trout Creek Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2023 Through October 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Deputy Services	100662	SJSO23CAD242737	Deputy Services 10/23	\$ 165.00
Deputy Services	100680	SJSO23CAD253245	Deputy Services 10/23	\$ 330.00
Elizabeth Jackson	100674	104	Balloon Artist for Boo Bash 10/23	\$ 450.00
FirstService Residential Florida, Inc.	100653	10919272	Medical Insurance 09/23	\$ 2,792.00
FirstService Residential Florida, Inc.	100653	10921272	Business Cards 09/23	\$ 94.04
FirstService Residential Florida, Inc.	100653	10922490	Management Services 10/23	\$ 1,575.00
FirstService Residential Florida, Inc.	100675	10920141	Management Services 09/23	\$ 20,096.34
FirstService Residential Florida, Inc.	100675	10925764	Business Cards 10/23	\$ 181.53
Florida Department of Revenue	100659	65-8017062725-9 Sales & Use Tax 09/23	Sales & Use Tax 09/23	\$ 226.46
Florida Janitor & Paper Supply	100676	365396	Janitorial Supplies 10/23	\$ 916.79
Florida Natural Gas	100660	907762ES	Natural Gas Services 09/23	\$ 17.07
Florida Power & Light Company	100661	92236-52372 09/23	23 Calcutta Dr #Irr 09/23	\$ 47.42

Trout Creek Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2023 Through October 31, 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	20231004-01	03602-11429 08/23 ACH	38 Rosemount Dr 08/23	\$ 36.05
Florida Power & Light Company	20231004-02	98411-59305 08/23 ACH	Electric Service 08/23	\$ 46.59
Florida Power & Light Company	20231017-01	Monthly Summary 09/23 ACH	Electric Services 09/23	\$ 8,890.74
Florida Power & Light Company	20231023-01	06081-09518 09/23 ACH	315 Rosemont Dr #Irr 09/23	\$ 28.42
Florida Power & Light Company	20231023-01	49571-83074 09/23 ACH	204 Chalet Cr #Irr 09/23	\$ 25.66
Florida Power & Light Company	20231023-02	39473-03305 09/23 ACH	25 Ridgewind Drive #LTG 09/23	\$ 47.50
Frank Murphy	100677	FM101823	Board of Supervisors Meeting 10/18/23	\$ 200.00
Integrated Access Solutions LLC	100678	0003634	Gate Repair 08/23	\$ 450.00
Isle of Faith United Methodist Church	100669	101223 IFUMC	Pumpkins for Boo Bash Event 10/23	\$ 450.00
JEA	20231005-01	9634626977 08/23 Autopay	Water-Sewer Services 08/23	\$ 35,860.68
Kutak Rock, LLP	100654	3283144	Legal Services 08/23	\$ 5,282.80
Lashawnda Sade Casper- Reynolds	100679	09282016-54	Face Painting for Boo Bash 10/23	\$ 360.00

Trout Creek Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2023 Through October 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Poolsure	100663	131295617814	Pool Chemical 10/23	\$ 4,248.61
Prestige Landscapes of North Florida, Inc.	100664	3C-0012-B	Landscape Maintenance 09/23	\$ 15,848.51
Prestige Landscapes of North Florida, Inc.	100681	PH3-0010	Fertilizer and Weed Control Application 09/23	\$ 4,874.00
Prestige Landscapes of North Florida, Inc.	100681	PH3-0011	Irrigation Repairs 10/23	\$ 5,155.65
Prosser, Inc.	100656	51071	Engineering Services 08/23	\$ 300.00
Prosser, Inc.	100682	51209	Engineering Services 09/23	\$ 300.00
Randall Mark Anderson	100665	101223 Anderson D	50% Deposit - Movie Night Screen 10/23	\$ 337.50
Randall Mark Anderson	100683	101223 Anderson B	50% Balance - Movie Night Screen 10/23	\$ 337.50
Republic Services	20231010-01	0687-001357657 Autopay	Waste Disposal Services 10/23	\$ 600.17
Richard Clinton Wright	100684	CW101823	Board of Supervisors Meeting 10/18/23	\$ 200.00
Rizzetta & Company, Inc.	100650	INV0000084039	Assessment Roll 10/23	\$ 5,792.00
Rizzetta & Company, Inc.	100651	INV0000084223	District Management Fees 10/23	\$ 4,585.09

Trout Creek Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2023 Through October 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Roy Green	100685	102523	Bingo 10/23	\$ 250.00
Roy Green	100685	102923	Host/DJ for Boo Bash 10/23	\$ 375.00
Surfside Pools	100666	192550	Pool Maintenance 10/23	\$ 3,500.00
Surfside Pools	100686	292436	Pool Chemicals 09/23	\$ 80.00
TECO Peoples Gas	20231025-01	221008807523 09/23 ACH	Natural Gas Services - 2105 Shearwater Parkway 09/23	\$ 32.59
The Bank of New York Mellon	100687	252-25874463	Trustee Fees - Series 2020 10/01/23-09/30/24	\$ 4,500.00
The Ledger / News Chief/ CA Florida Holdings, LLC	100657	0005910113	Account #764106 Legal Advertising 09/23	\$ 74.80
Trout Creek CDD	DC 101223	DC 101223	Debit Card Replenishment	\$ 3,040.31
Trout Creek CDD	DC 101923	DC 101923	Debit Card Replenishment	\$ 1,357.40
Trout Creek CDD	DC 102423	DC 102423	Debit Card Replenishment	\$ 4,280.83
Trutech LLC	100688	3555521	Wildlife Services 10/23	\$ 122.00
Vak Pak Inc. Manufacturing	100667	23-01067	Pump Seal Kit 10/23	\$ 1,606.99

Trout Creek Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2023 Through October 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
VerdeGo, LLC	100689	12879	Tree Removal - Kayak Club 09/23	\$ 1,275.00
VerdeGo, LLC	100689	12880	Tree Removal 09/23	\$ 800.00
VerdeGo, LLC	100689	12890	Plant Removal - Outpost 09/23	\$ 4,590.00
VerdeGo, LLC	100689	12891	Plant Removal - Ion Drive/Shearwater Pkwy 09/23	\$ 2,849.00
VerdeGo, LLC	100689	12892	Plant Removal - Luke Drive/Shearwater Pkwy 09/23	\$ 815.00
VerdeGo, LLC	100689	13013B	Landscape Maintenance 10/23	\$ 25,835.66
VerdeGo, LLC	100689	13013C	Landscape Maintenance 10/23	\$ 3,191.27
Vesta Property Services, Inc.	100690	414147	Lifeguard/Supervisor/Pool 09/23	\$ 5,275.00
Vexacor Supply Group, LLC	100691	C1154	Coffee Bar Rental 10/23	\$ 180.00
Vexacor Supply Group, LLC	100691	M574075	Coffee Bar Supplies 10/23	\$ 261.18
VGlobal Tech	100658	5512	ADA & WCAG Audits 10/23	\$ 300.00
Vincent J Sajkowski	100692	VS101823	Board of Supervisors Meeting 10/18/23	\$ 200.00

Trout Creek Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2023 Through October 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Wellbeats, Inc.	100668	EPIV00000082497	WBC-PLUS Content Period 10/23	\$ <u>249.00</u>
Report Total				\$ <u>192,921.21</u>

Tab 3

PRESTIGE LANDSCAPES OF NORTH FLORIDA, INC.

October 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

October, 2023

Belynda Tharpe , 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.

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, 20 min turf sprays, 35 min turf rotors. Turf Zones are running 3 days per week, with bed zones running 2 days per week.

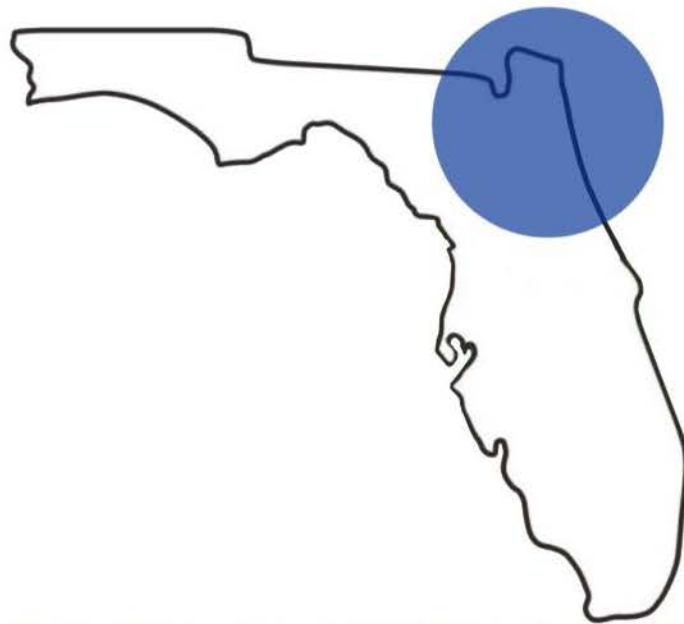
Agronomics

We are seeing good results from our application in September. Our crew is currently spot treating weeding within the turf.

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
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 4



6869 Phillips Pkwy. Dr. South Jacksonville Fl. 32256

Fax: 904-807-9158

Phone: 904-997-0044

Service Report

Date: October 11, 31, 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 cleaned this month.



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



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



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



Pond 2a: This pond was in good condition. The water level is normal.



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



Pond 3a: This pond was in good condition. The water level is normal.



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



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



Pond 7b: Pond was in good condition. The water level is normal.



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



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



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



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



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



Pond 10a: Pond was in good condition. The water level is good.



Pond 10c: Pond was in good condition. The water level is normal.



Pond 10d: Pond was in good condition. The water level is normal. Algae treatment last month had good results.



Pond 11a: Pond was in improved condition. The water level is good. Treatment for algae last month was effective.



Pond 11b: Pond was in fair condition. The water level is good. Treated perimeter for torpedo grass and cattails.



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



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



Pond 14: Pond was in fair to good condition. The water level is good.



Pond 14b: Pond was in fair condition. The water level is normal. Treated perimeter for pennywort and torpedo grass.



Pond 20: Pond was in very good condition. The water level is good.



Pond 21A: Pond was in poor condition. The water level is good. Treated aggressively for algae.



Pond 21B: Pond is in poor condition early in the month. The water level is low.



Treated pond on the 11th. The pond looks much better at the end of the month.



Pond 22A: Pond was in fair to good condition. The water level is good.



Pond 22B: Pond was in fair to good condition. The water level is normal.



Pond 23A: Pond is in fair to good condition. The water level is good.



Pond 23B: Pond is in very good condition.



Pond 33: Pond was in good condition.



Pond 34: Pond was in good condition. The water level is good.



Pond 24a: Pond was in fair condition.



Pond 24b: Pond was in good condition.



Pond 24c: Pond was in good condition.



Pond 31: Pond is in good condition.



Jim Charles



6869 Phillips Parkway Drive S Jacksonville, FL 32256

Fax: 904-807-9158

Phone: 904-997-0044

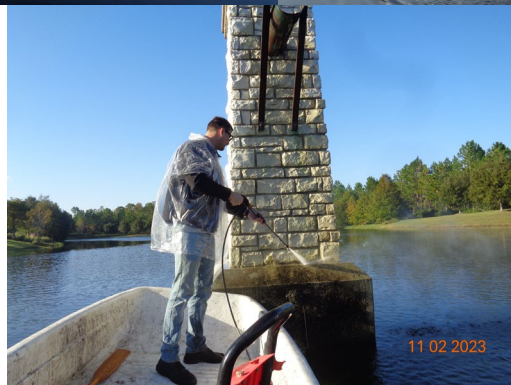
Service Report

Date: November 2, 2023
Client: Trout Creek CDD

Techs: Justin Powers/ Richard Powers

The Fountain Towers in Pond 1 were cleaned. We lightly pressure washed the Towers.

Fountain Towers Before Cleaning:



Fountain Towers After Cleaning:



Note: Fountains on pillars are rusting and coming apart. Many of the nuts and bolts have eroded and fallen off. The gaskets around the electrical boxes have eroded and/ or missing.

**Please contact our office with any further questions or comments.
Charles Aquatics 904-997-0044**

Tab 5

Trout Creek CDD
Operations Report for November 16, 2023
(Oct. 4 – Nov. 5)

Notables:

Administration:

Vesta Lifeguard Season Review ([attached](#))

Swim Team Contract 2024 Season will be presented at the December meeting for board review/approval. Initial contract meeting held 10/26/23 between GM and Swim Team Pres.

Lois Rod Drainage Issue ([pictures attached](#)). [Issue for over 4 years.](#)

Attended the St. Johns County Commissioner meeting for PUD revision to allow food trucks/farmers markets.

Monthly meeting with Supervisor Murphy.

Monthly meeting with the landscape club.

Participated in the monthly FSR LD/GM collaboration call.

Lifestyle events planning workshop with the LD and LC (November & December)

Quarterly FSR Managers Meeting (10-20-23) Belynda & Tiffany

Kayak Hub:

October Café Sales ([attached](#))

Lifestyle Event Recap: (Event Settlement Reports attached beginning 10/13)

Friday Night Live Music Poolside with the Bones – Approximately 50 in attendance

Kick Cancer Dance Party Poolside featuring Tangled Orchid (6-piece variety band) – RSVP's 85/Actual 115

Family Game Night @ the Hub - RSVP's 85-Actual 85

Community Sidewalk Sale

Adult Bingo – approximately 35

Halloween Decorating Contest – 23 homes entered.

Halloween Drive-In Movie (Double Feature/G-rated at 7pm & PG-13 @ 9pm) 191

RSVP's/Actual 225

Boo Fest – 1974 RSVP's/Actual 2050

Game Day Social – 63 RSVP's/Actual 35

Coffee On the Porch – Approximately 25-30 in attendance & a business sponsored event.

OCTOBER TOTAL NUMBER OF PARTICIPANTS – 2648 [TicketLeap Settlement Reports Attached](#)

November Lifestyle Events:

Friday Night Live: Tween (ages 12-15) Glow Party

One Day University Lecture Series

Friday Night Live - Salute to Veterans

Food Truck Friday (17th)

Gator vs Noles Family Football Social & Chili Cook-Off

Save the Date Lifestyle Events (December)

Food Truck Friday (1st, 15th & 29th)

1st Shearwater Musical Concert (Resident Children)

2nd 5k Fun Run/Walk (Running Rudolph/Jingle Bells)
3rd Holiday Jazz Open House (Adults Only)
8th Tween Holiday Social
15th Drive-In Movie (Holiday Family Movie)
16th Holiday Vendor Market (Winterfest), Gingerbread House Decorating, Ugly Sweater Contest, Food Trucks, Inflatables, Letters to Santa, Cookie Decorating and more

Maintenance:

Paint tables by fitness center
Strip/Prep/Stain 1 bench by tot lot
Multiple meetings with numerous contractors for the following projects: Painting at clubhouse, painting for slide/slide tower, lighting companies for permanent LED trim lighting, Gutter Cleaning.
Multiple Follow ups with Current Landscaping contractors for repairs and regular maintenance
Repaired/Adjusted light timers at multiple locations.
Adjusted Gates at tennis courts
Spot Painted rusted areas on fencing at dog parks.
Cleaned section of pavers between lap and slide pool
Replaced towel holders (Women gym bathroom, Kayak outpost)
Fill in Low spots at the tot lot park and Remove pine bark in 1 area and replace with pine straw, had a contractor replace playground mulch.
Prep/Stain 3 Trash Cans at pool deck
Contractor did asphalt repairs along shearwater parkway.
Install a piece of playground equipment and stain/install 2 benches at Falls Creek Park.
Cut Back Trees near 360 community for driver visibility.
Install lights at North Creek Park





BELYNDA THARPE

General Manager

Trout Creek CDD

100 Kayak Way | St. Augustine, FL
32092

Direct 904.342.3739

Email belynda.tharpe@fsresidential.com





Aquatics Season Review

- With our 2023 Aquatics Season recently having come to a close, we wanted take a moment to give a brief end of the year debrief for our Staff and Services.
- We had a seasonal aquatics staff of 40 individuals, many of which were residents of the Community. A number of our staff are multi-year returning Lifeguards, providing for continuity in staffing as well as increased help and guidance for any newer hired staff for the season.
- Primary site oversight and support was provided by Sean Smith and Daniel Palmeri. Both are Certified Lifeguarding Instructors for the Red Cross, with decades of experience in the Aquatics Field.
- Vesta is an Authorized Provider for the American Red Cross. We certify and train the vast majority of our Aquatics Staff in-house, allowing for personal assessment before ever hiring or placing any individual on our Pool Decks.
- All aquatics staff regularly have in-service training in skill and comprehension. This includes a combination of drills, role playing, review of Red Cross training materials and staff meetings. Additional on-the-deck training includes regularly scheduled spot checks.
- We began our Season on March 10th, 2023, for St. John's County's Spring Break, providing full Aquatics Staff coverage for the entire duration of the break. All Amenities were open and operational to residents during this time. Our operating hours for Spring Break were 12:00 PM to 6:00 PM.
- Following Spring Break, we provided staff on a weekend basis March 25th through May 26th as we have historically in prior seasons.
- Beginning Friday May 26th we began our full Summer Staffing Model, with operating hours of 10:00 AM to 7:00 PM Tuesday through Sunday. In addition, upon approval by the CDD board, we also added staff for Mondays from 1:00 PM to 7:00 PM to still allow for routine maintenance that had always been provided to the community. Summer Staffing included all major holidays of Memorial Day, July 4th and Labor Day.
- Our Lifeguard Staff also provide help at a number of Community Events, including Summer Holiday parades, Floating Flicks, and other after-hours events held for the residents.
- Beginning August 7th, with St. John's County returning back to school session, our staffing model shifted back to weekends only again. We continued to provide coverage until the Season concluded on Sunday October 1st, 2023.
- Some of our biggest challenges in the 2023 season came with the monitoring of resident check at the front gate of the facility and the enforcement of food and drink policies both in and outside the water. I am confident in working with Belinda and her management team we will continue to refine these practices and further provide consistent enforcement.



904.355.1831
245 Riverside Avenue, Suite 250
Jacksonville, FL 32202

VestaPropertyServices.com

We appreciate her partnership and understanding of how challenging the job can be.

In closing, we want to thank the Trout Creek Board of Supervisors and the residents of Shearwater for allowing us to provide Aquatics Services since the opening of the facilities in 2016. With our longstanding commitment to the community, regional support and focus on aquatic services, I believe we are well positioned to continue to serve the community in this capacity for many years to come.

Please feel free to reach out to me directly if you have any comments or concerns.

Sean Smith
Regional Aquatics Director
ssmith@vestapropertyservices.com













Café Sales Report

Reported on Nov 01, 2023 9:20 AM EDT

Oct 01, 2023 12:00 AM - Oct 31, 2023 11:59 PM

SALES

Gross Sales	\$1,011.00
Items	\$1,011.00
Service Charges	\$0.00
Returns	\$0.00
Discounts & Comps	\$0.00
Net Sales	\$1,011.00
Tax	\$0.00
Tips	\$0.00
Gift Card Sales	\$0.00
Refunds by Amount	\$0.00
Total	\$1,011.00

PAYMENTS

Total Collected	\$1,011.00
Cash	\$0.00
Card × 157	\$1,011.00
Gift Card	\$0.00
Other	\$0.00
Fees	(\$42.01)
Net Total	\$968.99

CATEGORY SALES

Accessories × 12	\$360.00
Candy × 96	\$142.50
Chips × 39	\$58.50
Cold Beverages × 123	\$203.50
Hot Beverages × 26	\$44.50
Ice Cream × 3	\$1.50
Other × 1	\$150.00
Pizza × 1	\$4.00
SLUSHIES × 4	\$19.00
Snacks × 15	\$27.50

ITEM SALES

Airheads × 17	\$4.25
Regular × 17	\$4.25
Butterfinger × 4	\$7.00
Regular × 4	\$7.00
Cappuccino × 8	\$12.00
Regular × 8	\$12.00
Chips × 39	\$58.50
Regular × 39	\$58.50
Chips Deluxe Minis × 4	\$5.00
Regular × 4	\$5.00
Coke × 17	\$25.50
Regular × 17	\$25.50
Diet Coke × 13	\$19.50
Regular × 13	\$19.50

Espresso × 5	\$7.50
Regular × 5	\$7.50
Famous Amos × 4	\$6.00
Regular × 4	\$6.00
Fiji Water × 12	\$24.00
Regular × 12	\$24.00
Hersheys Milk Chocolate × 10	\$17.50
Regular × 10	\$17.50
Hot Chocolate × 2	\$3.00
Regular × 2	\$3.00
Hot Pockets × 3	\$6.00
Regular × 3	\$6.00
Ice Pops × 3	\$1.50
Regular × 3	\$1.50
Key Fob × 12	\$360.00
Regular × 12	\$360.00
Kit Kat × 3	\$5.25
Regular × 3	\$5.25
Latte × 11	\$22.00
Regular × 11	\$22.00
Milky Way × 5	\$8.75
Regular × 5	\$8.75
Personal Pizza × 1	\$4.00
Regular × 1	\$4.00
Powerade × 28	\$56.00
Regular × 28	\$56.00
Pretzel × 2	\$8.00
Regular × 2	\$8.00
Pure Leaf Sweet Tea × 5	\$10.00
Regular × 5	\$10.00

SLUSHIES × 4	\$19.00
Regular × 4	\$19.00
Skittles × 17	\$29.75
Regular × 17	\$29.75
Snickers × 5	\$8.75
Regular × 5	\$8.75
Sour Punch × 8	\$14.00
Regular × 8	\$14.00
Sour Skittles × 11	\$19.25
Regular × 11	\$19.25
Sponsorship for Coffee on The Porch × 1	\$150.00
Regular × 1	\$150.00
Sprite × 33	\$49.50
Regular × 33	\$49.50
Starburst × 16	\$28.00
Regular × 16	\$28.00
Tostitos Chunky Salsa × 2	\$2.50
Regular × 2	\$2.50
Vitamin Water × 4	\$8.00
Regular × 4	\$8.00
Water Zephyrhills × 11	\$11.00
Regular × 11	\$11.00

Event Settlement Report
Friday Night Live - Kick Out Cancer Party
on 10/13/2023 7:00 pm

Free Orders Processed by Seller

Ticket Type	Ticket Face Value (\$)	Tickets Sold	Total Face Value (\$)	Total Discount Amount (\$)	Fees Paid by Buyer (\$)	Ticketleap Ticketing Fees (\$)	Ticketleap Processing Fees (\$)	Tickets Refunded	Amount Refunded (\$)	Ticketleap Fees Refunded (\$)	Total Collected (\$)	Total Due (to)/from Ticketleap (\$)
Adult	0.00	66	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00
Child (12 + Under)	0.00	19	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00
Totals		85	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00

Event Settlement	
Amount Due from Ticketleap	\$0.00
Less: Amount Due to Ticketleap	(\$0.00)
Total Due (to)/from Ticketleap	\$0.00

Event Settlement Report

FAMILY GAME NIGHT

on 10/20/2023 7:00 pm

TICKETLEAP

Shearwater
Created 10/31/2023 11:28 am

Free Orders Processed by Seller

Ticket Type	Ticket Face Value (\$)	Tickets Sold	Total Face Value (\$)	Total Discount Amount (\$)	Fees Paid by Buyer (\$)	Ticketleap Ticketing Fees (\$)	Ticketleap Processing Fees (\$)	Tickets Refunded	Amount Refunded (\$)	Ticketleap Fees Refunded (\$)	Total Collected (\$)	Total Due (to)/from Ticketleap (\$)
Adult	0.00	53	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00
Child (12 & Under)	0.00	32	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00
Totals		85	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00

Event Settlement

Amount Due from Ticketleap	\$0.00
Less: Amount Due to Ticketleap	(\$0.00)
Total Due (to)/from Ticketleap	\$0.00

Event Settlement Report
Friday Night Live Presents: Fright Movie Night
on 10/27/2023 7:00 pm

TICKETLEAP

Shearwater
Created 10/31/2023 12:47 pm

Free Orders Processed by Seller												
Ticket Type	Ticket Face Value (\$)	Tickets Sold	Total Face Value (\$)	Total Discount Amount (\$)	Fees Paid by Buyer (\$)	Ticketleap Ticketing Fees (\$)	Ticketleap Processing Fees (\$)	Tickets Refunded	Amount Refunded (\$)	Ticketleap Fees Refunded (\$)	Total Collected (\$)	Total Due (to)/from Ticketleap (\$)
Adult	0.00	109	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00
Child (12 + Under)	0.00	82	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00
Totals		191	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00

Event Settlement	
Amount Due from Ticketleap	\$0.00
Less: Amount Due to Ticketleap	(\$0.00)
Total Due (to)/from Ticketleap	\$0.00

Event Settlement Report

FL/GA TAILGATE

on 10/28/2023 3:30 pm

TICKETLEAP

Shearwater

Created 10/31/2023 12:57 pm

Free Orders Processed by Seller												
Ticket Type	Ticket Face Value (\$)	Tickets Sold	Total Face Value (\$)	Total Discount Amount (\$)	Fees Paid by Buyer (\$)	Ticketleap Ticketing Fees (\$)	Ticketleap Processing Fees (\$)	Tickets Refunded	Amount Refunded (\$)	Ticketleap Fees Refunded (\$)	Total Collected (\$)	Total Due (to)/from Ticketleap (\$)
Adult	0.00	49	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00
Child (12 + Under)	0.00	14	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00
Totals		63	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00

Event Settlement	
Amount Due from Ticketleap	\$0.00
Less: Amount Due to Ticketleap	(\$0.00)
Total Due (to)/from Ticketleap	\$0.00

Event Settlement Report

FAMILY BOO BASH

on 10/29/2023 2:00 pm

TICKETLEAP

Shearwater
Created 10/31/2023 12:59 pm

Ticketleap Payment Processing

Ticket Type	Ticket Face Value (\$)	Tickets Sold	Total Face Value (\$)	Total Discount Amount (\$)	Fees Paid by Buyer (\$)	Ticketleap Ticketing Fees (\$)	Ticketleap Processing Fees (\$)	Tickets Refunded	Amount Refunded (\$)	Ticketleap Fees Refunded (\$)	Total Collected by Ticketleap (\$)	Total Due (to)/from Ticketleap (\$)
Adult Guest (Guest of Resident)	5.00	29	145.00	0.00	36.25	31.90	4.35	0	0.00	0.00	181.25	145.00
Child Guest (Child Guest of Resident 12 & Under)	3.00	17	51.00	0.00	19.55	18.02	1.53	0	0.00	0.00	70.55	51.00
Totals		46	196.00	0.00	55.80	49.92	5.88	0	0.00	0.00	251.80	196.00

Free Orders Processed by Seller

Ticket Type	Ticket Face Value (\$)	Tickets Sold	Total Face Value (\$)	Total Discount Amount (\$)	Fees Paid by Buyer (\$)	Ticketleap Ticketing Fees (\$)	Ticketleap Processing Fees (\$)	Tickets Refunded	Amount Refunded (\$)	Ticketleap Fees Refunded (\$)	Total Collected (\$)	Total Due (to)/from Ticketleap (\$)
Adult (Resident)	0.00	1,138	0.00	0.00	0.00	0.00	0.00	1	0.00	0.00	0.00	0.00
Child (Resident 12 & Under)	0.00	836	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00
Totals		1,974	0.00	0.00	0.00	0.00	0.00	1	0.00	0.00	0.00	0.00

Event Settlement

Amount Due from Ticketleap	\$196.00
Less: Amount Due to Ticketleap	(\$0.00)
Total Due (to)/from Ticketleap	\$196.00

Event Settlement Report
Halloween Decorating Contest
on 10/30/2023 6:30 pm

TICKETLEAP

Shearwater
Created 10/31/2023 1:05 pm

Free Orders Processed by Seller

Ticket Type	Ticket Face Value (\$)	Tickets Sold	Total Face Value (\$)	Total Discount Amount (\$)	Fees Paid by Buyer (\$)	Ticketleap Ticketing Fees (\$)	Ticketleap Processing Fees (\$)	Tickets Refunded	Amount Refunded (\$)	Ticketleap Fees Refunded (\$)	Total Collected (\$)	Total Due (to)/from Ticketleap (\$)
House Contest Entry	0.00	23	0.00	0.00	0.00	0.00	0.00	1	0.00	0.00	0.00	0.00
Totals		23	0.00	0.00	0.00	0.00	0.00	1	0.00	0.00	0.00	0.00

Event Settlement

Amount Due from Ticketleap	\$0.00
Less: Amount Due to Ticketleap	(\$0.00)
Total Due (to)/from Ticketleap	\$0.00

Tab 6

Dear Customer,

We sincerely thank you for your continued partnership. It is our privilege to serve your chemical needs, and we remain committed to delivering the highest quality products and exceptional service you deserve.

Poolsure is pleased to announce that this year's price increase is minimal. This increase is influenced by reduced operational inflation this year. We are also happy to share the news that the commodity chemical markets have begun to stabilize. We continue to take every possible measure to absorb these more limited rising costs, and this minor adjustment is necessary to maintain the quality and innovation you expect from us.

Your new rate, which will be effective starting January 1, 2024, can be found below:

2024 Base Rate: **\$4,588.50**

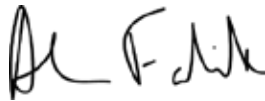
2024 Summer (Apr - Sep): **\$4,588.50**

2024 Winter (Oct - Mar): **\$4,588.50**

A prepayment discount of 5% is available if the entire amount for 2024 is paid by December 31, 2023. Please contact us at ar@poolsure.com or 1-800-858-7665 if you have any questions or need an annual invoice for the prepayment.

Thank you once again for choosing Poolsure as your trusted partner. We look forward to another year of collaboration and success together.

Sincerely,



Alan Falik
President



Vincent Flaviani
Vice President of Sales