



Rizzetta & Company

Trout Creek Community Development District

**Board of Supervisors' Meeting
February 21, 2024**

**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

February 13, 2024

FINAL AGENDA

Dear Board Members:

The **regular** meeting of the Board of Supervisors of the Trout Creek Community Development District will be held on **February 21, 2024, at 3:00 p.m.** located at the Kayak Club, 100 Kayak Way, St. Augustine, FL 32092.

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 January 17, 2024.....Tab 1
 - B. Ratification of the Operation and Maintenance Expenditures for January 2024.....Tab 2
4. **STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer.....Tab 3
 - 1.) Review of Updated Tree Amigos Drainage Proposal
 - C. Construction Administrator
 - D. Landscape Reports.....Tab 4
 - 1.) Phase 1 – The Greenery
 - 2.) Phase 2 – Tree Amigos
 - i.) Irrigation Repair Proposal
 - 3.) Phase 3 – Prestige
 - E. Charles Aquatics Service Report.....Tab 5
 - F. General Manager.....Tab 6
 - 1.) January 2024 Café Sales
 - 2.) TicketLeap Reports
 - 3.) Monthly Event Expense Report
 - 4.) Review the “Nest” Use of Space
 - 5.) Update on Café Window
 - 6.) Update on Amenity Center Perimeter Fence
 - 7.) Discussion Regarding Fundraising & Revenue Sharing Programs
 - G. District Manager
5. **BUSINESS ITEMS**
 - A. Consideration of Prestige Phase 3B-A Landscape Maintenance Proposal.....Tab 7
 - B. Discussion Regarding Fitness Equipment Options
 - C. Discussion Regarding Landscape Turnover
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
District Manager

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 meeting of the Board of Supervisors of Trout Creek Community Development District was held on **January 17, 2024, 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 <i>(Joined meeting in progress)</i>
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
Matt Melchiori	District Engineer, Prosser Inc. <i>(Speakerphone)</i>
Belynda Tharpe	General Manager, First Service Residential
Tiffany Brun	Assistant Manager, First Service Residential
Jeremy Loar	Maintenance Supervisor, First Service Residential
Chris Kenney	Prestige Landscape
David Roane	Construction Administrator
Billy Genovese	VerdeGo Landscape

Members of the public present.

FIRST ORDER OF BUSINESS

Call to Order

Mr. McCollum called the meeting to order at 3:02 p.m.

SECOND ORDER OF BUSINESS

**Audience Comments on
Agenda Items**

No comments.

Board moved to agenda item 5A.

51 **THIRD ORDER OF BUSINESS** **Consideration of 2024 Swim Team**
52 **Contract**
53

54 Mr. James Hale was on speaker to review the Swim Team Agreement details.

55
56 The Board agreed to change the schedule in section 9B, (May 28th – July 13th), to allow
57 practice Monday, Tuesday and Thursday 3pm-6pm, then on Wednesday, from 7am –
58 10am. Fridays would be optional from 7am – 10am, with staff authorization.

59
60 The Board confirmed the agreement should include the 10% revenue share and the
61 swim team should have coverage for the dive blocks.
62

On a motion by Mr. Stone, seconded by Mr. Murphy, with all in favor, the Board approved the swim team contract, for Trout Creek Community Development District.

63 **FOURTH ORDER OF BUSINESS** **Consideration of the Minutes of**
64 **the Board of Supervisors'**
65 **Special Meeting held on**
66 **December 20, 2023**
67
68

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

69 **FIFTH ORDER OF BUSINESS** **Ratification of the Operation**
70 **and Maintenance Expenditures**
71 **for December 2023**
72
73

On a motion by Mr. Murphy, seconded by Mr. Stone, with all in favor, the Board ratified the Operation & Maintenance Expenditures for December 2023, in the amount of \$231,958.61, for Trout Creek Community Development District.

74 **SIXTH ORDER OF BUSINESS** **Consideration of Resolution**
75 **2024-01; Conducting the**
76 **General Election**
77
78

79 Ms. Buchanan reviewed the General Election process and resolution.
80

On a motion by Mr. McCollum, seconded by Mr. Sajkowski, with all in favor, the Board adopted Resolution 2024-01; Conducting the General Election, for Trout Creek Community Development District.

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SEVENTH ORDER OF BUSINESS

STAFF REPORTS

A. District Counsel

Ms. Buchanan reviewed with the Board their new Ethics Training requirement that went into effect January 1st. She updated them that their Form 1 will be submitted electronically directly to the state going forward.

Lastly, Ms. Buchanan reviewed with the Board that the new landscape contractors will have agreements for Phase 1 and 2 that will go into effect February 1st. She reviewed options regarding VerdeGo's last three-monthly payments and noted the new contractors have 30 days to complete their audit once they start.

Mr. Genovese with VerdeGo requested that the Board allow them to review deficiencies with Ms. Tharpe to then be able to negotiate for them to do any work instead of the new contractors which would have higher market pricing.

Discussion ensued. The Board agreed to send their own list of deficiencies to Ms. Tharpe over the next two weeks for her to have a final inspection with VerdeGo. VerdeGo will then report back to negotiate any issues and payments.

B. District Engineer

1.) Update on Dalton Circle Drainage

The Board reviewed 4 proposals. After discussion, the Board authorized Ms. Tharpe to work with Tree Amigos, a new contractor for this area, but to use Prestige's scope with a not-to-exceed amount of \$15,514.70.

On a motion by Mr. Sajkowski, seconded by Mr. McCollum, with all in favor, the Board authorized Ms. Tharpe to work with Tree Amigos, but to use Prestige's scope with a not-to-exceed amount of \$15,514.70, for Trout Creek Community Development District.

C. Construction Administrator

Mr. Roane updated the Board that due to weather the curb install in the new phase was delayed. The time frame is now looking more like March or April. He did not have any new updates from FPL regarding the light pole.

132 **D. Landscape Reports**

133
134 **1.) VerdeGo Report**

135
136 **2.) Prestige Report**

137 **a. Consideration of Sulfur Application Proposal – (Under**
138 **Separate Cover)**

On a motion by Mr. Murphy, seconded by Mr. Stone, with all in favor, the Board approved Prestige’s Sulfur application proposal, (Exhibit A), in the amount of \$14,480.91, for Trout Creek Community Development District.

139
140 **E. Charles Aquatics Service Report**

141
142 Ms. Tharpe stated she is monitoring the front entrance fountain cleaning service
143 Charles provides to confirm if it’s necessary or something the Staff can do.

144
145 **F. General Manager**

146
147 Ms. Tharpe updated the Board that she would like to enter into a cleaning agreement
148 with Buster Cleaning and their fees are within budget. The Board approved the district
149 to enter into an agreement for janitorial services with Buster Cleaning, (Exhibit B), in the
150 amount of \$1,600.00 per month.

On a motion by Mr. Stone, seconded by Mr. McCollum, with all in favor, the Board approved the District to enter into an agreement for janitorial services with Buster Cleaning, (Exhibit B), in the amount of \$1,600.00 per month, for Trout Creek Community Development District.

151
152
153 Ms. Tharpe also stated they are still looking at two other café window contractors and
154 reviewed locations of pine straw with the Board.

155
156 **1.) December 2023 Café Sales**

157
158 **2.) TicketLeap Reports**

159
160 **3.) Monthly Event Expense Report**

161
162 **G. District Manager**

163
164 Ms. Dobbins updated the Board that the District received a check from CCMC in the
165 amount of \$12,566.67, which was to reimburse the District for the payroll staffing
166 deposit.

167
168 **EIGHTH ORDER OF BUSINESS**

**Consideration of Food Service
Window Proposal**

169
170
171 Tabled.

172
173

174 **NINTH ORDER OF BUSINESS** **Discussion of Pine Straw Location**

175
176 Reviewed earlier, under General Manager’s Report.

177
178 *Mr. Wright is now present.*

179
180 **TENTH ORDER OF BUSINESS** **Supervisor Requests & Audience**

181
182
183 **Supervisor Requests**

184
185 Ms. Tharpe and Mr. Wright reviewed needs for new Fitness Equipment. The Board
186 agreed to review at the February meeting.

187
188 Ms. Dobbins updated the Board that BAB Tennis Courts is now requesting a 50%
189 deposit which was not included in their original proposal. Mr. Loar noted it was for
190 materials. After discussion, the Board approved the amended terms of their proposal.

191
On a motion by Mr. Stone, seconded by Mr. Murphy, with all in favor, the Board approved the amended terms of BAB Tennis Courts proposal with 50% deposit for materials, for Trout Creek Community Development District.

192
193 **Audience Comments**

194
195 Audience’s concerns and questions were heard on irrigation times, attendance of the
196 District Engineer, coffee machine update, gym fans that need repair, request for specific
197 areas to be reviewed during the VerdeGo inspection.

198
199 **ELEVENTH ORDER OF BUSINESS** **Adjournment**

200
On a motion by Mr. Stone, seconded by Mr. McCollum, with all in favor, the Board adjourned the Board of Supervisors’ Meeting at 4:51 p.m., for Trout Creek Community Development District.

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Secretary /Assistant Secretary

Chairman / Vice Chairman

DRAFT

Exhibit A

PRESTIGE LANDSCAPES OF NORTH FLORIDA, INC.

Enhancement Proposal

Job Name: Phase 3 Sulphur Application
Property Name: Shearwater
Client: Trout Creek CDD, c/o Shearwater
Address: 2806 N. Fifth St., Suite 203
City/State/Zip: St. Augustine, FL 32084
Phone: _____
Proposal # SWPH3-0002
Date: January 17, 2024
Send Payment To : PO Box 600061
St. Johns, FL 32260

Prestige Landscapes of North Florida, Inc. will complete the work described below:

Description

PLI proposes to apply Sulphur w/microbes along the roadways and within the ph3 townhomes. This application will help bring the ph. levels down in the soil to promote better soil conditions for the landscape material to thrive in. Each application is estimated to bring the ph. down .3 points in 4-6 months time based on microbial activity. The more microbes eating and breaking the Sulphur down the faster the drop in ph.

.3 is a HUGE jump as taking a soil from 7.0 to 6.7 is a 300% adjustment.

Pricing is based on a per application rate. PLI will soil sample the application areas before 1st application, then again in 4-6 months to determine if another application is needed.

Materials & Services	Quantity	Unit Price	Total
Phase 3 roadway St. Augustine Grass	1	\$ 9,228.18	\$ 9,228.18
Phase 3 Townhome CDD St. Augustine Grass	1	\$ 5,252.73	\$ 5,252.73

TOTAL PRICE \$ **14,480.91**

ACCEPTANCE OF TERMS

Signature below authorizes Prestige Landscapes to perform work as described above and verifies that the prices and specifications are hereby accepted.

Payment terms: Net 30 days. All overdue balances will be a charged a 1.5% a month, 18% annual percentage rate.

Limited Warranty: All plant material is under a limited warranty for one year. Transplanted plant material and/or plant material that dies due to conditions out of Prestige Landscapes control (i.e. Acts of God, vandalism, inadequate irrigation due to water restrictions, etc.) shall not be included in the warranty.

Client:

Prepared by:

Prestige Landscapes of North Florida, Inc.

Date:

Date: January 17, 2024

PRESTIGE

LANDSCAPES

OF NORTH FLORIDA, INC.

Internal Use Only	
Project Number:	District: Jacksonville South
PO Reference:	Date Work Completed:

Exhibit B

Buster cleaning

Phone 904 434-4464

Cleaning Proposal

FOR

LOCATION

Belinda

COMPACT Trout Creek

PHONE 904 775-1400

SERVICES REQUIRED		FREQUENCY				SERVICES REQUIRED		FREQUENCY			
AREA / ITEMS	WORK DESCRIPTION	DAILY	WEEKLY	MONTHLY	OTHER	AREA / ITEMS	WORK DESCRIPTION	DAILY	WEEKLY	MONTHLY	OTHER
RESTROOMS						DOORS • WALLS • PARTITIONS					
TOILETS • SINKS • URINALS	CLEAN • SANITIZE • POLISH		✓			ENTRANCE GLASS DOORS ✓	CLEAN		✓		
TRASH CONTAINERS	EMPTY • LINE • CLEAN • SANITIZE		✓			INTERIOR GLASS ✓	CLEAN		✓		
DISPENSERS: SOAP, TOWEL, TISSUE, NAPKIN	FILL • CLEAN • SANITIZE		✓			LEDGES • WINDOW SILLS ✓	DUST		✓		
GLASS • MIRRORS • CHROME HARDWARE	CLEAN • POLISH		✓			DOORS • FRAMES • WALLS ✓	SPOT-CLEAN		✓		
FLOORS	SWEEP • DAMP MOP • SANITIZE		✓			BASEBOARDS	DUST		✓		
PARTITIONS • DOORS	DUST • DAMP MOP • SPOT CLEAN		✓								
WALLS BY SINKS / URINALS	DAMP WIPE		✓								
FLOOR DRAINS	SEAL • CLEAN		✓								
						MISCELLANEOUS					
						WASTE CANS	EMPTY		✓		
						ASH TRAYS • URNS	EMPTY • DAMP WIPE		✓		
						VENDING MACHINES	DAMP WIPE		✓		
FLOORS						LIGHTS	REPLACE • DUST		✓		
RESILIENT	SWEEP					CHAIRS • CLOCKS • PICTURES	DUST • DAMP WIPE		✓		
RESILIENT	DAMP MOP					VENTS • LOUVERS • FANS • BLINDS	CLEAN • VACUUM		✓		
RESILIENT	WAX					UPHOLSTERED FURNITURE • DRAPES	VACUUM • SHAMPOO		✓		
RESILIENT	BUFF					GLASS WINDOWS / DOORS ✓	CLEAN		✓		
CEMENT • TERRAZZO • TILE • OTHER	SWEEP • DAMP MOP		✓			MATS	VACUUM • PICK UP • TURN		✓		
RUGS • CARPETS	VACUUM • SHAMPOO		✓			DRINKING FOUNTAINS	CLEAN • POLISH • SANITIZE		✓		
						KICKPLATES • THRESHOLDS	CLEAN • POLISH		✓		
EXTERIOR						LIGHT SWITCHES • HANDLES • PUSH PLATES	CLEAN • POLISH		✓		
ENTRANCE	SWEEP		✓			DESKS • TABLES • PHONES	DUST • DAMP WIPE • SANITIZE		✓		
PAPER • DEBRIS	PICK UP					JANITOR'S STORAGE AREAS	CLEAN • ORGANIZE • RESTOCK		✓		
SIDEWALKS	SWEEP										
PARKING LOTS	SWEEP										

SPECIAL INSTRUCTIONS / NOTES

To in contract payout contract on 60 day notice

Windows extra charge 200.00

Terms and Conditions

1. Cleaning supplies to perform this service will be supplied by:

Buster cleaning

2. In the event that this Agreement proves unsatisfactory, it may be terminated by a 30 day written notice by either party.

3. Total costs of services will be \$ 1600.00 per month

4. Date services begin

5. This offer or agreement expires on

Quoted by Bobby Buster

Date

Acceptance of Proposal

Authorized Signature

Bobby Buster

Date

11/28/23

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 January 2024

Attached please find the check register listing the Operation and Maintenance expenditures paid from January 1, 2024 through January 31, 2024. This does not include expenditures previously approved by the Board.

The total items being presented: **\$182,303.35**

Approval of Expenditures:

_____ Chairperson
_____ Vice Chairperson
_____ Assistant Secretary

Trout Creek Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2024 Through January 31, 2024

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Arrow Exterminators	100835	53752538	Pest Control Services 10/23	\$ 34.00
Arrow Exterminators	100858	54894546	Monthly Pest Control Services 01/24	\$ 113.00
Arrow Exterminators	100858	54894547	Fire Ant Commercial Pest Service 01/24	\$ 93.00
AT&T	20240102-01	324079257 12/23 Autopay	Phone & Internet Services 12/23	\$ 170.38
AT&T	20240116-01	151561791 01/24 Autopay	Internet Services 01/24	\$ 32.10
AT&T	20240116-01	299942543 01/24 Autopay	Internet Services 01/24	\$ 32.10
AT&T	20240130-01	323382736 01/24 Autopay	TV & Internet Services 01/24	\$ 134.88
AT&T	20240131-01	324079257 01/24 Autopay	Phone & Internet Services 01/24	\$ 170.43
Atlantic Security	100817	324859	300 Key Fobs 01/24	\$ 2,178.00
Atlantic Security	100840	327601	100 Key Fobs 01/24	\$ 693.00
BAB Tennis Courts	100841	12272023	(4) HarTru Court Resurfacing 50% 12/23	\$ 12,300.00
Buster's Cleaning Service	100852	114	Janitorial Service 01/24	\$ 1,600.00
Charles Aquatics, Inc.	100853	49870	Pond Maintenance 01/24	\$ 3,051.00
Colden Company, Inc.	100842	17631	Quarterly Voice & Phone Services 01/24-03/24	\$ 944.97

Trout Creek Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2024 Through January 31, 2024

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Cronin Ace Hardware	100818	007060/1	Keyrafter/Key Schlage/Filter/Mech Timer 11/23	\$ 27.31
Cronin Ace Hardware	100819	007096/1	Cablete 8" 75# BLK 12/23	\$ 8.99
Cronin Ace Hardware	100819	7074/1	PHTCELL CNTDWN TMR & RMT 12/23	\$ 70.17
Cronin Ace Hardware	100819	7088/1	KW-5 Kwikset Key BL 12/23	\$ 12.92
Cronin Ace Hardware	100819	7103/1	Bill Drill/Speedbor 12/23	\$ 32.38
Crystal Rodriguez	100843	09282016-62	Face Painters for Winterfest 01/24	\$ 720.00
Deputy Services	100810	SJSO23CAD300622	Deputy Service 12/23	\$ 330.00
Deputy Services	100809	SJSO23CAD301315	Deputy Service 12/23	\$ 165.00
Deputy Services	100813	SJSO23CAD305787	Deputy Service 12/23	\$ 385.00
Deputy Services	20240118-01	618146	Deputy Services 01/06/24	\$ 173.25
Deputy Services	20240118-01	618784	Deputy Services 01/06/24	\$ 173.25
Deputy Services	20240119-01	624489	Deputy Services 01/24	\$ 174.98
Deputy Services	20240119-01	625124	Deputy Services 01/13/24	\$ 173.25
Deputy Services	20240125-01	629459	Deputy Services 01/19/24	\$ 173.25

Trout Creek Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2024 Through January 31, 2024

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Deputy Services	20240125-01	630086	Deputy Services 01/20/24	\$ 173.25
EZ Event Ride Inc.	100844	3	Shuttle Service for Winterfest 01/24	\$ 1,650.00
First Place Fitness Equipment, Inc	100829	WO 41472	Service Call 01/24	\$ 149.95
FirstService Residential Florida, Inc.	100811	10896572	Management Services 05/23	\$ 674.53
FirstService Residential Florida, Inc.	100811	10905667	Business Cards 06/23	\$ 267.34
FirstService Residential Florida, Inc.	100811	10940281	Management Services 12/23	\$ 19,272.10
FirstService Residential Florida, Inc.	100820	10943901	Management Services 01/24	\$ 20,047.16
FirstService Residential Florida, Inc.	100859	10947775	Medical Insurance 01/24	\$ 3,630.00
Florida Department of Revenue	100821	65-8017062725-9 Sales & Use Tax 12/23	Sales & Use Tax 12/23	\$ 229.14
Florida Janitor & Paper Supply	100845	368063	Janitorial Supplies 01/24	\$ 327.80
Florida Natural Gas	100830	956271ES	Natural Gas Services 12/23	\$ 20.72
Florida Power & Light Company	20240103-01	03602-11429 11/23 ACH	38 Rosemont Dr 11/23	\$ 36.49
Florida Power & Light Company	20240103-01	98411-59305 11/23 ACH	37 Timberwolf Trl 11/23	\$ 42.33
Florida Power & Light Company	20240117-01	Monthly Summary 12/23 ACH	Electric Services 12/23	\$ 9,102.22

Trout Creek Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2024 Through January 31, 2024

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Florida Power & Light Company	20240118-02	06081-09518 12/23 ACH	315 Rosemont Dr # IRR 12/23	\$ 28.46
Florida Power & Light Company	20240118-02	49571-83074 12/23 ACH	204 Chalet Ct #IRR 12/23	\$ 25.66
Florida Power & Light Company	20240118-02	92236-52372 12/23 ACH	23 Calcutta Dr #IRR 12/23	\$ 50.85
Florida Power & Light Company	20240123-01	39473-03305 12/23 ACH	25 Ridgewind Dr #LTG 12/23	\$ 66.85
Frank Murphy	100836	FM011724	Board of Supervisors Meeting 01/17/24	\$ 200.00
Gannett Florida LocaliQ	100860	0006063648	Account #764106 Legal Advertising 11/23	\$ 81.60
IPFS Corporation	100812	GAA-D40542 02/24	Liability Insurance Payment 4 02/24	\$ 7,505.98
JEA	20240105-01	9634626977 11/23 ACH	Water-Sewer Services 11/23	\$ 31,398.04
Konica Minolta Premier Finance	100822	519129548	Copier Lease #500-0678350-000 12/23	\$ 449.77
Konica Minolta Premier Finance	100822	519355929	Copier Lease #500-0673850-000 01/24	\$ 549.77
Kutak Rock, LLP	100814	3329112	Legal Services 11/23	\$ 4,990.88
Michael L. Minor	100865	120242400B	Balance - Children's Ventriloquism Workshop 01/24	\$ 1,200.00
Poolsure	100854	131295619181	Pool Chemicals 01/24	\$ 4,588.50
Prestige Landscapes of North Florida, Inc.	100846	12005	Mulch Removal 07/23, Fertilization, Privacy Hedge, Enhancements 10/23	\$ 26,149.35

Trout Creek Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2024 Through January 31, 2024

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Prosser, Inc.	100847	51736	Engineering Services 12/23	\$ 525.00
Republic Services	20240108-01	0687-001382726 Autopay	Waste Disposal Services 01/24	\$ 716.89
Richard Clinton Wright	100837	CW011724	Board of Supervisors Meeting 01/17/24	\$ 200.00
Rizzetta & Company, Inc.	100807	INV0000086373	Dissemination Services FY 23-24	\$ 8,000.00
Rizzetta & Company, Inc.	100808	INV0000086454	District Management Fees 01/24	\$ 4,585.09
Ryan Scott Stone	100838	RS011724	Board of Supervisors Meeting 01/17/24	\$ 200.00
Sea Coast Pressure Washing	100824	INV-000007	Gutter Cleaning 12/23	\$ 1,365.00
SESAC, INC.	100861	10720417	Music Contract Account #69732 01/24-12/24	\$ 368.00
St Johns County Tax Collector	100831	Property Tax Postage 12/23 324	Property Tax Postage 12/23	\$ 412.10
Sunbelt Rentals, Inc.	100825	147949127-0001	45' Art Manlift 12/23	\$ 2,132.46
Surfside Pools	100855	195388	Pool Maintenance 01/24	\$ 3,500.00
Surfside Pools	100855	297558	Slide and Lap Pool Storm Clean-Up 01/24	\$ 212.50
TECO Peoples Gas	100832	211011457499 12/23	Natural Gas Services - 182 Kayak Way 12/23	\$ 9.91
The Home Depot Pro	100815	781595756	Misc Supplies 12/23	\$ 62.24

Trout Creek Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2024 Through January 31, 2024

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
The Home Depot Pro	100815	781595871	Misc Supplies 12/23	\$ 23.92
The Home Depot Pro	100826	782713069	Amenity Supplies 01/24	\$ 79.82
The Home Depot Pro	100833	784177446	Miscellaneous Supplies 01/24	\$ 79.51
The Home Depot Pro	100833	784177552	Miscellaneous Supplies 01/24	\$ 116.54
The Home Depot Pro	100848	785706391	Miscellaneous Supplies 01/23/24	\$ 30.27
The Home Depot Pro	100849	785466756	Miscellaneous Supplies 01/22/24	\$ 55.69
The Home Depot Pro	100849	785495995	Miscellaneous Supplies 01/22/24	\$ 60.66
The Home Depot Pro	100862	785948431	Miscellaneous Supplies 01/24/24	\$ 139.92
Toast with Cocktails, LLC	100850	012224 Toast with Cocktails	Bartender for Not So Newlywed Game Night 01/24	\$ 435.75
Trutech LLC	100834	3782045	Wildlife Services 01/24	\$ 122.00
Vexacor Supply Group, LLC	100851	M575334	Cocoa Powder 12/23	\$ 116.73
Vexacor Supply Group, LLC	100856	C1451	Coffee Bar Supplies 01/24	\$ 180.00
VGlobal Tech	100857	5762	Website Maintenance 01/24	\$ 300.00
Viktoryia Ahayeva dba Agaeva Photography, LLC	100828	4	Photographer for Boo Bash 11/23	\$ 300.00

Trout Creek Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2024 Through January 31, 2024

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Vincent J Sajkowski	100839	VS011724	Board of Supervisors Meeting 01/17/24	\$ 200.00
Wayne Automatic Fire Sprinklers, Inc.	100863	1104246	Quarterly Sprinkler Inspection / Annual Fire Hydrant Test 01/24	\$ 200.00
Wellbeats, Inc.	100864	285127	WBC-PLUS Content Period 01/24	\$ 249.00
Wellbeats, Inc.	100864	EPIV00000084662	WBC-PLUS Content Period 12/23	\$ <u>249.00</u>
Report Total				\$ <u>182,303.35</u>

Trout Creek Community Development District

Reserve Fund Expenditures

January 1, 2024 Through January 31, 2024

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
BAB Tennis Courts	100841	12272023	(4) HarTru Court Resurfacing 50% 12/23	\$ <u>12,300.00</u>
Report Total				\$ <u>12,300.00</u>

Tab 3



Quotation

Quote #: 202190

Date: 01/16/2024

Billed To: Trout Creek CDD
c/o Rizzetta and Co
3434 Colwell Ave
Ste 200
Tampa FL, 36614

Project: 30065
Shearwater Maint O/S
2806 N 5th Street
Unit 403
St. Augustine FL 32084

This quote is valid until: 02/15/2024

Description	Common Name	Quantity	Price	Ext Price
Drainage Install @ Dalton Circle				
(600) feet rock and pipe		600.00	18.50	11,100.00
(160) feet solid pipe		160.00	13.00	2,080.00
(8) Wye connections		8.00	25.00	200.00
(8) 12" catch basins		8.00	125.00	1,000.00

Notes

Tree Amigos is Proposing to install drainage along the sidewalk rather than just re-grading. Drainage will be a permanent solution to the problem. St. Augustine grass thatches over year after year causing the need for grading again sooner than later.

Total: \$14,380.00

Approved: _____

Date: _____

5000-18 Highway 17 No. 235 Fleming Island, FL 32003 Office: (904) 778-1030 Fax: (904) 778-1045

Email: cryan@treeamigosoutdoor.com
website: www.TreeAmigosOutdoor.com

Tab 4

Subject: [EXTERNAL]Trout Creek Landscape Update - The Greenery 2/9

NOTICE: This email originated from outside of the organization.

Do not click links or open attachments unless you recognize the sender and know the content is safe. Please use the Phish Alert! button to report suspicious messages.

Good afternoon all!

General Maintenance - I hope this first update finds everyone well. The crews have put in some good work around the clubhouse and entrance. Our focus is on weeds in beds and shrubs. We are also trying to remove dead or unnecessary shrubs and even out the healthy ones to give a more uniform appearance. The crews edged all concrete, beds, boxes, and utilities in these areas, as well as focused on trimmed shrubs and plant material from around light structures.

PHC - Cory, our Plant Health Care manager, pulled soil samples and we just got the results back this afternoon. Once we review them and understand what we are working with, we will send over a report and recommendations.

Irrigation – Our team has been out working on the system. The main clock was down with multiple error codes. We took the problem zones off and are hopeful that we can now run through the remainder of the system. It seems as though a wire was cut at the entrance where they are installing the new turn lanes. Do you have any information or construction plans for this area? Is there a contact we can reach out to? We need to be sure that bores and sleeves are planned to be installed before the finish asphaltting or we will see big issues in the future.

Enhancements – Dalton Cir drainage and the Magnolia tree replacement have been sent. I am working on pricing out mulch removals from the clubhouse to prep for pine straw. We are also working on our deficiency list throughout our section.

Next week, our plan is to continue to work around the pool and we are looking like we might start mowing. Please let me know if you have any questions or if there is anything else I need to add to my list. Hope everyone has a great weekend!



Zachary Higginbotham

Client Relations Manager

Jacksonville Branch



Tree Amigos

Outdoor Services

Trout Creek CDD: Monthly Report

February 2024

Fungus/Pest/Fertilizer: Herbicide has been started in some of the landscape beds in the Falls. We will continue to spray and remove weeds from plant material throughout the month.

Maintenance: All areas throughout the property have been mowed, edged and weedeated. The ornamental grasses have been trimmed down to promote healthy growth in the Spring. We have started cutting back the knock out and drift roses, to remove all dead branches and enhance the blooming.

Irrigation Report: An irrigation audit was performed throughout the whole property. All timers have been adjusted for proper watering times on turf and plant material. Irrigation heads have been adjusted to provide proper coverage.

Notes: Moving forward into the Spring we will continue to cut back trees and plant material to improve the overall look of the property.



Quotation

Quote #: 202429

Date: 02/12/2024

Billed To: Trout Creek CDD
2806 N. 5th Street
Unit 403
St. Augustine FL 32084

Project: 32289
Trout Creek Enhancements
3434 Colwell Ave
STE 200
Tampa FL 33614

This quote is valid until: 03/13/2024

Description	Common Name	Quantity	Price	Ext Price
Repairs Identified During Irrigation Audit				
Clock #23				
(19) rotors		19.00	35.00	665.00
(3) 12 Pop-ups		3.00	35.00	105.00
(13) 6" Pop-ups		13.00	25.00	325.00
(28) Nozzles		28.00	6.00	168.00
(4) Rotary nozzles		4.00	15.00	60.00
(5) Zone line repairs		5.00	30.00	150.00
(1) 2" Electric Valve		1.00	250.00	250.00
(2) Solenoids		2.00	100.00	200.00
(3) Single Station decoders		3.00	200.00	600.00
(12) 3M DBY		12.00	3.00	36.00
Clock # 16				
(6) Rotors		6.00	35.00	210.00
(1) 12" Pop-up		1.00	35.00	35.00
(6) 6" Pop-ups		6.00	25.00	150.00
(18) Nozzles		18.00	6.00	108.00
(2) Zone line repairs		2.00	30.00	60.00
(4) Single Station Decoders		4.00	200.00	800.00
(3) Bubblers		3.00	15.00	45.00
Clock #18				
(9) Rotors		9.00	35.00	315.00
(1) 12" Pop-up		1.00	35.00	35.00

Approved: _____

Date: _____



Quotation

Quote #: 202429

Date: 02/12/2024

Billed To: Trout Creek CDD
2806 N. 5th Street
Unit 403
St. Augustine FL 32084

Project: 3434 Colwell Ave
STE 200
Tampa FL 33614

This quote is valid until: 03/13/2024

Description	Common Name	Quantity	Price	Ext Price
(8) 6" Pop-ups		8.00	25.00	200.00
(22) Nozzles		22.00	6.00	132.00
Clock # 18				
(3) Rotary Nozzles		3.00	15.00	45.00
(4) Zone line repairs		4.00	30.00	120.00
(3) 12" Rotors		3.00	85.00	255.00
(4) Rotors		4.00	35.00	140.00
(2) 12" Pop-ups		2.00	35.00	70.00
(3) Nozzles		3.00	6.00	18.00
(1) 12" Rotor		1.00	85.00	85.00
Clock #27				
(2) Nozzles		2.00	6.00	12.00
Clock # 26				
(1) Rotor		1.00	35.00	35.00
(1) 6" Pop-up		1.00	25.00	25.00
Labor for all repairs		1.00	4,200.00	4,200.00

Notes

Clock #20 had no repairs needed.



Quotation

Quote #: 202429

Date: 02/12/2024

Billed To: Trout Creek CDD
2806 N. 5th Street
Unit 403
St. Augustine FL 32084

Project:
3434 Colwell Ave
STE 200
Tampa FL 33614

This quote is valid until: 03/13/2024

Description	Common Name	Quantity	Price	Ext Price
		Total:		\$9,654.00



PRESTIGE LANDSCAPES OF NORTH FLORIDA, INC.

2024 Maintenance Report

Shearwater 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

January, 2024

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 Ph 3.

Weekly Maintenance

Maintenance crews are focused on mowing (if needed), edging, string trimming, hedge pruning, plant bed weed control, blowing. Our crews also completed seasonal trimming on all Sand Cord Grass and Muhly Grass beds within phase 3. We do not practice cutting the Cord/Muhly grass to the ground as these grasses will decline quickly with a severe pruning as described. Our team is trained to only clean up the sides and cut no more than the top 1/3 of the grasses.

Irrigation

Our irrigation team completed the monthly inspection, which included nozzle cleaning and head/nozzle adjustments as needed throughout the property. We are currently watering 1 day per week per program.

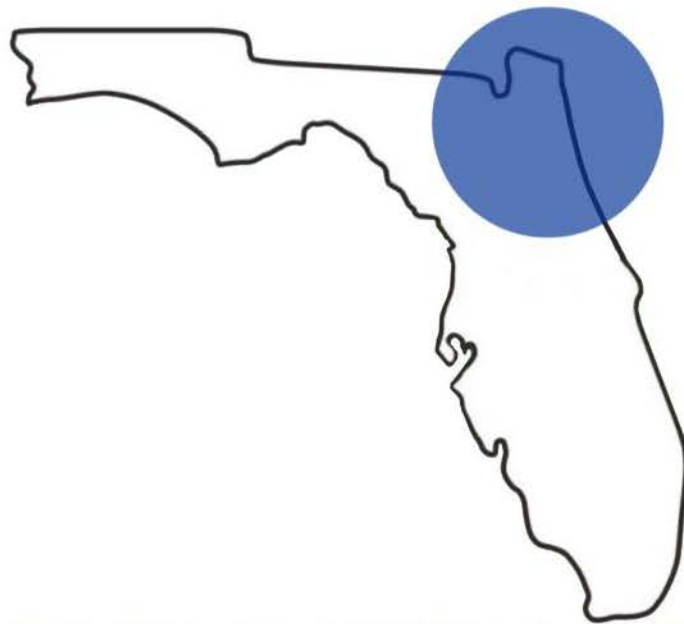
Agronomics

Our team spot treated weedy areas within ph3. No fertilization was applied this month as all plant material is still dormant. We will be applying pre-m and spring fertilizer application end of Feb/early March 2024, depending on weather patterns.

With the approval of the Sulphur application in phase 3, we will be applying the first application with our pre-m and spring fertilization application.

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 5



6869 Phillips Pkwy. Dr. South Jacksonville Fl. 32256

Fax: 904-807-9158

Phone: 904-997-0044

Service Report

Date: January 24 & 25, 2024

Biologists: Jim Charles,
Rich Powers, Justin Powers

Client: Trout Creek CDD

Waterways: 37 ponds

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



Noted work being done on water fall columns.



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



Pond 1a: This pond remains 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 good condition. The water level is normal. Treated perimeter for torpedo grass and minor cattails.



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



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



Pond 9b: Pond was in fair to good condition. The water level is normal.
Treated perimeter for torpedo grass.



Pond 9c: Pond was in improved condition. The water level was normal.



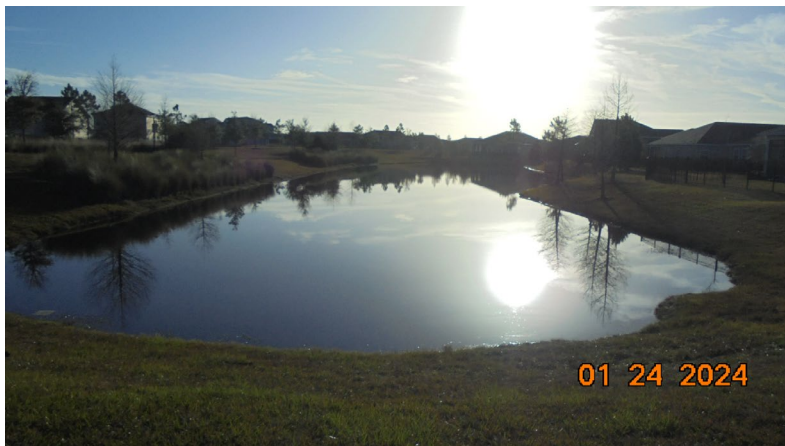
Need to address erosion issues and terrestrial growth along shoreline.



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 fair condition. The water level is normal. Treated perimeter for torpedo grass.

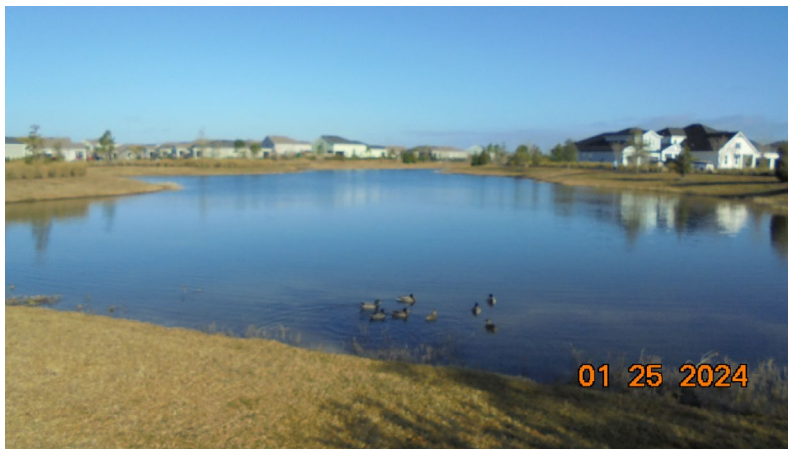


Pond 11a: Pond was in fair condition. The water level is good. Treated pond for minor algae.





Pond 11b: Pond was in good condition. The water level is good.



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



Pond 12a: Pond was in fair to good condition. The water level is normal. Treated perimeter for minor cattails.



Pond 14: Pond was in fair condition. The water level is good. Treated entire perimeter for torpedo grass.



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 good condition. The water level is good.



Pond 21B: Pond is in good condition. The water level is good.



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



Pond 22B: Pond was in good condition. The water level is normal. Treated for minor cattails.



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



Pond 23B: Pond is in very good condition. The water level is good.



Pond 24a: Pond was in fair condition. Treated cattails around perimeter.



Pond 24b: Pond was in good condition. The water level is low.



Pond 24c: Pond was in good condition. The water level is good.



Pond 31: Pond is in good condition. The water level is normal.



Pond 33: Pond was in fair condition. The water level is normal. Treated for minor cattails.





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



Jim Charles

Tab 6

**Trout Creek CDD
Operations Report for February 21, 2024
(Jan. 3rd-Feb.9th)**

Notables:

- Landscape Remediation meeting with VerdeGo
- Onboard meeting with The Greenery Team (walked the amenity areas)
- Onboard meeting with The Tree Amigo's team
- FSR Annual Awards Gala

Administration:

- Meeting with FSR Regional LD
- Meeting with Swim Team Board
- Meeting with Freehold Marketing Team
- Monthly meeting with Shearwater Landscape Club
- Monthly meeting with Supervisor Murphy
- FSR Jacksonville Engagement Committee meeting
- Weekly Staff Meeting
- Landscape drive with David Roan (Remediation List)

Kayak Hub:

- January 2024 Café Sales ([attached](#))

Lifestyle Highlights:

Sponsorships and Partnerships

- Title Sponsor secured, \$3K from resident Erica Pitkat, owner of HelloVet Mobile Veterinarian, for March 23rd Pups N Pints Event.
- Coffee and Conversation Sponsor secured \$150 from resident Ana Fesenko, owner of Kinder Kafe, a local coffee shop.
- Previous Coffee and Conversation Sponsor, resident David Palmeri of Senior Resource Group, LLC placed an advertisement (\$50) in the January Lifestyle Newsletter.

Wellness Initiative

- Partnered with a resident fitness instructor, Kalie Schwamb to provide content for the Lifestyle newsletter and Fitness Lodge Sessions to learn the equipment.

Lifestyle Events:

- January Participants and Revenue – TicketLeap Settlement Reports ([attached](#))
- January Monthly Lifestyle Event Expenses ([attached](#))

Maintenance:

- Repaired multiple broken rain chains
- Repaired broken sink plumbing covers at the outpost bathroom
- Repaired spigot gasket at the dog park
- Locksmith repaired doors at amenity center

- Painted Trim in Fitness room
- Soft wash couple areas around amenity center
- Started pressure washing, sanding and sealing pool deck.
- Reset 16 pavers on deck
- Re anchored 12 handrail post holes
- Clean, sand, and paint 8 pillars at pool entrance
- Replace teeter totter log at tot lot
- Multiple walk throughs with landscape vendors and contractors for bids



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



Café Sales January 1-31 2024

Top 5 Categories: Gross Sales

Uncategorized	\$3,425.00
Accessories	\$1,735.00
Candy	\$106.75
Chips	\$21.00
Cold Beverages	\$96.00
Hot Beverages	\$64.00
RENTAL FEES	\$2,885.00
Security Deposit	\$3,785.00
Snacks	\$25.50

Gross Sales

\$12,143.25

Items

\$12,143.25

Returns (DEPOSIT REFUNDS)

(\$1,640.00)

Net Sales

\$10,503.25

Total

\$10,503.25

Total Collected

\$10,503.25

Card

\$10,503.25

Fees

(\$413.55)

Net Total

\$10,089.70

TOP-SELLING ITEM

Pups N Pints| Gold Sponsor \$3000

Event Settlement Report

One Day University

on 1/9/2024 12:00 pm



Shearwater

Created 1/31/2024 4:16 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	6	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00
Totals		6	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

Polar Bear Plunge

on 1/13/2024 9:00 am



Shearwater

Created 1/31/2024 4:17 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 PLUNGE ONLY	0.00	91	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00
Youth PLUNGE ONLY	0.00	89	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00
Totals		180	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

One Day University

on 1/16/2024 12:00 pm



Shearwater

Created 1/31/2024 4:16 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	15	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00
Totals		15	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: Tween Game Night
on 1/19/2024 7:00 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 (\$)
Tweens (AGES 11-15)	10.00	42	420.00	0.00	0.00	50.40	12.60	0	0.00	0.00	420.00	357.00
Totals		42	420.00	0.00	0.00	50.40	12.60	0	0.00	0.00	420.00	357.00

Event Settlement	
Amount Due from Ticketleap	\$357.00
Less: Amount Due to Ticketleap	(\$0.00)
Total Due (to)/from Ticketleap	\$357.00

Event Settlement Report

Make Your Own Puppet Workshop

on 1/20/2024 4:00 pm



Shearwater

Created 1/31/2024 4:17 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 (\$)
Puppet Workshop	10.00	39	390.00	0.00	0.00	46.80	11.70	0	0.00	0.00	390.00	331.50
Totals		39	390.00	0.00	0.00	46.80	11.70	0	0.00	0.00	390.00	331.50

Event Settlement

Amount Due from Ticketleap	\$331.50
Less: Amount Due to Ticketleap	(\$0.00)
Total Due (to)/from Ticketleap	\$331.50

Event Settlement Report

Michael Minor Performance

on 1/20/2024 7:00 pm



Shearwater

Created 1/31/2024 4:17 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	7.50	43	322.50	0.00	0.00	49.45	9.46	0	0.00	0.00	322.50	263.59
CHILD (REN)	5.00	25	125.00	0.00	0.00	27.50	3.75	0	0.00	0.00	125.00	93.75
Totals		68	447.50	0.00	0.00	76.95	13.21	0	0.00	0.00	447.50	357.34

Event Settlement	
Amount Due from Ticketleap	\$357.34
Less: Amount Due to Ticketleap	(\$0.00)
Total Due (to)/from Ticketleap	\$357.34

Event Settlement Report

One Day University

on 1/23/2024 12:00 pm



Shearwater

Created 1/31/2024 4:16 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	26	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00
Totals		26	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

One Day University

on 1/30/2024 12:00 pm



Shearwater

Created 1/31/2024 4:16 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	20	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00
Totals		20	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

Jan-24

EXPENSES

TOTAL EXPENSES	Estimated	Actual
	\$0.00	\$3,066.59

Coffee & Convo	1/10/2024	Actual
Breakfast Items		\$170.91
Total	\$0.00	\$170.91

Tween Game Night	1/19/2024	Actual
Games		\$100.95
Nacho bar/Popcorn Station		\$227.56
Prizes		\$45.00
Total	\$0.00	\$373.51

Michael Minor Show	1/20/2024	Actual
Puppet Workshop & Performance		\$2,400.00
Workshop Supplies		\$122.17
Total	\$0.00	\$2,522.17

Column1	Estimated	Actual
Total	\$0.00	\$0.00

Column1	Estimated	Actual
Total	\$0.00	\$0.00

Column1	Estimated	Actual
Total	\$0.00	\$0.00

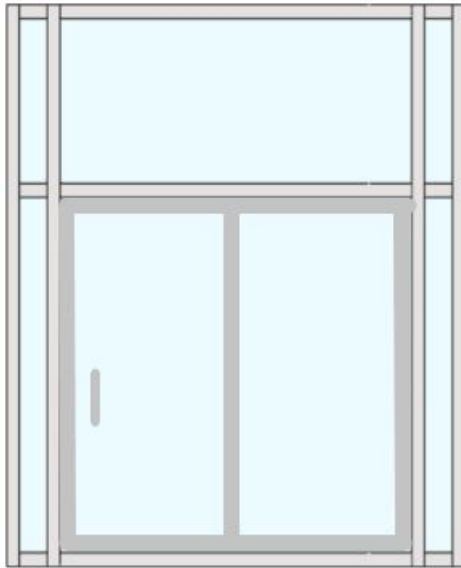
Column1	Estimated	Actual
Total	\$0.00	\$0.00

Trout Creek CDD
100 Kayak Way
Shearwater McDonalds
Saint Augustine FL 32092
Attention: Tiffany Brun

Job: Trout Creek CDD
100 Kayak Way
Shearwater McDonalds
Saint Augustine FL 32092
Work: 904-342-3739
Home: 219-455-3321
Email: lucy.acevedo@fsresidential.com; jere

Quantity Description

1 **Remove Window & Install Storefront with Pass thru**



1 x Storefront System

All custom items are made to order. Sales of these items are final and are not eligible for return, refund, or exchange.

Continued on next page...

This quotation is valid for 30 days from the date of issue.

A deposit is required before any work can commence.
The balance is due upon pickup, delivery, or installation.
Required Deposit:50% (\$3,669.00)

Quantity	Description
----------	-------------

	StoreFront Metal Kawneer Clear Anodized 450 Trifab CG/SS/OS 1/4 Clear Tempered
--	--

	Pass-Thru Ready Access Clear Anodized Single Panel Sliding Window Manual Open/Self Close 1/4 Clear Tempered Installation Labor
--	--



Scope of Work (SOW)
Remove existing Frame from opening. Clean up and prep for new store front frame.
Install New storefront doors pair and seal and adjust.

Not Included: Shop Drawings, Permitting, Engineering Drawings or Design Pressure.
Painting or finishing of stucco repairs or interior repairs due to removal.

This quotation is valid for 30 days from the date of issue.

A deposit is required before any work can commence.
The balance is due upon pickup, delivery, or installation.
Required Deposit:50% (\$3,669.00)

Subtotal:	7,338.00
Tax Exempt FL	
0.0%:	0.00
Total:	\$7,338.00



Terms and Conditions:

1. This quote is valid for 30 days from the date of the order. Our prices include measurements, fabrication, delivery, and installation of materials specified unless otherwise stated.
2. Price does not include evening or weekend working hours. Normal working hours are 8:00am - 5:00pm Mon - Fri.
3. The proposed price is subject to change if there are any changes to the size or configuration after the final field measurement, or options not listed in the actual proposal.
4. All the Material shall be furnished in accordance with the respective industry tolerances of color variation, thickness, size, texture and performance standards.
5. Lee & Cates Glass will not be responsible for any discrepancies in customer provided measurements. Estimates based on customer measurements are subject to a site visit prior to quote confirmation.
6. If existing obstructions must be removed **or customer's structure needs to be modified or corrected** for installation, Lee & Cates Glass reserves the right to require customer to modify the work area.
7. Lead times given are based on information received by suppliers and manufacturers and are subject to change at any time and without notice, therefore Lee & Cates Glass shall not be held responsible for delays caused by suppliers and manufacturers.
8. One trip for Field Measurements and one trip for installation per project is included in the quoted price. Field Measurements will be taken after we are notified that the areas of our scope are ready for measurement.
9. All glass and/or mirror products must be inspected at the time of **pick up/delivery or installation**. Lee & Cates Glass is not responsible for glass and/or mirror once it leaves the store premises or has been accepted after delivery/installation.
10. In the event of any action or proceedings brought for the recovery of amounts due for products or services obtained from Lee & Cates Glass to pay all costs of collection including but not limited to attorney's or collection agent's fees. Returned checks will also result in additional fees in accordance with current statutes.

ACCEPTANCE OF QUOTE 164343: I accept the enclosed mentioned description of work for the stated price.

Customer Acceptance: _____

Acceptance Date: _____

Tab 7



PRESTIGE LANDSCAPES OF NORTH FLORIDA, INC.

Phase 3B-A at Shearwater Landscape Maintenance Proposal

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



PH3B-A at Shearwater

2-9-24

Exhibit "A"

Landscape Management Service Pricing Sheet

Core Maintenance Services

Mowing \$20,160.00
Includes mowing, edging, string-trimming and cleanup.

Detailing \$13,440.00
Includes shrub pruning, tree pruning, and weeding.

IPM – Fertilization & Pest Control \$10,800.00
Fertilization/fungicide/insecticide/herbicide/etc.

Irrigation Inspection \$7,200.00

Annual Core Total

\$51,600.00

Additional Services

Pine Straw \$3,700.00

GRAND TOTAL ANNUAL \$51,600.00

MONTHLY \$4,300.00

Client Initial _____

SERVICES	VISITS
Mowing	
Mow, Hard Edge, String Trim & Cleanup (St. Augustine)	42
Soft Edge (St. Augustine)	21
Etc.....	-
Detailing	
Weeding (by hand)	42
Weeding (roundup)	21
Shrub Pruning	As needed
Small Tree Pruning	As needed
Etc....	
IPM – Fertilization & Pest Control	
<i>Fertilization</i>	
St. Augustine	8
Shrubs	4
Small Trees	4
Palm Trees	4
Etc....	
<i>Chemical – Turf</i>	
St. Augustine Insecticide	8
St. Augustine Herbicide	8
Etc....	as needed
<i>Chemical – Shrubs/Trees</i>	
Shrubs – Fungicide	as needed
Shrubs – Insecticide	as needed
Small /Medium Tree - Fungicide	as needed
Small /Medium Tree – Insecticide	as needed
Palm Tree – Insecticide	as needed
Irrigation Inspections	
# of Checks	12
Palm Pruning	
Standard Palms	-
Tropical Palms	-
Specialty Palms	-
Mulch	
Mulch Application – Mini Pine Park	-
Mulch Application – Pine Straw	-
Annual Flowers	
Standard Annual Flower Installation	-
Deluxe Annual Flower Installation	-
Holiday/Perennial Flower Installation	-
Annual Bed Soil Replenishment	-
Annual Flower Bed Maintenance	-

What you can expect from us as our valued Client!

Communication

- **You need to know what's going on.** Most frustration comes from not knowing. We've confronted this issue head on—our systems put communication first. Clients have a single point of contact regardless of the stage of their job. There are regular updates and we always welcome lots of feedback. It is always our policy to be honest and responsive and our objective is complete customer satisfaction.

Customization

- **One size doesn't fit all.** Every property we service has its own set of needs and issues. Our experienced staff and integrated approach allow us to find unique solutions to meet most property or budget constraints. It is our focus to be as flexible as possible so that we find the best solution and our customer experience is stress free.

Proactivity

- **We'll fix it before it's a problem.** The last thing we want is for our clients to point out something we've missed. We've built our service programs around proactivity and our professionals strive to catch every detail before someone else does. Procedures, checklists and training all focus on one result—making sure our customers don't have to manage our work.

Personnel

- We understand that our personnel are perceived as your representatives while on your property; rest assured in knowing they will conduct themselves in an efficient, well-mannered, well-groomed and workman-like manner.
- All our services are coordinated to minimize disruption and maximize safety to people and vehicular traffic.
- We provide all labor, transportation and supervision necessary except in circumstances where we may use a reputable subcontractor (e.g. palm pruning, mulch, and irrigation) to carry out the task.
- Should we accidentally damage anything on your property, we will promptly make repairs at no cost to you.

Our Vehicles and Equipment

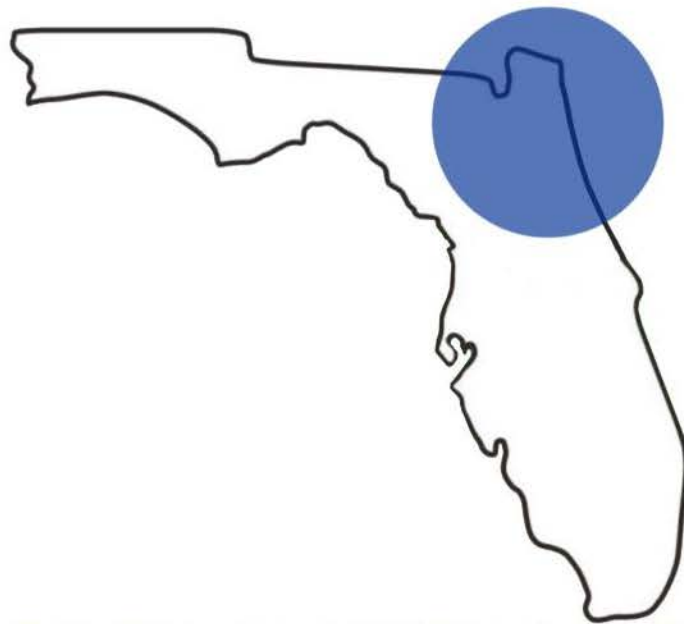
- Our service vehicles are well maintained, registered, insured, and operated only by responsible licensed personnel.
- All trailers, storage facilities, and maintenance equipment are in good condition and present a clean and neat appearance.
- Tools and equipment will be perfectly suited to the task at hand and used with safety gear when necessary.

Additional Services

- We will gladly provide extra services (such as irrigation repair and plant material replacement), special services and/or landscape enhancements at an additional charge with written approval from one of your authorized representatives. Our landscape design team and enhancement crews are ready when you are!

Additional Provisions

- Your personal Account Manager will conduct inspections on a monthly basis to assess and remedy landscape maintenance deficiencies as soon as possible.
- We offer a 24-hour contact list for use in case of emergencies.
- Removal of all landscape debris generated on the property during landscape maintenance is our sole responsibility, at no additional expense to you.
- Access to a water source on your property must be provided for use in spray applications.
- All products will be applied as directed by the manufacturers' instructions and in accordance with all state and federal regulations.
- We will frequently assess, identify, and notify you of any landscape conditions that affect long-term health including our suggestions regarding the best course of action. While we can't guarantee the survival of plant material, since it is a living thing, any plant material that dies as a direct and identifiable result of improper maintenance practices will be replaced at no additional cost to you.



PRESTIGE
LANDSCAPES
OF NORTH FLORIDA, INC.

PRESTIGE LANDSCAPES OF NORTH FLORIDA
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