



Rizzetta & Company

# Trout Creek Community Development District

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**Board of Supervisors' Meeting  
May 15, 2024**

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

[www.troutcreekcdd.org](http://www.troutcreekcdd.org)

# TROUT CREEK COMMUNITY DEVELOPMENT DISTRICT

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

[www.troutcreekcdd.org](http://www.troutcreekcdd.org)

<b>Board of Supervisors</b>	Mike McCollum Vincent Sajkowski Frank Murphy Ryan Stone Clint Wright	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Melissa Dobbins	Rizzetta & Company, Inc.
<b>District Counsel</b>	Katie Buchanan	Kutak Rock LLP
<b>District Engineer</b>	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](http://www.troutcreekcdd.org)

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

**May 8, 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 **May 15, 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 April 17, 2024.....Tab 1
  - B. Consideration of the Minutes of the Budget Workshop held on April 24, 2024.....Tab 2
  - C. Ratification of the Operation and Maintenance Expenditures for April 2024.....Tab 3
  - D. Consideration of VGlobal ADA Website Compliance Amended Proposal.....Tab 4
- 4. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
    - 1.) Stormwater Outfall Repair Update
  - C. Construction Administrator
  - D. Landscape Reports
    - 1.) Phase 1 – The Greenery.....Tab 5
    - 2.) Phase 2 – Tree Amigos.....Tab 6
    - 3.) Phase 3 – Prestige.....Tab 7
  - E. Charles Aquatics Service Report.....Tab 8
    - 1.) Shearwater Pillars Report
  - F. General Manager.....Tab 9
    - 1.) Swim Team Program Update
    - 2.) Update on Landscape/Irrigation Remediation
    - 3.) General Manager Operation Report
    - 4.) April 2024 Square Sales Reports
    - 5.) April 2024 Expense Report
  - G. District Manager.....Tab 10
    - 1.) Presentation of Registered Voter Count
- 5. BUSINESS ITEMS (PART A)**
  - A. Consideration of Fitness Equipment and PM Services.....Tab 11
  - B. Discussion Regarding Kayak Club Parking
  - C. Presentation of the Fiscal Year 2024-2025 Proposed Budget.....Tab 12
    - 1.) Resolution 2024-02 to Propose the Budget and Set Public Hearing

6. **AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**
7. **BUSINESS ITEMS (PART B) – \*Closed Session\***
  - A. Consideration of Security Services Proposal – *(Under Separate Cover)*
8. **ADJOURNMENT**

*\*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.*

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 meeting of the Board of Supervisors of Trout Creek Community Development District was held on **April 17, 2024, at 3:06 p.m.** at The Kayak Club, 100 Kayak Way, St. Augustine, FL 32092.

Present and constituting a quorum:

Mike McCollum	<b>Board Supervisor, Chairman</b>
Vincent Sajkowski	<b>Board Supervisor, Vice Chairman</b>
Clint Wright	<b>Board Supervisor, Assistant Secretary</b>
Frank Murphy	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Melissa Dobbins	<b>District Manager, Rizzetta &amp; Co., Inc.</b>
Katie Buchanan	<b>District Counsel, Kutak Rock, LLP</b>
Matt Melchiori	<b>District Engineer, Prosser Inc. (Speakerphone)</b>
Jeremy Loar	<b>Maintenance Manager, First Service Residential</b>
Lucy Acevedo	<b>Regional Manager, First Service Residential</b>
Belynda Tharpe	<b>General Manager, First Service Residential</b>
Tiffany Brun	<b>Assistant Manager, First Service Residential</b>
Chris Kenny	<b>Account Manager, Prestige</b>
Zach Higginbotham	<b>Account Manager, The Greenery</b>
Jim Proctor	<b>Account Manager, Tree Amigos</b>
David Roane	<b>Construction Administrator, Freehold</b>

Members of the public present.

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. McCollum called the meeting to order at 3:06 p.m.

**SECOND ORDER OF BUSINESS**

**Audience Comments on  
Agenda Items**

Audience comments were entertained regarding changes to minutes to reflect clear objections to the Shearwater Pkwy 210 PUD and the Chair's opposition to sign petition letter to county regarding the Shearwater Pkwy 210 PUD, as well as an inquiry on fitness equipment replacements.

51 **THIRD ORDER OF BUSINESS**

**Consideration of the Minutes of  
the Board of Supervisors'  
held on March 20, 2024**

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Mr. Wright requested that the minutes reflect residents' and board's Shearwater Pkwy 210 PUD objections which were the access, the additional entrance/exit point, and the distance between the two properties and building layout.

Mr. Murphy requested that the minutes also reflect a note regarding that ECS' proposal is a cost that the district will pursue to be covered by the contractor that is doing the warranty work on the stormwater weir repair.

On a motion by Mr. McCollum, seconded by Mr. Murphy, with all in favor, the Board approved the minutes of the Board of Supervisors' meeting held on March 20, 2024, as amended, for Trout Creek Community Development District.

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**FOURTH ORDER OF BUSINESS**

**Ratification of the Operation  
and Maintenance Expenditures  
for March 2024**

On a motion by Mr. Murphy, seconded by Mr. McCollum, with all in favor, the Board ratified the Operation & Maintenance Expenditures for March 2024, in the amount of \$233,198.55, for Trout Creek Community Development District.

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**FIFTH ORDER OF BUSINESS**

**Staff Reports**

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**A. District Counsel**

Ms. Buchanan confirmed that the petition letter to the county was drafted and was sent by Mr. Murphy to the county representatives. Mr. Murphy noted he does believe the county understands the community's concerns.

**B. District Engineer**

**1.) Stormwater Outfall Repair Update**

Mr. Melchiori stated that he received a report from ECS but has not had a chance to review it. Once he does, he will provide recommendations to the contractor. The Board requested a copy of the report be distributed in advance of the next meeting to review as well.

**2.) Update Regarding Landscape Remediation/Turnover**

Mr. Melchiori updated the Board that Prosser's Landscape Architect, Tim O'Reilly, received a memo from Larry Garrett, CID, Irrigation Specialist, following his review of The Greenery Work Order Proposal for Irrigation Repairs. He recommended two companies perform a Landscape Irrigation Audit, which would be certified by a Certified Landscape Irrigation Auditor.

92 He estimated this would take a 2-man crew about a week. Board discussion  
93 ensued.  
94

On a motion by Mr. Wright, seconded by Mr. McCollum, with all in favor, the Board directed Ms. Tharpe to get proposals from both companies and authorized her to work with Frank to approve a proposal in between meetings, for Trout Creek Community Development District.

95  
96 The Board reviewed additional landscape remediation proposals behind  
97 Tab 4. After discussion, the Board tabled all The Greenery proposals until  
98 after the Irrigation Audit is performed and necessary repairs are made.  
99

100 The Board reviewed Tree Amigos remediation proposals under Tab 4.  
101 Discussion ensued and the Board approved the Podocarpus Replacement  
102 proposal in the amount of \$2,450, the Enhancement proposal in the amount  
103 of \$14,535.30 and the Fall Park Sod proposal in the amount \$58,560,  
104 totaling \$75,545.30.  
105

On a motion by Mr. Murphy, seconded by Mr. McCollum, with all in favor, the Board approved the Podocarpus Replacement proposal in the amount of \$2,450, the Enhancement proposal in the amount of \$14,535.30 and the Fall Park Sod proposal in the amount \$58,560, totaling \$75,545.30, for Trout Creek Community Development District.

106  
107 The Board then directed counsel to send a response to VerdeGo updating  
108 them on the current Phase 2 cost of remediation the district is having to  
109 spend and that an irrigation audit is still being performed to confirm possible  
110 additional remediation cost in Phase 1.  
111

112 **C. Construction Administrator**

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114 Mr. Roane informed the Board that Timberwolf Trail is now paved and  
115 stripped and waiting for the county to complete their 14-day review  
116 inspection. He stated that unfortunately there is no further update from FPL  
117 regarding the streetlight pole at the back entrance.  
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119 **D. Landscape Reports**

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121 **1.) Phase 1 - The Greenery**  
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123 Mr. Higginbotham reviewed the report under Tab 3.

124 **a.) Consideration of North Creek Playground Mulch Proposal**

125 **b.) Consideration of Pine Straw Proposal**  
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128 Ms. Tharpe reviewed the mulch proposals behind Tab 5 and Tab 6  
129 and stated that they have already been approved since they were  
130 under the threshold authorization amount.  
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**2.) Phase 2 - Tree Amigos**  
**a.) Consideration of Mulch Proposal**

Previously approved.

**3.) Phase 3 – Prestige**  
**a.) Consideration of Prestige Phase 3B Part B and Part C**  
**Maintenance Proposals**

On a motion by Mr. Murphy, seconded by Mr. Sajkowski, with all in favor, the Board approved Prestige’s proposal to add the additional areas of Phase 3B Part B and Part C to their maintenance agreement, effective May 1<sup>st</sup> with a total amount of \$2700.66/month, for Trout Creek Community Development District.

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**E. Charles Aquatics Service Report**

Mr. Charles provided a barrier update and algae treatment information. Discussion ensued. Mr. Sajkowski requested to review options that are organic that would be a safer option for people that are fishing or on the pond banks. Mr. Charles responded that he treats with chemicals that are approved and effective and much less costly than organic options but will research and provide options for review.

**F. General Manager**

- 1.) General Manager Operation Report**
- 2.) Sales Summary (Income/Profit)**
- 3.) Sales by Item**
- 4.) March Café Sales**

Mr. Sajkowski noted that the Special Event budget was over. Ms. Brun stated she was working with the accountant at Rizzetta to clarify the amount of special event revenues received, which will offset the overage.

The Board also requested the Security Consultant with FSR come back to a board meeting to look at options that might impact the FY 25 budget.

Discussion ensued regarding the use of the Lazy River. The Board requested staff further review with the appropriate consultants and with the district’s insurance agent regarding whether the district could allow the use of the Lazy River without lifeguards when the pumps are turned off.

**G. District Manager**

Ms. Dobbins reminded the Board of the budget workshop scheduled for April 14<sup>th</sup> at 10:am.

176 **SIXTH ORDER OF BUSINESS**

**Consideration of Fitness Equipment Proposal(s)**

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178  
179 Mr. Wright recommended that this topic get further discussed at the workshop so  
180 up to date proposals can be reviewed at the May meeting. It was stated that once new  
181 equipment is in place the district will need a new preventative maintenance agreement.  
182

183 **SEVENTH ORDER OF BUSINESS**

**Consideration of Lazy River East Accelerator Motor Proposal(s)**

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186 This item was tabled.

187 **EIGHTH ORDER OF BUSINESS**

**Discussion of Fob Policies**

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189 This item was tabled.

190 **NINTH ORDER OF BUSINESS**

**Supervisor Requests & Audience Comments**

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192 **Supervisor Requests**

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197 Mr. Sajkowski informed the Board that Possey, the amenity fence company,  
198 received their deposit check and will start moving forward with the amenity fence install.  
199

200 Mr. Wright stated he spoke to the FWC regarding options for them to provide fire  
201 protection in the buffer areas at no cost to the district.  
202

203 **Audience Comments**

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205 Comments were made regarding the pump running loudly at night at the  
206 Stormwater Repair location and the fence around it not being secure. Also, it was  
207 recommended the Board consider looking at higher interest accounts to earn additional  
208 revenue.  
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210 **TENTH ORDER OF BUSINESS**

**Adjournment**

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On a motion by Mr. Murphy, seconded by Mr. McCollum, with all in favor, the Board adjourned the meeting at 5:39 p.m., for Trout Creek Community Development District.
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Secretary /Assistant Secretary

\_\_\_\_\_  
Chairman / Vice Chairman

DRAFT

## **Tab 2**

**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 budget workshop of the Board of Supervisors of Trout Creek Community Development District was held on **April 24, 2024, at 10:00 a.m.** at The Kayak Club, 100 Kayak Way, St. Augustine, FL 32092.

Present and constituting a quorum:

Mike McCollum	<b>Board Supervisor, Chairman</b>
Vincent Sajkowski	<b>Board Supervisor, Vice Chairman</b>
Clint Wright	<b>Board Supervisor, Assistant Secretary</b>
Frank Murphy	<b>Board Supervisor, Assistant Secretary</b>
Ryan Stone	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Melissa Dobbins	<b>District Manager, Rizzetta &amp; Co., Inc.</b>
Lucy Acevedo	<b>First Service Residential</b>
Belynda Tharpe	<b>General Manager, First Service Residential</b>
Tiffany Brun	<b>Assistant Manager, First Service Residential</b>

Members of the public present but no comments were presented.

**FIRST ORDER OF BUSINESS**

**Call to Order**

Ms. Dobbins called the meeting to order at 10:04 a.m.

**SECOND ORDER OF BUSINESS**

**Discussion Regarding Community  
Finances, Improvements, and other  
Matters as it relates to the District**

Ms. Dobbins presented a draft proposed budget and informed the Board that all parcels will be platted by next year and as such, will be assessed the full assessment.

Discussions ensued.

Ms. Tharpe reviewed the need for two additional staff positions in Fiscal Year 2024/2025, to include one Maintenance Porter for 32 hours per week and one part-time Residential Coordinator. She stated these positions would help with backup when a staff

51 member is out and open on Sundays. Ms. Tharpe also noted that she has reviewed with  
52 the Tennis Vendor to push for more programming and requested that a Revenue and  
53 Expenditure line be added for Tennis Programming, which should be a wash at \$24K.

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55 The Board discussed and made multiple expenditure adjustments such as, but not  
56 limited to, water utilities, landscape services, and amenity management staffing.

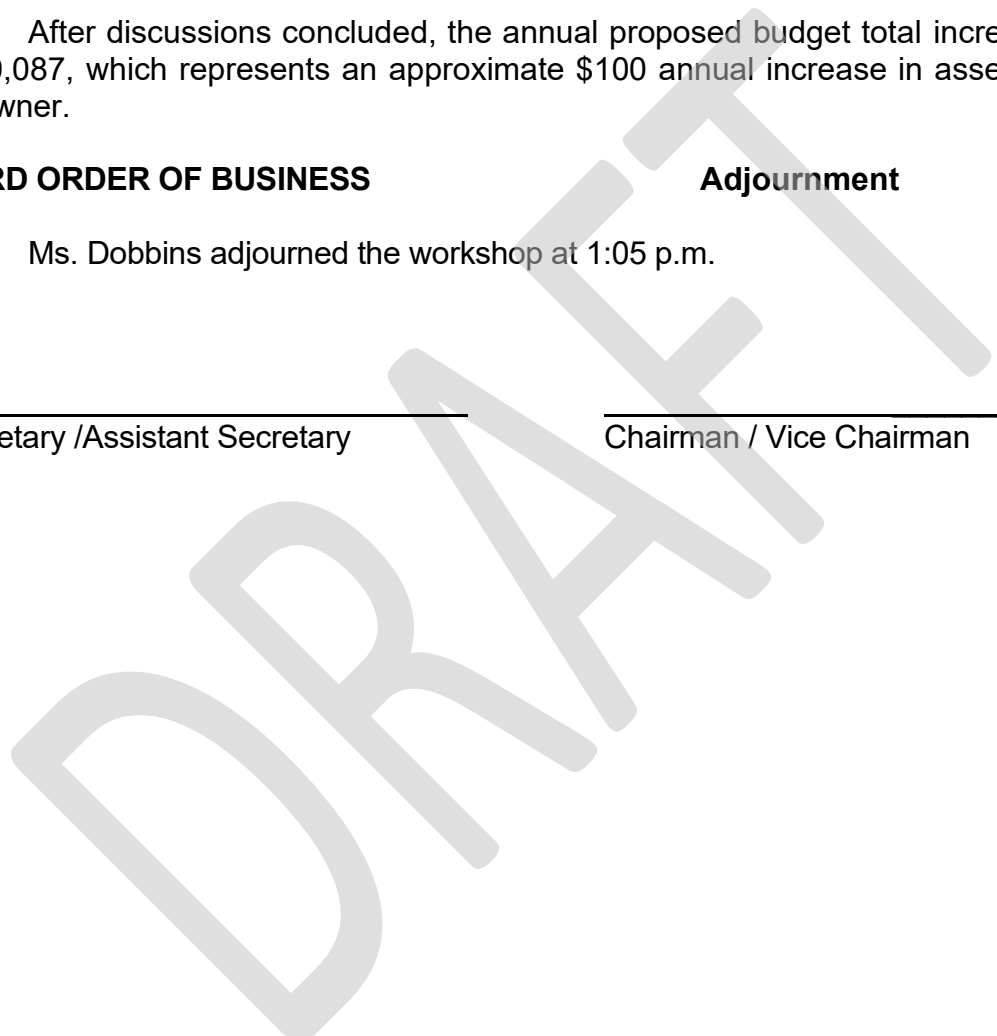
57  
58 Discussion was also held regarding capital improvements and reserve study items,  
59 fitness equipment and roadway repaving. It was also stated that the district should review  
60 proposals to have an updated Reserve Study completed.

61  
62 After discussions concluded, the annual proposed budget total increase came to  
63 \$850,087, which represents an approximate \$100 annual increase in assessments per  
64 lot owner.

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66 **THIRD ORDER OF BUSINESS** **Adjournment**

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68 Ms. Dobbins adjourned the workshop at 1:05 p.m.

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Secretary /Assistant Secretary Chairman / Vice Chairman



## **Tab 3**

# TROUT CREEK COMMUNITY DEVELOPMENT DISTRICT

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

## **Operation and Maintenance Expenditures Presented For Board Approval April 2024**

Attached please find the check register listing the Operation and Maintenance expenditures paid from April 1, 2024 through April 30, 2024. This does not include expenditures previously approved by the Board.

The total items being presented:       **\$307,776.09**

Approval of Expenditures:

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\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

# Trout Creek Community Development District

## Paid Operation & Maintenance Expenditures

April 1, 2024 Through April 30, 2024

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Arrow Exterminators	101019	56107472	Monthly Pest Control Services 04/24	\$ 116.00
Arrow Exterminators	101019	56107599	Monthly Pest Control Services 04/24	\$ 59.00
Arrow Exterminators	101019	56107600	Rodent Control Services 04/24	\$ 35.00
AT&T	20240415-01	151561791 04/24 Autopay	Internet Services 04/24	\$ 32.10
AT&T	20240415-01	299942543 04/24 Autopay	Internet Services 04/24	\$ 32.10
AT&T	20240427-01	323382736 04/24 Autopay	TV & Internet Services 04/24	\$ 134.30
AT&T	20240401-02	324079257 03/24 Autopay	Phone & Internet Services 03/24	\$ 170.43
AT&T	20240429-02	324079257 04/24 Autopay	Phone & Internet Services 04/24	\$ 169.37
B CLEAN Pressure Washing Service	101022	INV000073	Surface Cleaning / Softwashing 03/24	\$ 2,364.55
Buster's Cleaning Service	101000	120	Janitorial Services 04/24	\$ 1,600.00
C BUSS Enterprises, Inc.	101001	1581	Pool Repair 03/24	\$ 2,000.00
Charles Aquatics, Inc.	101002	50535	Pond Maintenance 04/24	\$ 3,051.00
Colden Company, Inc.	100989	17992	Voice & Phone Services 04/24	\$ 938.97
Cronin Ace Hardware	101003	007240/1	Miscellaneous Supplies 03/01/24	\$ 40.46

# Trout Creek Community Development District

## Paid Operation & Maintenance Expenditures

April 1, 2024 Through April 30, 2024

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Cronin Ace Hardware	101003	007247/1	Miscellaneous Supplies 03/04/24	\$ 5.64
Cronin Ace Hardware	101003	7252/1	Miscellaneous Supplies 03/05/24	\$ 3.59
Cronin Ace Hardware	101003	7263/1	Miscellaneous Supplies 03/08/24	\$ 5.03
Cronin Ace Hardware	101003	7270/1	Miscellaneous Supplies 03/11/24	\$ 16.16
Cronin Ace Hardware	101003	007271/1	Miscellaneous Supplies 03/11/24	\$ 12.59
Cronin Ace Hardware	101003	007278/1	Miscellaneous Supplies 03/13/24	\$ 33.24
Cronin Ace Hardware	101003	007279/1	Miscellaneous Supplies 03/13/24	\$ 12.59
Cronin Ace Hardware	101003	7305/1	Miscellaneous Supplies 03/29/24	\$ 11.19
Deputy Services	20240411-01	683978 ACH	Deputy Services 03/29/24	\$ 173.25
Deputy Services	20240411-03	684382 ACH	Deputy Services 03/30/24	\$ 231.00
Deputy Services	20240411-04	684384 ACH	Deputy Services 03/30/24	\$ 231.00
Deputy Services	20240411-01	684646 ACH	Deputy Services 03/30/24	\$ 173.25
Deputy Services	20240411-02	689432 ACH	Deputy Services 04/05/24	\$ 173.25
Deputy Services	20240411-02	690074 ACH	Deputy Services 04/06/24	\$ 173.25

# Trout Creek Community Development District

## Paid Operation & Maintenance Expenditures

April 1, 2024 Through April 30, 2024

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Deputy Services	20240416-01	695346 ACH	Deputy Services 04/12/24	\$ 173.25
Deputy Services	20240416-02	696160 ACH	Deputy Services 04/13/24	\$ 173.25
Deputy Services	20240425-01	699452 ACH	Deputy Services 04/17/24	\$ 173.25
Deputy Services	20240425-02	701478 ACH	Deputy Services 04/19/24	\$ 173.25
Deputy Services	20240425-03	702210 ACH	Deputy Services 04/20/24	\$ 173.25
Elevate Staffing & Events	100993	1069	Spring Fling Event Staff 03/24	\$ 1,320.00
First Coast Vendor Village	100994	040124 Pups N Pints	Vendor Village Pups N Pints 03/24	\$ 70.00
First Place Fitness Equipment, Inc	101036	39743	Flex Disinfectant Wipes 04/24	\$ 359.88
FirstService Residential Florida, Inc.	100995	10962614	Business Cards - Amy Boone 12/23	\$ 60.44
FirstService Residential Florida, Inc.	100995	10963640	Management Services 03/09/24 - 03/22/24	\$ 20,663.47
FirstService Residential Florida, Inc.	101004	10965040	Management Fee - Phone Allowance 04/24	\$ 1,725.00
FirstService Residential Florida, Inc.	101004	10965788	Management Services 02/24/24-03/08/24	\$ 243.83
FirstService Residential Florida, Inc.	101020	10966435	Management Services 03/23/24 - 04/05/24	\$ 21,739.53
FirstService Residential Florida, Inc.	101028	10969253	Medical Insurance 04/24	\$ 3,630.00

# Trout Creek Community Development District

## Paid Operation & Maintenance Expenditures

April 1, 2024 Through April 30, 2024

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Florida Department of Revenue	20240409-01	65-8017062725-9 03/24	65-8017062725-9 Sales & Use Tax	\$ 432.75
Florida Janitor & Paper Supply	101005	ACH 370348	03/24 Janitorial Supplies 04/24	\$ 91.35
Florida Janitor & Paper Supply	101029	370938	Janitorial Supplies 04/24	\$ 277.84
Florida Natural Gas	101006	997749ES	Natural Gas Services 02/24	\$ 7.40
Florida Natural Gas	101006	1006155ES	Natural Gas Services 03/24	\$ 8.82
Florida Power & Light Company	20240403-01	03602-11429 02/24	38 Rosemont Dr 02/24	\$ 41.65
Florida Power & Light Company	20240429-01	AutoPay 06081-09518 03/24	315 Rosemont Dr #IRR 03/24	\$ 28.72
Florida Power & Light Company	20240424-02	Autopay 39473-03305 03/24	25 Ridgewind Dr #LTG 03/24	\$ 55.54
Florida Power & Light Company	20240429-01	Autopay 49571-83074 03/24	204 Chalet Ct #IRR 03/24	\$ 25.66
Florida Power & Light Company	20240429-01	Autopay 92236-52372 03/24	23 Calcutta Dr #IRR 03/24	\$ 49.53
Florida Power & Light Company	20240403-01	Autopay 98411-59305 02/24	37 Timberwolf Trl 02/24	\$ 44.09
Florida Power & Light Company	20240424-01	AutoPay Monthly Summary 03/24	Electric Services 03/24	\$ 10,205.16
Frank Murphy	101025	Autopay FM041724	Board of Supervisors Meeting 04/17/24	\$ 200.00
Frank Murphy	101030	FM042424	Board of Supervisors Workshop Meeting 04/24/24	\$ 200.00

# Trout Creek Community Development District

## Paid Operation & Maintenance Expenditures

April 1, 2024 Through April 30, 2024

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Gannett Florida LocaliQ	100996	0006333231 03/28/24	Acct# 764106 Legal Advertising 03/24	\$ 80.24
IPFS Corporation	100997	GAA-D40542 05/24	Liability Insurance Payment 7 05/24	\$ 7,505.98
JEA	20240404-01	9634626977 02/24 Autopay	Water-Sewer Services 02/24	\$ 13,965.75
Jussara Potter	101007	32724	Photography - Spring Fling 03/24	\$ 200.00
Konica Minolta Premier Finance	101008	525960464	Copier Lease #500-00673850-000 04/24	\$ 446.82
Kutak Rock, LLP	100998	3368934	Legal Services 02/24	\$ 5,907.45
Mark Green II	101023	042224 DJ Outpost	DJ Outpost 04/24	\$ 375.00
Mini Melts of America, Inc.	101024	428552	Ice Cream Precup 04/24	\$ 298.45
OptimusAV	101021	78787	Install and Program - Kayak Club/Outpost 02/24	\$ 7,609.91
Poolsure	100990	131295620641	Pool Chemicals 04/24	\$ 4,588.50
Posey Family Outdoor Services	101009	197775 Deposit	Fence Removal W/O 197774 04/24	\$ 39,403.20
Prestige Landscapes of North Florida, Inc.	100999	12093	PH3A Granular Fertilization 03/24	\$ 2,437.00
Prestige Landscapes of North Florida, Inc.	100999	12110	Ph3 Monthly Maintenance 02/24-04/24	\$ 25,909.75
Prestige Landscapes of North Florida, Inc.	101031	12125	Irrigation Repair 04/24	\$ 150.00

# Trout Creek Community Development District

## Paid Operation & Maintenance Expenditures

April 1, 2024 Through April 30, 2024

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Prestige Landscapes of North Florida, Inc.	101037	12126	Irrigation Repair 04/24	\$ 2,115.24
Prince Pele's Polynesian Revue	101010	52424 Deposit	Entertainment for Luau 03/24	\$ 1,250.00
Prosser, Inc.	101032	52322	Engineering Services 03/24	\$ 900.00
Republic Services	20240405-01	0687-001411479 Autopay	Waste Disposal Services 04/24	\$ 712.99
Richard Clinton Wright	101026	CW041724	Board of Supervisors Meeting 04/17/24	\$ 200.00
Richard Clinton Wright	101033	CW042424	Board of Supervisors Workshop Meeting 04/24/24	\$ 200.00
Rizzetta & Company, Inc.	100992	INV0000088545	District Management Fees 04/24	\$ 4,585.09
Ryan Scott Stone	101034	RS042424	Board of Supervisors Workshop Meeting 04/24/24	\$ 200.00
Surfside Pools	101011	198215	Pool Maintenance 04/24	\$ 3,500.00
Surfside Pools	101011	300678	Pool Maintenance 03/24	\$ 850.00
Surfside Pools	101011	300809	Pool Chemicals 03/24	\$ 278.63
Synergy Florida	101012	381299	Service Call on Audio System 03/24	\$ 580.00
TECO Peoples Gas	20240401-01	211011457499 02/24 AutoPay	Natural Gas Services - 182 Kayak Way 02/24	\$ 43.68
TECO Peoples Gas	20240429-03	211011457499 03/24 Autopay	Natural Gas Services - 182 Kayak Way 03/24	\$ 47.36

# Trout Creek Community Development District

## Paid Operation & Maintenance Expenditures

April 1, 2024 Through April 30, 2024

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
TECO Peoples Gas	20240429-03	221008807523 03/24	Natural Gas Services - 2105 Shearwater Pkwy 03/24	\$ 16.31
The Greenery of North Florida, Inc.	101013	Autopay 748994	Landscape Maintenance Contract #59056 04/24	\$ 17,681.82
The Home Depot Pro	100991	796565802	Miscellaneous Supplies 03/27/24	\$ 25.00
The Tree Amigos Outdoor Services, LLC	101014	202429	Irrigation Repairs 03/24	\$ 9,654.00
The Tree Amigos Outdoor Services, LLC	101014	202814	Monthly Landscape Maintenance 03/24	\$ 30,054.60
The Tree Amigos Outdoor Services, LLC	101038	202875	Mulch Jasmine and Roses in Median on Shearwater Pkwy 04/24	\$ 2,950.00
The Tree Amigos Outdoor Services, LLC	101038	203096	Monthly Landscape Maintenance 04/24	\$ 30,054.60
Trout Creek CDD	DC040324	DC040324	Debit Card Replenishment	\$ 3,908.52
Trout Creek CDD	DC043024	DC043024	Debit Card Replenishment	\$ 4,837.20
Vesta Property Services, Inc.	101015	418637	Lifeguard/Supervisor/Pool Monitor 03/24	\$ 8,778.78
Vexacor Supply Group, LLC	101016	C1751	Coffee Bar Supplies 04/24	\$ 180.00
VGlobal Tech	101017	6058	Website Maintenance 04/24	\$ 300.00
Vincent J Sajkowski	101027	VS041724	Board of Supervisors Meeting 04/17/24	\$ 200.00
Vincent J Sajkowski	101035	VS042424	Board of Supervisors Workshop Meeting 04/24/24	\$ 200.00

# Trout Creek Community Development District

## Paid Operation & Maintenance Expenditures

April 1, 2024 Through April 30, 2024

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Wellbeats, Inc.	101018	EPIV00000088959	WBC_PLUS Content Period 04/24	<u>\$ 249.00</u>
<b>Report Total</b>				<b><u>\$ 307,776.09</u></b>

# Tab 4

# Trout Creek CDD

(URL: <https://troutcreekcdd.org/>) Website Type: Medium

## Website Accessibility for People with Disabilities as per Nondiscrimination requirements of Title II of the American Disabilities Act (ADA) & WCAG

Date	Version#	Comments	Author
Jan 1 <sup>st</sup> , 2024	1.0	New Proposal	VB Joshi, Kristen T
April 16 <sup>th</sup> , 2024	2.0	Updated Pricing	VB Joshi



### VGlobalTech's Industry Leading ADA & WCAG Compliance Seal



**VGlobalTech is the ADA, WCAG Compliance Expert, with over 200 ADA & WCAG compliant websites created (...and counting) to-date!**

Visit <https://vglobaltech.com/website-compliance/> for details.

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**Any violations are punishable under the law and shall be prosecuted.**

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## 1.0 The Law

Source: [http://www.leg.state.fl.us/statutes/index.cfm?App\\_mode=Display\\_Statute&URL=0100-0199/0189/Sections/0189.069.html](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0100-0199/0189/Sections/0189.069.html)

### **189.069 Special districts; required reporting of information; web-based public access. —**

(1) Beginning on October 1, 2015, or by the end of the first full fiscal year after its creation, each special district shall maintain an official website containing the information required by this section. Each special district shall submit its official website address to the department.

(a) Each independent special district shall maintain a separate website.

(b) Each dependent special district shall be prominently displayed on the home page of the website of the local general-purpose government upon which it is dependent with a hyperlink to such webpages as are necessary to provide the information required by this section. A dependent special district may maintain a separate website providing the information required by this section.

(2)(a) A special district shall post the following information, at a minimum, on the district's official website:

1. The full legal name of the special district.
2. The public purpose of the special district.
3. The name, official address, official e-mail address, and, if applicable, term and appointing authority for each member of the governing body of the special district.
4. The fiscal year of the special district.
5. The full text of the special district's charter, the date of establishment, the establishing entity, and the statute or statutes under which the special district operates, if different from the statute or statutes under which the special district was established. Community development districts may reference chapter 190 as the uniform charter but must include information relating to any grant of special powers.
6. The mailing address, e-mail address, telephone number, and website uniform resource locator of the special district.
7. A description of the boundaries or service area of, and the services provided by, the special district.
8. A listing of all taxes, fees, assessments, or charges imposed and collected by the special district, including the rates or amounts for the fiscal year and the statutory authority for the levy

of the tax, fee, assessment, or charge. For purposes of this subparagraph, charges do not include patient charges by a hospital or other health care provider.

9. The primary contact information for the special district for purposes of communication from the department.

10. A code of ethics adopted by the special district, if applicable, and a hyperlink to generally applicable ethics provisions.

11. The budget of the special district and any amendments thereto in accordance with s.189.016.

12. The final, complete audit report for the most recent completed fiscal year and audit reports required by law or authorized by the governing body of the special district.

13. A listing of its regularly scheduled public meetings as required by s. 189.015(1).

14. The public facilities report, if applicable.

15. The link to the Department of Financial Services' website as set forth in s. 218.32(1)(g).

16. At least 7 days before each meeting or workshop, the agenda of the event, along with any meeting materials available in an electronic format, excluding confidential and exempt information. The information must remain on the website for at least 1 year after the event.

(b) The department's website list of special districts in the state required under s. 189.061 shall include a link for each special district that provides web-based access to the public for all information and documentation required for submission to the department pursuant to subsection

## 2.0 ADA & WCAG Compliance – Introduction

Every individual must have equal access to information whether it is in person service or online. This is a general agreement and understanding of access.

The Internet has dramatically changed the way state and local governments do business. Today, government agencies routinely make much more information about their programs, activities, and services available to the public by posting it on their websites. As a result, many people can easily access this information seven day a week, 24 hours a day.

Many government services and activities are also provided on websites because the public is able to participate in them at any time of day and without the assistance of government personnel. Many government websites offer a low cost, quick, and convenient way of filing tax returns, paying bills, renewing licenses, signing up for programs, applying for permits or funding, submitting job applications, and performing a wide variety of other activities.

The Americans with Disabilities Act (ADA) and, if the government entities receive federal funding, the Rehabilitation Act of 1973 generally require that state and local governments provide qualified individuals with disabilities equal access to their programs, services, or activities unless doing so would fundamentally alter the nature of their programs, services, or activities or would impose an undue burden. One way to help meet these requirements is to ensure that government websites have accessible features for people with disabilities, using the simple steps described in this document. An agency with an inaccessible website may also meet its legal obligations by providing an alternative accessible way for citizens to use the programs or services, such as a staffed telephone information line. These alternatives, however, are unlikely to provide an equal degree of access in terms of hours of operation and the range of options and programs available.

The World Wide Web Consortium (W3C) sets the main international standards for the World Wide Web and its accessibility. W3C created the Web Content Accessibility Guidelines (WCAG 2.0 and 2.1) which are similar to Section 508, but on an international level. WCAG 2.0 and 2.1 requires specific techniques for compliance and is more current than Section 508.

Many countries and international organizations require compliance with WCAG 2.0 and 2.1. The guidelines are categorized into three levels of compliance: A (must support), AA (should support), and AAA (may support). Representatives from the accessibility community around the world participate in the evolution of these guidelines.

Source: <https://www.w3.org/WAI/standards-guidelines/wcag/>

**Visit <http://vglobaltech.com/website-compliance/> for more details, do a website compliance check on your website and to download a PDF proposal.**

## 2.1 Common Problems and Solutions in Website Accessibility?

### 2.1.1 Problem: Images Without Text Equivalents

#### **Solution: Add a Text Equivalent to Every Image**

Adding a line of simple HTML code to provide text for each image and graphic will enable a user with a vision disability to understand what it is. Add a type of HTML tag, such as an “alt” tag for brief amounts of text or a “longdesc” tag for large amounts, to each image and graphic on your agency’s website.

The words in the tag should be more than a description. They should provide a text equivalent of the image. In other words, the tag should include the same meaningful information that other users obtain by looking at the image. In the example of the mayor’s picture, adding an “alt” tag with the words “Photograph of Mayor Jane Smith” provides a meaningful description.

In some circumstances, longer and more detailed text will be necessary to convey the same meaningful information that other visitors to the website can see. For example, a map showing the locations of neighborhood branches of a city library needs a tag with much more information in text format. In that instance, where the map conveys the locations of several facilities, add a “longdesc” tag that includes a text equivalent description of each location shown on the map – e.g., “City Center Library, 433 N. Main Street, located on North Main Street between 4th Avenue and 5th Avenue.”

### 2.1.2 Problem: Documents Are Not Posted In an Accessible Format

#### **Solution: Post Documents in a Text-Based Format**

Always provide documents in an alternative text-based format, such as HTML or RTF (Rich Text Format), in addition to PDF. Text-based formats are the most compatible with assistive technologies.

### 2.1.3 Problem: Specifying Colors and Font Sizes

#### **Solution: Avoid Dictating Colors and Font Settings**

Websites should be designed so they can be viewed with the color and font sizes set in users’ web browsers and operating systems. Users with low vision must be able to specify the text and background colors as well as the font sizes needed to see webpage content.

### 2.1.4 Problem: Videos and Other Multimedia Lack Accessible Features

#### **Solution: Include Audio Descriptions and Captions**

Videos need to incorporate features that make them accessible to everyone. Provide audio descriptions of images (including changes in setting, gestures, and other details) to make videos accessible to people who are blind or have low vision. Provide text captions synchronized with the video images to make videos and audio tracks accessible to people who are deaf or hard of hearing.

## 2.1.5 Web Content Accessibility Guidelines (WCAG)

### Understanding the Four Principles of Accessibility

The guidelines and Success Criteria are organized around the following four principles, which lay the foundation necessary for anyone to access and use Web content. Anyone who wants to use the Web must have content that is:

1. **Perceivable** - Information and user interface components must be presentable to users in ways they can perceive.
  - This means that users must be able to perceive the information being presented (it can't be invisible to all of their senses)
2. **Operable** - User interface components and navigation must be operable.
  - This means that users must be able to operate the interface (the interface cannot require interaction that a user cannot perform)
3. **Understandable** - Information and the operation of user interface must be understandable.
  - This means that users must be able to understand the information as well as the operation of the user interface (the content or operation cannot be beyond their understanding)
4. **Robust** - Content must be robust enough that it can be interpreted reliably by a wide variety of user agents, including assistive technologies.
  - This means that users must be able to access the content as technologies advance (as technologies and user agents evolve, the content should remain accessible)

**If any of these are not true, users with disabilities will not be able to use the Web.**

Under each of the principles are guidelines and Success Criteria that help to address these principles for people with disabilities. There are many general usability guidelines that make content more **usable by all people**, including those with disabilities. However, in WCAG 2.1, we only include those guidelines that address problems particular to people with disabilities. This includes issues that block access or interfere with access to the Web more severely for people with disabilities.

See reference section at the end of this document for more information and websites for ADA, Usability and other important compliance issues and solutions.

**VGlobalTech development and business management team shall study these compliance guidelines and with our technical capabilities apply these to make your website accessible, compatible and fully functional for all people, including those with disabilities.**

**Visit <https://vglobaltech.com/website-compliance/> for details of our compliance process and expertise in this area.**

Please see References section for several resources on compliance.

### 3.0 Pricing

#### 3.1 ADA Compliance Monthly Maintenance and Hosting

Maintenance contract starts after initial conversion is completed (It is critical to maintain compliance as websites get updated):

The Annual Maintenance **DOES NOT** include the quarterly audits proposed in the next section.

Maintenance contract is required to receive VGlobalTech’s proprietary document conversion software (PDF to RTF) that allows you to easily convert documents or submit to VGlobalTech and get docs converted within less than 24 hrs.

	Task
1.	Full content upload support to regularly keep site updated (includes all documents, audit reports, agendas, meeting minutes, events etc.). Ensure content is in ADA and WCAG compliance for the entire site. Section 508 stipulations (applicable to CDD) and FIA /eGIS insurance requirements are met. These points are very critical to maintain a fully compliant website at all times. <b>Update turnaround time – less than 24 hrs. from customer sending the content and documents to be updated to VGT team.</b>
2.	PDF Documents conversion (to Text, HTML etc.) as needed ( <b>new documents during the maintenance year only</b> ) for ADA Compliance / Reader Compliance. VGlobalTech’s <b>proprietary batch conversion software</b> is included as long as the contract is valid (big time saver that creates compliant documents that can be uploaded to the website). <b>There is no limit on how many documents you can convert per month using VGlobalTech’s software.</b> If Auto conversion fails, VGlobalTech team shall perform manual OCR and conversion within 24 hrs.
3.	Update footer with VGlobalTech’s ADA Compliance Seal – Every Quarter – Included in this cost
4.	Website hosting and backups – Premium hosting, unlimited file space, bandwidth, fast website response, regular automated backups, SSL certificates for secure site access (https protocol), 99.9% website uptime:
	<p><b>Total Monthly Maintenance with full content upload, document conversion and Hosting:</b>  <b>\$175 / month</b></p> <p>*Monthly maintenance must be paid before the 10<sup>th</sup> of every month</p>

### 3.2 Quarterly Technical and Human Audit

This audit is as per the Florida Insurance Alliance guidelines. Please check with your insurance agency for specific requirements. **Read more here:** [https://vglobaltech.com/wp-content/uploads/2019/03/FIA\\_ADA\\_Guidelines-2019-2020.pdf](https://vglobaltech.com/wp-content/uploads/2019/03/FIA_ADA_Guidelines-2019-2020.pdf)

VGlobalTech has developed a unique program for digital accessibility that is run by a highly skilled and experienced team in human auditing of websites and software as per the section 508 stipulations. Read more about our partnership here: <https://vglobaltech.com/website-compliance/>

#### Digital Asset Technical Compliance Seal:



VGlobalTech in-house technical team shall remediate / test the website / software for ADA, WCAG compliance. VGlobalTech's technical design & development team is fully aware of the Americans with Disability Act (ADA), Web Content Accessibility Guidelines (WCAG), **Section 508** of the Rehabilitation Act of 1973 and overall, the design principles of a professional, accessible, functional and responsive web design. The entire team has taken dedicated time and efforts to learn these design principles first hand.

Our purpose is clear – **Universal, Creative Web design that works for everyone, everywhere and every time!**

#### Cost for Audit: **\$100 / per quarter**

- Can be paid yearly (\$400) or can be paid per audit every quarter (\$100) – billed separately
- All CDD required website documents' conversions to compatible formats included
- Seals renewed every quarter
- Audits are conducted by VGlobalTech dev and ADA Expert Team

## Digital Asset Technical Compliance Seal

(Updated after VGlobalTech Quarterly Audits):



**VGlobalTech's Golden ADA Compliance Seal is industry leading and proudly displayed on only ADA & WCAG Complaint Sites that we maintain. VGlobalTech maintained and audited sites have had **ZERO** legal / litigation issues in the past 15 years. We are absolutely proud of our work and will stand by the quality service we provide.**

*\*Compliance seal shall be updated and issued only after successful auditing by VGlobalTech and its authorized partners. No replication of the seal or content is permissible by any outside parties. The seal needs to be removed immediately if the contract with the customer is terminated for any reason by either party involved in the contract.*

This proposal includes following points, stipulations terms and conditions:

\*(1) conference call or in person meetings per month with client to review metrics, results and monthly recaps *\*unless otherwise noted*

\* email and phone communication

\*Anything out of the scope of work in the above proposal will be addressed and client will be immediately notified. After notification of additional work, a subsequent quote will be provided to cover that work.

\*Client is responsible to adhering to timelines as far as information required to complete the task is concerned. If timelines are not adhered to and exceed 15 business days past the current marketing months, last day, all work will end. A new month with new allocated costs will be presented for future work to commence. No refunds and owed work will be due unless otherwise agreed upon. **An Invoice will be provided once signature approval of this project proposal. Payments will be made to VGLOBALTECH**

\*Client is responsible for verifying quality of work, providing feedback, verifying that compliance has been met as required. VGlobalTech team shall not be responsible for any legal ramifications arising from work not done as per external agencies / organizations / associations needs if proper feedback is not provided by the customer. VGlobalTech's work will be in best faith but cannot guarantee all compliance / legal needs since we are not the final authority in the ADA or WCAG compliance area. VGlobalTech shall not be liable for any legal ramifications arising from compliance issues and cannot be held responsible for any legal or other lawsuits.

Refund Policy: The client may halt work and request for a refund within seven days of the date of signing this services agreement by mailing a signed letter to the main address listed on [www.VGlobalTech.com](http://www.VGlobalTech.com) website. If client requests a refund within seven days of the date of signing their agreement, they shall be liable to pay for all work completed and will be refunded the remaining balance of the initial payment if billable work has not exceeded a charge that would be greater than client's initial payment. If client requests a refund after the seven days from the date of the signing of the agreement client is liable to pay for all work completed plus an additional 25% of any remaining balance that may still be due. Once line item projects are complete no refunds will be issued. Confidentiality: All information between client and service provider inclusive of technical and business information relating to proprietary ideas, patentable ideas and/or trade secrets, existing and/or contemplated products and services, research and development, production, costs, profit and margin information, finances and financial projections, customers, clients, marketing, and current or future business plans and models, regardless of whether such information is designated as "Confidential Information" at the time of its disclosure and will be treated as such and with absolute confidentiality and will not be shared or used, which will be maintained at all times. The client is not allowed to disclose their price with any third parties. Doing so is in breach of this agreement. All information development will be shared and proprietary information and property between client and service providers.

**1.0 Proposal Acceptance:**

The VGlobalTech proposed solution and terms have been accepted by the customer and the VGlobalTech can proceed with the project. All payments shall be made according to this agreement.

**Signatures:**

\_\_\_\_\_  
For Customer *Date*

VB Joshi  
\_\_\_\_\_  
For VGlobalTech *Date*

## 2.0 References:

**ADA Best Practices Tool Kit for State and Local Governments:**

<https://www.ada.gov/pcatoolkit/chap5toolkit.htm>

**U.S. Department of Justice, Civil Rights Division, Disability Rights Section**

<https://www.ada.gov/websites2.htm>

**Web design Standards:** <https://www.w3schools.com/>

**Web Content Accessibility Guidelines (WCAG)** <https://www.w3.org/TR/WCAG21/>

**VGlobalTech Web Content Accessibility Implementation and Checkpoints:**

<http://vglobaltech.com/website-compliance/>



## **Tab 5**



**the greenery, inc.®**

— EMPLOYEE OWNED —

# TROUT CREEK CDD MONTHLY LANDSCAPING REPORT

Phase 1





**the greenery, inc.**<sup>®</sup>

— EMPLOYEE OWNED —

**Prepared by: Zachary Higginbotham**  
Customer Relations Manager  
904 776 9483  
zhigginbotham@thegreeneryinc.com

**Trout Creek CDD**  
**First Service Residential**  
**Belynda Tharpe, Community Director**

## **Trout Creek CDD Phase 1 Landscape Report**

**May 7, 2024**

### Landscape Maintenance:

Maintenance crews have been working on mowing and edging the community in areas that are not too stressed from heat. Hand pulling weeds in shrubs has been the priority. Grasses along curblines and walkways have been cut back.

### Plant Health Care:

No applications have been completed since last meeting.

### Additional:

Pine straw should be completed and hardwood mulch will be started at the end of the week.

# Tab 6



# Tree Amigos

---

## Outdoor Services

### **Trout Creek CDD: Monthly Report**

April 2024

**Fungus/Pest/Fertilizer:** Herbicide and pre-emergent has been applied to all landscape beds and tree rings throughout Trout Creek CDD.

**Maintenance:** All areas throughout Trout Creek phase 2 have been mowed, edged and line trimmed as needed. We have been removing any dead or deficient plant material throughout the property. Knock out roses and Juniper beds have been mulched with pine bark on Shearwater Pkwy. Viburnum throughout property has been cut back and fertilized. Weeds have been hand pulled in Jasmine beds and Indian Hawthorne.

**Irrigation Report:** All irrigation throughout Phase 2 is working as should and has proper coverage and run times. The run days have been moved up to 4 times a week due to the lack of rain. We have been working on the maintenance tickets to make sure all irrigation is repaired on a timely manner.

**Notes:** Moving into May we look to improve the overall look of the property with enhancements. We will be installing new sod in the bare areas around the pond in the Falls, as well as adding new plant material to the roundabout in front of the Out Post.

## Spray Report

Property: Shearwater

Date: 04/01/24-04/03/24

Area treated +/- 17 acres

Total Gallons used: 2250

### Product:

20-0-0 AMS @ 1lb N per 1000

Prodiamine @ 1lb per acre

Imidacloprid @ 26oz per acre

2,4-D @ 10oz per acre

MSM @ .4oz per acre

Target for this application was to Improve the overall health, Growth and Color of the turf. Pre/Post emergent herbicides were applied to prevent and eliminate turf weeds. Preventative Insecticide was applied to prevent turf damaging insects.

# **Tab 7**



# PRESTIGE LANDSCAPES OF NORTH FLORIDA, INC.

*April 2024 Maintenance Report*

*Shearwater Phase 3*

PRESTIGE LANDSCAPES OF NORTH FLORIDA  
CHRIS KENNY - OWNER  
904-315-8041  
ST. JOHNS, FLORIDA 32260  
[chris@pliflorida.com](mailto:chris@pliflorida.com)



Chris Kenny—Owner  
904-315-8041  
P.O. Box 600061  
St. Johns, Florida 32260  
[chris@pliflorida.com](mailto:chris@pliflorida.com)

April, 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, edging, string trimming, hedge pruning, plant bed weed control, blowing. Currently as of 5/6/24, mother nature is already giving us low humidity, breezy, hot conditions. This has created drought stressed turf conditions. Our mow crews will not mow through the stressed turf to ensure we do not cause further damage during this time. This said, by no means is the turf in danger of full decline. Once we start to receive afternoon showers the turf will bounce back.

**Irrigation**

Our irrigation team completed the monthly inspection, which included nozzle cleaning and head/nozzle adjustments as needed throughout the property. The ph3 irrigation system is now running 7x per week on turf and 2x per week on plant bed areas. This month there were only a few minor repairs done to the system. \*\*Due to the drought conditions we are running 7x per week. Irrigation team is also running water throughout the day in select "hot spot" areas in ph3. Once the afternoon showers arrive we will back down the run days.\*\*

**Agronomics**

Ph3 is scheduled for another granular fertilization in May. We will watch the turf conditions due to the heat before applying fertilization. If the conditions are still too dry we will hold on the application until conditions are normal. Turf weeks are minimal at this time.

The turf stance within ph3 is coming along great after the Sulphur application this year. Prior to our next fertilization we will pull soil samples to see the results and make a decision on another Sulphur application. Depending on the results we may be able to add additional granular fertilization applications through the season.

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

Sincerely,  
Chris Kenny  
Owner/President  
[chris@pliflorida.com](mailto:chris@pliflorida.com)  
904.315.8041



W. O. # \_\_\_\_\_

Name Martha Ct. Common Area

Address \_\_\_\_\_

Date 4/4/2024 pg 1 of 1

**Irrigation Inspection Report**

START TIME(S)	7pm	A
START TIME(S)		B
START TIME(S)		C

Water Source	<u>Reclaim</u>
Clock Type	<u>Rain Bird ESP-ME3</u>
Rain/Freeze Switch	<u>No</u>

Program	Run Days						
A	S	M	T	W	TH	F	S
B	S	M	T	W	TH	F	S
C	S	M	T	W	TH	F	S

ZONE #	#1 - 14						
TYPE (S,R,B,D)	S, R						
RUN TIME	14hr						
PROGRAM	A						

ADJUSTMENTS	Yes						
PARTIL CLOGS							
STRAIGHTENED	Yes						

BROKEN PIPE							
BROKEN HEADS							
BROKEN NOZZLES	2 - 6" rotor heads						
SEVERLY CLOGGED NOZZLE							
CHANGE TO 6"							
CHENGE TO 12"							
CHANGE POP UP TO RISER							
RAISE HEADS (COVERAGE)							
MISSING HEADS							
NON TURNING HEADS							
VALVE FAILUER							
ZONE GOOD	X						

Comments : System is properly functioning with no major issues.

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W. O. # \_\_\_\_\_

Name Timberwolf Clock ph3-A

Address SWP Turf

Date 4/5/2024 pg 1 of 4

**Irrigation Inspection Report**

START TIME(S)	8pm	A
START TIME(S)		B
START TIME(S)		C

Water Source Reclaim

Clock Type Hunter ACC2

Rain/Freeze Switch Yes

Program

Run Days

A	S	M	T	W	TH	F	S
B	S	M	T	W	TH	F	S
C	S	M	T	W	TH	F	S

ZONE #	3,5,6,8,9,10,11,13,14,15,16,17,19,20,21,23,27,30,33,34,36,37,40						
TYPE (S,R,B,D)	R						
RUN TIME	9 hr						
PROGRAM	A						

ADJUSTMENTS	X						
PARTIL CLOGS	X						
STRAIGHTENED	X						

BROKEN PIPE							
BROKEN HEADS							
BROKEN NOZZLES							
SEVERLY CLOGGED NOZZLE							
CHANGE TO 6"							
CHENGE TO 12"							
CHANGE POP UP TO RISER							
RAISE HEADS (COVERAGE)							
MISSING HEADS							
NON TURNING HEADS							
VALVE FAILUER							
ZONE GOOD	X						

Comments : System running good, no major issues as of now

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\_\_\_\_\_



W. O. # \_\_\_\_\_

Name Timberwolf Clock ph3-A

Address Timberwolf Turf

Date 4/4/2024 pg 2 of 4

**Irrigation Inspection Report**

START TIME(S)	
START TIME(S)	8pm
START TIME(S)	

A  
B  
C

Water Source Reclaim

Clock Type Hunter ACC2

Rain/Freeze Switch Yes

Program

Run Days

A	S	M	T	W	TH	F	S
B	S	M	T	W	TH	F	S
C	S	M	T	W	TH	F	S

ZONE #	41,44,46,448,50,53,54,56,57,58,59,60,62,63,64,71,73,74,76,77,78,79						
TYPE (S,R,B,D)	R						
RUN TIME	10.3 hr						
PROGRAM	B						

ADJUSTMENTS	X						
PARTIL CLOGS	X						
STRAIGHTENED	X						

BROKEN PIPE							
BROKEN HEADS							
BROKEN NOZZLES							
SEVERLY CLOGGED NOZZLE							
CHANGE TO 6"							
CHENGE TO 12"							
CHANGE POP UP TO RISER							
RAISE HEADS (COVERAGE)							
MISSING HEADS							
NON TURNING HEADS							
VALVE FAILUER							
ZONE GOOD	X						

Comments : System running good, no major issues as of now

\_\_\_\_\_

\_\_\_\_\_



**Irrigation Inspection Report**

W. O. # \_\_\_\_\_

Name Timberwolf Clock ph3-A

Address SWP Shrubs/Trees

Date 3/4/2024 pg 3 of 4

START TIME(S)		A
START TIME(S)		B
START TIME(S)	11pm	C

Water Source	<u>Reclaim</u>
Clock Type	<u>Hunter ACC2</u>
Rain/Freeze Switch	<u>Yes</u>

Program	Run Days						
A	S	M	T	W	TH	F	S
B	S	M	T	W	TH	F	S
C	S	M	T	W	TH	F	S

ZONE #	1,2,4,7,11,12,18,22,24,25,26,28,29,31,32,35,38,39						
TYPE (S,R,B,D)	S						
RUN TIME	6 hr						
PROGRAM	C						

ADJUSTMENTS	X						
PARTIL CLOGS	X						
STRAIGHTENED							

BROKEN PIPE							
BROKEN HEADS							
BROKEN NOZZLES							
SEVERLY CLOGGED NOZZLE							
CHANGE TO 6"							
CHENGE TO 12"							
CHANGE POP UP TO RISER							
RAISE HEADS (COVERAGE)							
MISSING HEADS							
NON TURNING HEADS							
VALVE FAILUER							
ZONE GOOD	X						

Comments : \_\_\_\_\_



W. O. # \_\_\_\_\_

Name Timberwolf Clock ph3-A

Address Timberwolf Shrubs/Trees

Date 4/4/2024 pg 4 of 4

**Irrigation Inspection Report**

START TIME(S)	
START TIME(S)	
START TIME(S)	
START TIME(S)	12am

A  
B  
C  
D

Water Source Reclaim  
 Clock Type Hunter ACC2  
 Rain/Freeze Switch Yes

Program

Run Days

A	S	M	T	W	TH	F	S
B	S	M	T	W	TH	F	S
C	S	M	T	W	TH	F	S
D	S	M	T	W	TH	F	S

ZONE #	43,45,47,49,52,56,61,65,66,68,69,70,72,75,80						
TYPE (S,R,B,D)	S						
RUN TIME	5.45 hr						
PROGRAM	D						

ADJUSTMENTS	X						
PARTIL CLOGS	X						
STRAIGHTENED							

BROKEN PIPE							
BROKEN HEADS							
BROKEN NOZZLES							
SEVERLY CLOGGED NOZZLE							
CHANGE TO 6"							
CHENGE TO 12"							
CHANGE POP UP TO RISER							
RAISE HEADS (COVERAGE)							
MISSING HEADS							
NON TURNING HEADS							
VALVE FAILUER							
ZONE GOOD	X						

Comments : System running good, no major issues as of now

\_\_\_\_\_

\_\_\_\_\_



W. O. # \_\_\_\_\_

Name Shearwater Parkway Clock ph3B-A

Address SWP\_Cal Turf

Date 4/4/2024 pg 1 of 4

**Irrigation Inspection Report**

START TIME(S)	5pm	A
START TIME(S)		B
START TIME(S)		C

Water Source Reclaim  
 Clock Type Hunter ACC2  
 Rain/Freeze Switch Yes

Program	Run Days						
A	S	M	T	W	TH	F	S
B	S	M	T	W	TH	F	S
C	S	M	T	W	TH	F	S

ZONE #	3,5,7,10,12,15,16,17,18,20,21,22,25,30,31,32						
TYPE (S,R,B,D)	R						
RUN TIME	11 hr						
PROGRAM	A						

ADJUSTMENTS	X						
PARTIL CLOGS	X						
STRAIGHTENED	X						

BROKEN PIPE							
BROKEN HEADS							
BROKEN NOZZLES							
SEVERLY CLOGGED NOZZLE							
CHANGE TO 6"							
CHENGE TO 12"							
CHANGE POP UP TO RISER							
RAISE HEADS (COVERAGE)							
MISSING HEADS							
NON TURNING HEADS							
VALVE FAILUER							
ZONE GOOD	X						

Comments : System running good, no major issues as of now

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\_\_\_\_\_



W. O. # \_\_\_\_\_

Name Shearwater Parkway Clock ph3B-A

Address Shrubs\_Trees

Date 4/4/2024 pg 2 of 4

**Irrigation Inspection Report**

START TIME(S)	
START TIME(S)	8pm
START TIME(S)	

A

B

C

Water Source Reclaim

Clock Type Hunter ACC2

Rain/Freeze Switch Yes

Program

Run Days

A	S	M	T	W	TH	F	S
B	S	M	T	W	TH	F	S
C	S	M	T	W	TH	F	S

ZONE #	1,4,6,8,9,11,14,19,23,24,26,28,29,32,35						
TYPE (S,R,B,D)	S						
RUN TIME	7.7 hr						
PROGRAM	B						

ADJUSTMENTS	X						
PARTIL CLOGS							
STRAIGHTENED							

BROKEN PIPE							
BROKEN HEADS							
BROKEN NOZZLES							
SEVERLY CLOGGED NOZZLE							
CHANGE TO 6"							
CHENGE TO 12"							
CHANGE POP UP TO RISER							
RAISE HEADS (COVERAGE)							
MISSING HEADS							
NON TURNING HEADS							
VALVE FAILUER							
ZONE GOOD	X						

Comments : System running good, no major issues as of now

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W. O. # \_\_\_\_\_

Name Shearwater Parkway Clock ph3B-A

Address Seaforth Turf

Date 4/4/2024 pg 3 of 4

**Irrigation Inspection Report**

START TIME(S)	
START TIME(S)	
START TIME(S)	430am

A  
B  
C

Water Source Reclaim

Clock Type Hunter ACC2

Rain/Freeze Switch Yes

Program	Run Days						
A	S	M	T	W	TH	F	S
B	S	M	T	W	TH	F	S
C	S	M	T	W	TH	F	S

ZONE #	37,38,39,40,41,42,43						
TYPE (S,R,B,D)	R						
RUN TIME	2.15hr						
PROGRAM	C						

ADJUSTMENTS	X						
PARTIL CLOGS	X						
STRAIGHTENED	X						

BROKEN PIPE							
BROKEN HEADS							
BROKEN NOZZLES							
SEVERLY CLOGGED NOZZLE							
CHANGE TO 6"							
CHENGE TO 12"							
CHANGE POP UP TO RISER							
RAISE HEADS (COVERAGE)							
MISSING HEADS							
NON TURNING HEADS							
VALVE FAILUER							
ZONE GOOD	X						

Comments : System running good, no major issues as of now

\_\_\_\_\_

\_\_\_\_\_



W. O. # \_\_\_\_\_

Name Shearwater Parkway Clock ph3B-A

Address Carh Path

Date 4/4/2024 pg 4 of 4

**Irrigation Inspection Report**

START TIME(S)		A	Water Source	<u>Reclaim</u>
START TIME(S)		B	Clock Type	<u>Hunter ACC2</u>
START TIME(S)		C	Rain/Freeze Switch	<u>Yes</u>
START TIME(S)	<u>3am</u>	<b>D</b>		

Program	Run Days						
A	S	M	T	W	TH	F	S
B	S	M	T	W	TH	F	S
C	S	M	T	W	TH	F	S
<b>D</b>	<b>S</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>TH</b>	<b>F</b>	<b>S</b>

ZONE #	<u>44,45,46,47,48,49,50,51,52,53</u>						
TYPE (S,R,B,D)	<u>S</u>						
RUN TIME	<u>2.2 hr</u>						
PROGRAM	<u>D</u>						

ADJUSTMENTS	<u>X</u>						
PARTIL CLOGS	<u>X</u>						
STRAIGHTENED							

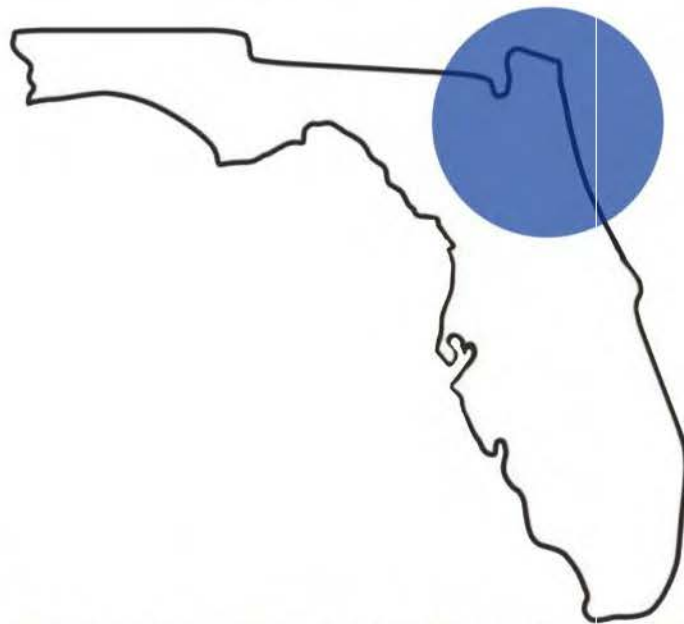
BROKEN PIPE							
BROKEN HEADS							
BROKEN NOZZLES							
SEVERLY CLOGGED NOZZLE							
CHANGE TO 6"							
CHENGE TO 12"							
CHANGE POP UP TO RISER							
RAISE HEADS (COVERAGE)							
MISSING HEADS							
NON TURNING HEADS							
VALVE FAILUER							
ZONE GOOD	<u>X</u>						

Comments : System running good, no major issues as of now

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**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 8**



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6869 Phillips Pkwy. Dr. South Jacksonville Fl. 32256

Fax: 904-807-9158

Phone: 904-997-0044

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## Service Report

**Date:** April 12, 2024

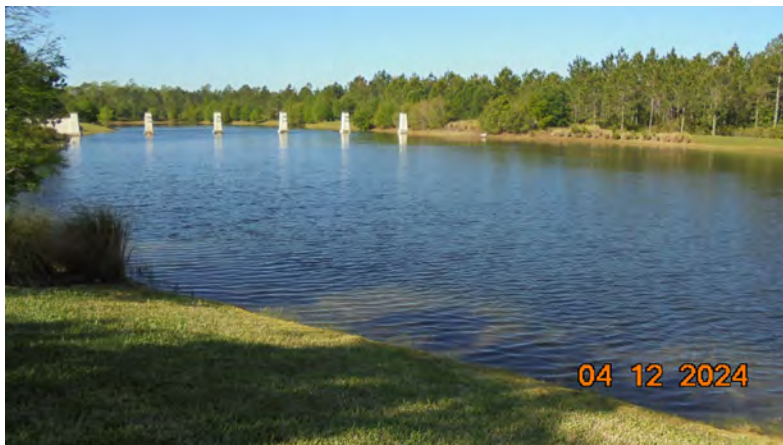
**Biologists:** Jim Charles,  
Justin Powers

**Client:** Trout Creek CDD

**Waterways:** 37 ponds

**Note:** We will be out again this month to treat ponds as needed.

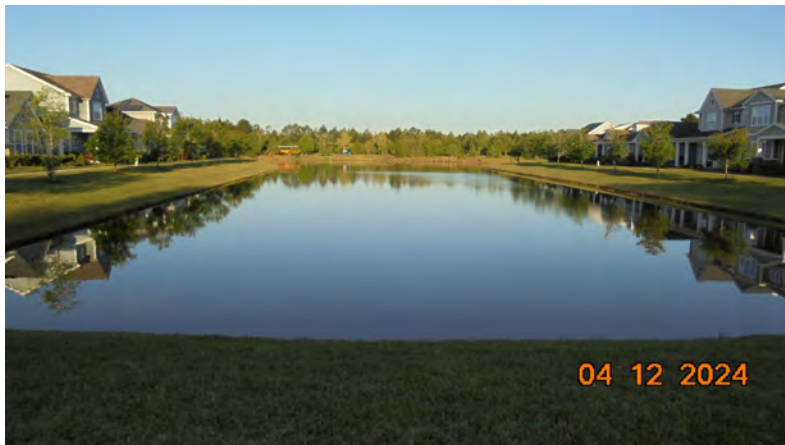
**Entry Pond:** Pond was in good condition. The water level is normal.



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



**Pond 1a:** This pond was 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. Perimeter treatment last month for torpedo grass and pennywort had good results.



**Pond 2b:** This pond was in good condition. The pond level is normal. Perimeter treatment for torpedo grass, water lilies and alligator weed was effective.



**Pond 3a:** This pond was in improved condition. The water level is normal. Treatment of perimeter for bacopa and water lilies had good results.



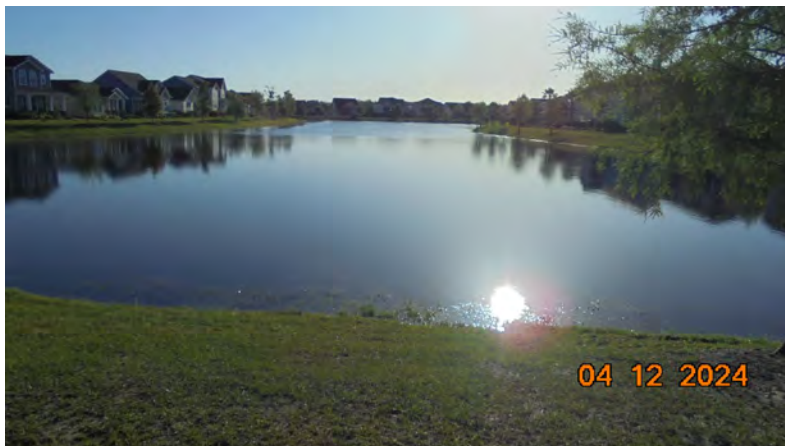
**Pond 6:** This pond was in good condition. The water level is normal.



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



**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 good condition. The water level is normal.



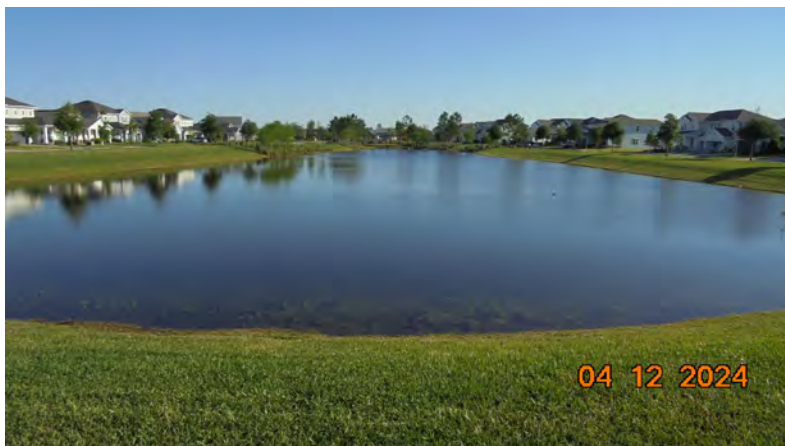
**Pond 9b:** Pond was in good condition. The water level is normal.



**Pond 9c:** Pond was in much improved condition. The water level was normal. Perimeter treatment last month had good results.



**Pond 10a:** Pond was in good condition. The water level is good. Perimeter treatment last month was effective.



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



**Pond 10d:** Pond was in good condition this month. The water level is normal. Treatment for algae last month had very good results.



**Pond 11a:** Pond was in much improved condition. The water level is good. Last month's algae treatment had very good results.



**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 good condition. The water level is normal.



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



**Pond 14b:** Pond was in good condition. The water level is normal. Algae treatment last month was effective.



**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. Erosion issues persist on this pond.



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



**Pond 22B:** Pond was in good condition. The water level is high.



**Pond 23A:** Pond is in good condition. The water level is good. Perimeter treatment last month had good results.



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



**Pond 24a:** Pond was in improved condition. Pond level is good.



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



**Pond 24c:** Pond was in improved condition. The water level is good. Treatment of perimeter for cattails and torpedo grass was effective.



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



**Pond 33:** Pond was in fair to good condition. The water level is normal.



**Pond 34:** Pond was in good condition. The water level is good. Treatment for algae last month had very good results.



Jim Charles

## Service Report

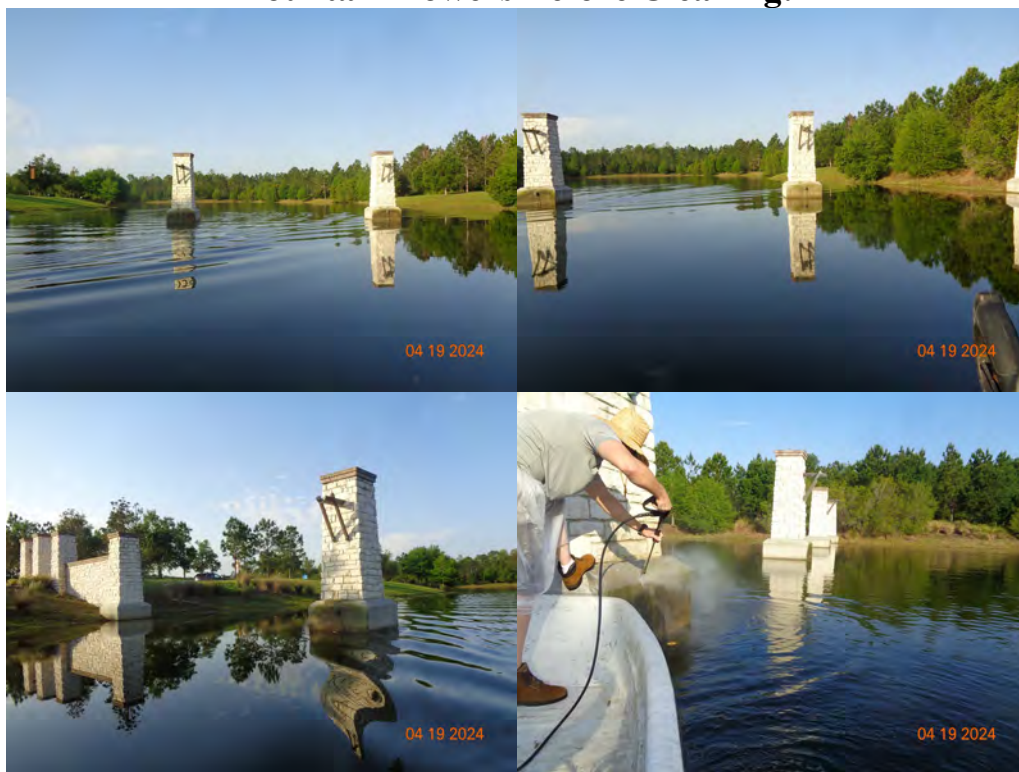
**Date:** April 19, 2024

**Techs:** Justin Powers/ Richard Powers

**Client:** Trout Creek CDD

The Fountain Towers in Pond 1 were cleaned. Applied bleach as requested by Shearwater maintenance manager, We lightly pressure washed the Towers.

### **Fountain Towers Before Cleaning:**



**Fountain Towers After Cleaning:**



## **Tab 9**

**Trout Creek CDD**  
**GM Operations Report for May 15, 2024**  
**(April 8<sup>th</sup> – May 5<sup>th</sup>)**

**Discussion Items:**

- **Parking at the Kayak Club**
- **Irrigation Audit Update**

**Administration:**

- Property tour (phase 1) with The Greenery
- Conducted six Interviews for RSC (3 FT/1PT)
- Monthly managers' meeting at FSR corporate office.

**Kayak Hub:**

- April 24 TCCDD Sales Summary ([attached](#))
- April TCCDD Sales by Item ([attached](#))
- April Café Sales ([attached](#))

**Lifestyle Highlights:**

- April lifestyle P&L ([attached](#))

**Sponsorships and Partnerships Total: \$1176.31**

- Coffee and Conversation Sponsor: secured \$150 from Extract Juicery, a local restaurant.
- 3 paid Lifestyle Newsletter advertisements secured, totaling \$150
  - David Palmeri Half Page \$50
  - Charles Lamb business Card \$25
  - Extract Juicery Restaurant Week \$75
- Partnered with Paolo Borges, resident, and owner of Planet Pizza Food Truck to bring his truck to the community on Sunday afternoons from 11 am to 2 pm. \$139.11
- Little Pizza Truck of Saint Augustine \$489.60
- Sunset Slush \$247.60

**Fitness Instruction Revenue: Total: \$133**

- Total Body Tone \$10
- Zumba \$73
- Personal Training \$20.0
- Tai Chi Workshop \$30.00

**Wellness Initiative**

- Partnered with Prime Sports to bring Developmental Soccer to the Shearwater Community in May and June.

### **Unique Lifestyle Events Total Revenue: \$303**

- Partnered with resident and business owner, Ashlyn Johnston to bring a monthly Farmers Market to the Shearwater Community on the first Sunday of each month. \$48
- Partnered with Rebecca Fixel owner of First Coast Vendor Market to bring the Spring Vendor Village to the Shearwater Community on Saturday, April 20<sup>th</sup>. \$255

### **TOTAL EVENT INCOME-\$1612.31**

#### **Projects In Progress:**

- Researching Fitness Instructors for Yoga, Belly Dancing and other unique programs and resident interest in adding additional fitness classes to the fitness schedule.

#### **Lifestyle Events and Attendance:**

##### **May Lifestyle Events:**

- One Day University – 61
- Coffee and Conversation with Extract Juicery Lets Talk About Something Juicy (Fruit and Vegetable Theme) - 50
- Tai Chi Workshop - 2
- Memorial Day Remembrance Planning Meeting - 1
- Lionheart Kids Club Pizza and Pictionary - 13
- Community Cleanup - 14
- Mangia Monday and Earth Day at the Outpost - 75

##### **May Lifestyle Events:**

- Markets on the Move Farmer's Market
- One Day University
- Coffee and Conversation
- Mother's Day Gift Making for Tweens
- Pizza with a Purpose (Operation Gratitude Letter Writing)
- Prince Pele's Polynesian Revue
- Memorial Day Remembrance and Hello Summer Pool Event

##### **Maintenance:**

- Daily maintenance task in addition to the following:
- Rake and roll tennis courts 5 times a week and sweep in between.
- Adjust tennis court sprinklers multiple times a week to ensure adequate coverage on the courts.
- Replaced nozzles on court irrigation.
- Added 12 bags of clay to ensure courts are maintained to standards.
- Repaired gate at tennis court entrance. And rerun wiring to exit button.

- Repaired a bench at falls park.
- Repaired multiple broken rain chains several times.
- Cleaned trash from pond banks 1 to 3 times a month per pond.
- Repaired the main gate at the pool 3 times this month.
- Refilled 3 fire extinguishers due to unreported use this month.
- Started repairing the broken landscape up lights around property.
- Started working on office conversion at the Nest.

### Vandalism/Mischief Issues:

- Repaired damaged picnic table at Falls Park due to vandalism.
- 3 Fire Extinguishers discharged without cause (\$125 total)
- Irrigation line that services the community garden and dog park. Three kids in a golf cart threw a cement block at the pipe creating pressure on the 90-degree elbow (3 feet below surface) to break. I haven't received the invoice to date for the cost to repair the damage.



**BELYNDA THARPE**

General Manager-Trout Creek CDD

100 Kayak Way| St. Augustine, FL  
32092

Direct 904.342.3739

Email [belynda.tharpe@fsresidential.com](mailto:belynda.tharpe@fsresidential.com)

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# Apr 1, 2024–Apr 30, 2024

## Square Reports

### Top 5 Categories: Gross Sales

Security Deposit	\$4,290.00
RENTAL FEES	\$3,779.00
Accessories	\$1,890.00
Uncategorized	\$1,253.21
Ice Cream	\$748.00

<b>Trout Creek CDD</b>	<b>\$10,097.21</b>
10 percent CDD Vendor Fee	\$939.21
April Sponsor Coffee and Conversation	\$150.00
Business Card E-Blast (May)	\$25.00
Full for Life March	\$10.00
Half Page Ad- E-Blast (May)	\$50.00
Personal Training March	\$4.00
Restaurant Week Ad- E-Blast (April)	\$75.00
Outpost	\$220.00
Club Room - Weekend	\$2,784.00
Conference Room	\$60.00
Pavilion	\$605.00
Alcohol Security Deposit	\$1,010.00
Security Deposit	\$3,280.00
Half Page E-Blast	\$150.00
Coffee and Conversation Sponsor	\$150.00
<b>The HUB Cafe</b>	<b>\$3,060.50</b>
Gate clicker	\$50.00
Key Fob	\$1,620.00

Airheads	\$10.00
Butterfinger	\$1.75
Hersheys Milk Chocolate	\$28.00
Kit Kat	\$22.75
Milky Way	\$10.50
Skittles	\$31.50
Snickers	\$17.50
Sour Punch	\$35.00
Sour Skittles	\$10.50
Starburst	\$14.00
Chips	\$90.00
Coke	\$34.50
Diet Coke	\$24.00
Fiji Water	\$44.00
Lavit Flavored Teas	\$4.50
Powerade	\$36.00
Pure Leaf Sweet Tea	\$16.00
Sprite	\$28.50
Vitamin Water	\$16.00
Water Zephyrhills	\$40.00
Americano Coffee	\$7.50
Cappuccino	\$10.50
Espresso	\$3.00
Hot Chocolate	\$1.50
Hot Tea	\$1.50

Latte	\$8.00
Mocha	\$4.00
Mini melts	\$748.00
Personal Pizza	\$44.00
Chips Deluxe Minis	\$5.00
Famous Amos	\$3.00
Hot Pockets	\$2.00
Nacho cheese	\$1.25
Pillsbury Mini	\$3.00
Pretzel	\$32.00
Tostitos Chunky Salsa	\$1.25

# Apr-24

## EXPENSES

TOTAL EXPENSES	Estimated	Actual
	\$0.00	\$527.07

Coffee & Conversation	4/10/2024	Actual
Breakfast items		\$148.89
Décor		\$40.92
Total	\$0.00	\$189.81

Memorial Day Planning	4/18/2024	Actual
Food		\$101.98
Total	\$0.00	\$101.98

Pictionary & Pizza	4/19/2024	Actual
Pizza		\$81.99
Drinks & Snacks		\$63.85
Board Games		\$29.61
Supplies		\$39.91
Total	\$0.00	\$215.36

Community Clean- Up	Apr-24	Actual
Water & Snacks		\$19.92
Total	\$0.00	\$19.92

Column1	Estimated	Actual
Total	\$0.00	\$0.00

Column1	Estimated	Actual
Total	\$0.00	\$0.00

Column1	Estimated	Actual
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Total	\$0.00	\$0.00

## **Tab 10**

April 17, 2024

Trout Creek Community Development District  
Attn: Melissa Dobbins, Dist. Manager  
3434 Colwell Avenue, Ste. 200  
Tampa, FL 33614

Dear Ms. Dobbins:

In response to your request regarding Section 190.006(3)(a)(2)(d), Florida Statutes, the following information is applicable for:

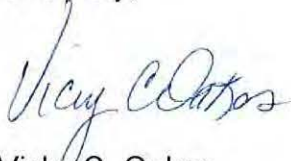
Trout Creek CDD

3168 registered voters in St. Johns County

This number is based on the streets within the legal description on file with this office as of April 15, 2024.

Please contact us if we may be of further assistance.

Sincerely,



Vicky C. Oakes  
Supervisor of Elections

VO/db

# **Tab 11**



# GOLD Agreement

Agreement: # 95613  
Date: 09/18/2023  
1409951101 Shearwater at Trout Creek

7520 Standish Pl  
Suite 250  
Rockville, MD 20855

## Scope of PM Services

Inspect and maintain all strength equipment for proper usage with the following services, but not limited to:

**Cardiovascular Equipment: (i.e. treadmills, ellipticals, bikes, steppers, etc.).**

- Test all cardiovascular equipment for proper operation and safety.
- Vacuuming/ Cleaning inside & underneath machines to prevent build up of dust from hurting the machines electronics .
- Adjust walking belts and drive belts for proper tension.
- Lubricate elevation motors, chains, and drive belts.
- Wax the decks/belts on all treadmills per manufacturer recommendation.
- Check all wire & electrical components for secure connections.
- Tighten and inspect all bolts and hardware.
- Check resistance levels for proper settings on internal programs.
- Inspect motor brushes, front and rear rollers for any abnormal noises that may cause future problems.

**Weight/Strength Equipment:**

- Check all cables for wear, fraying, and proper tension.
- Lubricate the guide rods.
- Clean upholstery padding.
- Inspect Welds and Pulley wheel alignment.
- Make sure all bolts and hardware are tightened.

### Rates and Frequency

Each PM visit will be billed upon completion for the price of \$280.00. The total number of visits per this agreement will be and the agreement will commence on . There will be NO additional charges for equipment covered under a parts and labor warranty.

As a contracted client, a reduced first hour and labor rate will be billed for additional inspections or situations that require further labor over and above the PM service and on equipment not under warranty. If any equipment should need repair/ service between inspections, the reduced first hour charge of \$125.00. The \$125.00 includes the first hour of labor and the travel trip charge. The first hour visit fee will be billed with any additional hours billed on 15min increments at \$65.00 per hour.

**Terms and Conditions:** By signing this agreement you acknowledge that you have read and agree to the terms, and conditions, set forth by Heartline Fitness. Terms and Conditions can be found at the bottom of our website in the quick links section. [www.heartlinefitness.com](http://www.heartlinefitness.com)

### Environmental Liability and Limitation

Heartline Fitness shall not be liable for any claim or damage, in any way related to environmental hazards, toxins, and contaminants, which shall include, but is not limited to and without limitation, viral, bacterial or other infections and contagions. Client/Customer hereby knowingly releases and waives Heartline Fitness and its affiliates from any and all such claims and/or damages.

Customer Signature \_\_\_\_\_

Date: \_\_\_\_\_

Heartline Signature \_\_\_\_\_

Date: \_\_\_\_\_

**Bill To**

Shearwater at Trout Creek  
 100 Kayak Way  
 Saint Augustine FL 32092  
 United States

**Ship To**

Shearwater at Trout Creek  
 100 Kayak Way  
 Saint Augustine FL 32092  
 United States

**Contact Info**

Belynda Tharpe  
 (904) 342-3732  
[Belynda.Tharpe@FSResidential.com](mailto:Belynda.Tharpe@FSResidential.com)

**Treadmills:****Ellipticals:****Bikes:****Steppers:****Strength:****Other:****Sales Rep**

451 KELLY SPIVEY

**Quote Expiration**

10/18/2023

**Agreement Term**

12 Months

**Frequency Per Year****Quantity****Item****Description****Rate****Amount**

12

299CL

- Contract rate per visit (rate invoiced per completion of service visit)  
 - NO UPFRONT PAYMENT NECESSARY  
 - Includes complimentary disinfect and protect service!

\$280.00

\$3,360.00

**Subtotal**

\$3,360.00

**Shipping**

\$0.00

**Tax (0%)**

\$0.00

**Total**

\$3,360.00

Please note any special conditions: (billing PO/WO, access to facility, call ahead, other)

-

## **Tab 12**



Rizzetta & Company

# Trout Creek Community Development District

[www.troutcreekcdd.org](http://www.troutcreekcdd.org)

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## Proposed Budget for Fiscal Year 2024/2025

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**Proposed Budget**  
**Trout Creek Community Development District**  
**General Fund**  
**Fiscal Year 2024/2025**

	Chart of Accounts Classification	Actual YTD through 03/30/24	Projected Annual Totals 2023/2024	Annual Budget for 2023/2024	Projected Budget variance for 2023/2024	Budget for 2024/2025	Budget Increase (Decrease) vs 2023/2024	Comments
1	<b>REVENUES</b>							
2								
3	Special Assessments							
4	Tax Roll*	\$ 2,436,112	\$ 2,473,954	\$ 2,473,954	\$ -	\$ 2,965,504	\$ 491,550	Tax Roll & Off Roll will be certified at Public Hearing
5	Off Roll*	\$ 187,946	\$ 258,771	\$ 258,771	\$ -	\$ 734,858	\$ 476,087	
6	Contributions & Donations from Private Sources							
7	HOA Capital Transfer	\$ -	\$ 131,900	\$ 155,050	\$ (23,150)	\$ -	\$ (155,050)	\$100K Estimate
8	Other Miscellaneous Revenues							
9	Activity Fees	\$ 3,205	\$ 6,410	\$ 45,000	\$ (38,590)	\$ 30,000	\$ (15,000)	
10	Café Revenue	\$ 3,625	\$ 7,250	\$ 24,970	\$ (17,720)	\$ 24,970	\$ -	
11	Tennis Revenue Share Agreement	\$ -	\$ -	\$ -	\$ -	\$ 24,000	\$ 24,000	New Line - Off Set by Expenditure Line 98
12	Facilities Rentals	\$ 17,793	\$ 35,586	\$ 2,500	\$ 33,086	\$ 35,000	\$ 32,500	
13	Special Events	\$ 7,038	\$ 14,076	\$ -	\$ 14,076	\$ 20,000	\$ 20,000	
14	Insurance Proceeds	\$ 4,155	\$ 4,155	\$ -	\$ 4,155	\$ -	\$ -	
15								
16	<b>TOTAL REVENUES</b>	<b>\$ 2,659,874</b>	<b>\$ 2,932,102</b>	<b>\$ 2,960,245</b>	<b>\$ (28,143)</b>	<b>\$ 3,834,332</b>	<b>\$ 874,087</b>	
17								
18	Balance Forward from Prior Year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
19								
20	<b>TOTAL REVENUES AND BALANCE FORWARD</b>	<b>\$ 2,659,874</b>	<b>\$ 2,932,102</b>	<b>\$ 2,960,245</b>	<b>\$ (28,143)</b>	<b>\$ 3,834,332</b>	<b>\$ 874,087</b>	
21								
22	<i>*Allocation of assessments between the Tax Roll and Off Roll are estimates only and subject to change prior to certification.</i>							
23								
24	<b>EXPENDITURES - ADMINISTRATIVE</b>							
25								
26	Legislative							
27	Supervisor Fees	\$ 4,400	\$ 8,800	\$ 12,000	\$ 3,200	\$ 12,000	\$ -	Based on 12 Meetings
28	Financial & Administrative							
29	Administrative Services	\$ 2,675	\$ 5,351	\$ 5,351	\$ -	\$ 5,512	\$ 161	COL - 3%
30	District Management	\$ 10,739	\$ 21,477	\$ 21,477	\$ -	\$ 22,122	\$ 645	COL - 3%
31	District Engineer	\$ 4,186	\$ 8,372	\$ 20,000	\$ 11,628	\$ 50,000	\$ 30,000	Funds for Additional Studies
32	Disclosure Report	\$ 8,000	\$ 8,000	\$ 8,000	\$ -	\$ 8,000	\$ -	Reflects 4 Bonds
33	Trustees Fees	\$ 14,167	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	\$ -	
34	Assessment Roll	\$ 5,792	\$ 5,792	\$ 5,792	\$ -	\$ 5,966	\$ 174	COL - 3%
35	Financial & Revenue Collections	\$ 2,758	\$ 5,516	\$ 5,516	\$ -	\$ 5,682	\$ 166	COL - 3%
36	Accounting Services	\$ 10,739	\$ 21,477	\$ 21,477	\$ -	\$ 22,122	\$ 645	COL - 3%
37	Auditing Services	\$ -	\$ 4,100	\$ 4,100	\$ -	\$ 4,100	\$ -	
38	Arbitrage Rebate Calculation	\$ -	\$ 1,800	\$ 1,800	\$ -	\$ 1,800	\$ -	Reflects 4 Bonds
39	Public Officials Liability Insurance	\$ 2,200	\$ 2,200	\$ 2,550	\$ 350	\$ 2,550	\$ -	
40	Legal Advertising	\$ 782	\$ 2,000	\$ 2,200	\$ 200	\$ 2,200	\$ -	

**Proposed Budget  
Trout Creek Community Development District  
General Fund  
Fiscal Year 2024/2025**

	Chart of Accounts Classification	Actual YTD through 03/30/24	Projected Annual Totals 2023/2024	Annual Budget for 2023/2024	Projected Budget variance for 2023/2024	Budget for 2024/2025	Budget Increase (Decrease) vs 2023/2024	Comments
41	Dues, Licenses & Fees	\$ 175	\$ 175	\$ 175	\$ -	\$ 175	\$ -	
42	Miscellaneous Fees	\$ 484	\$ 968	\$ 1,200	\$ 232	\$ 1,200	\$ -	
43	ADA Website Hosting, Maintenance & Backup	\$ 2,800	\$ 6,400	\$ 6,400	\$ -	\$ 3,700	\$ (2,700)	Per ADA Proposed Amendment
44	Legal Counsel							
45	District Counsel	\$ 30,695	\$ 61,390	\$ 40,000	\$ (21,390)	\$ 40,000	\$ -	Increased Activity - New BOS in Nov
46								
47	<b>Administrative Subtotal</b>	<b>\$ 100,592</b>	<b>\$ 178,818</b>	<b>\$ 173,038</b>	<b>\$ (5,780)</b>	<b>\$ 202,129</b>	<b>\$ 29,091</b>	
48								
49	<b>EXPENDITURES - FIELD OPERATIONS</b>							
50								
51	Law Enforcement							
52	Off -Duty Deputy / Security	\$ 10,113	\$ 20,226	\$ 35,000	\$ 14,774	\$ 35,000	\$ -	Projections Include New Cameras (last yrs comment)
53	Electric Utility Services							
54	Utility Services Meters	\$ 4,831	\$ 9,662	\$ 11,000	\$ 1,338	\$ 11,000	\$ -	
55	Utility - Recreation Facilities	\$ 27,108	\$ 67,000	\$ 70,000	\$ 3,000	\$ 70,000	\$ -	YTD
56	Street Lights	\$ 24,790	\$ 49,580	\$ 50,000	\$ 420	\$ 50,000	\$ -	YTD
57	Gas Utility Services							
58	Utility Services	\$ 211	\$ 422	\$ 2,000	\$ 1,578	\$ 2,000	\$ -	
59	Garbage/Solid Waste Control Services							
60	Garbage - Recreation Facility	\$ 4,647	\$ 9,294	\$ 4,000	\$ (5,294)	\$ 8,500	\$ 4,500	Per Revised Agreement - 2 Pick Ups/monthly
61	Water-Sewer Combination Services							
62	Utility Services - Recreational Facilities	\$ 5,843	\$ 11,686	\$ 18,375	\$ 6,689	\$ 18,375	\$ -	
63	Utility - Reclaimed	\$ 110,628	\$ 350,000	\$ 400,000	\$ 50,000	\$ 550,000	\$ 150,000	Increase New Phase?
64	Stormwater Control							
65	Aquatic Maintenance	\$ 21,800	\$ 42,674	\$ 35,000	\$ (7,674)	\$ 45,000	\$ 10,000	Continue to add ponds? \$42K 39 Ponds & 6 Entry Fountain Cleanings
66	Stormwater Assessment	\$ -	\$ -	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	
67	Stormwater System Maintenance	\$ -	\$ -	\$ 7,888	\$ 7,888	\$ 7,888	\$ -	
68	Other Physical Environment							
69	General Liability & Property Insurance	\$ 52,300	\$ 86,143	\$ 85,000	\$ (1,143)	\$ 95,000	\$ 10,000	Based on Est. - Add More Property? Need to Finance?
70	Entry & Walls Maintenance	\$ 670	\$ 1,500	\$ 4,500	\$ 3,000	\$ 4,500	\$ -	
71	Landscape & Irrigation Maintenance	\$ 210,868	\$ 594,670	\$ 600,000	\$ 5,330	\$ 1,000,000	\$ 400,000	Future Phases Still to Come - Phase 1 Under Bid?
72	Mulch	\$ 35,484	\$ 101,404	\$ 101,404	\$ -	\$ 125,000	\$ 23,596	
73	Irrigation Repairs	\$ 16,440	\$ 32,880	\$ 25,000	\$ (7,880)	\$ 50,000	\$ 25,000	Increase for Necessary Reg. Maintenance

**Proposed Budget  
Trout Creek Community Development District  
General Fund  
Fiscal Year 2024/2025**

	Chart of Accounts Classification	Actual YTD through 03/30/24	Projected Annual Totals 2023/2024	Annual Budget for 2023/2024	Projected Budget variance for 2023/2024	Budget for 2024/2025	Budget Increase (Decrease) vs 2023/2024	Comments
74	Landscape Replacement Plants, Shrubs, Trees	\$ 25,799	\$ 101,344	\$ 40,000	\$ (61,344)	\$ 40,000	\$ -	Projections Include \$75K Remediation
75	Holiday Decorations	\$ 16,495	\$ 16,495	\$ 15,000	\$ (1,495)	\$ 20,000	\$ 5,000	Any additional areas for lights?
76	Miscellaneous Expense	\$ 4,217	\$ 18,597	\$ 20,000	\$ 1,403	\$ 20,000	\$ -	Correction
77	Road & Street Facilities							
78	Amenity Lighting Repairs (Parking Lot & Decorative)	\$ 1,977	\$ 5,000	\$ 4,000	\$ (1,000)	\$ 5,000	\$ 1,000	
79	Parks & Recreation				\$ -			
80	Amenity Management Contract	\$ 10,350	\$ 20,700	\$ 18,900	\$ (1,800)	\$ 21,648	\$ 2,748	Per Agreement & Mobile Reimbursements
81	Lifeguards Contract	\$ 8,882	\$ 140,120	\$ 140,120	\$ -	\$ 147,000	\$ 6,880	Adding LG Hrs?/ Need New Multi-Year Rate Schedule
82	Amenity Staffing Contract	\$ 262,520	\$ 525,040	\$ 687,000	\$ 161,960	\$ 822,380	\$ 135,380	Per Agreement
83	Licenses, Fees & Permits	\$ 7,338	\$ 11,462	\$ 11,462	\$ -	\$ 11,462	\$ -	
84	Fitness Equipment Maintenance/Repairs	\$ 2,441	\$ 4,882	\$ 10,000	\$ 5,118	\$ 10,000	\$ -	New PM? New Lease?
85	Fitness Equipment Lease	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000	New PM? New Lease?
86	Pool Maintenance Contract	\$ 22,063	\$ 44,126	\$ 44,000	\$ (126)	\$ 46,400	\$ 2,400	Per Agreements -Include Vac Pak
87	Amenity Maintenance & Repairs	\$ 32,847	\$ 65,694	\$ 60,508	\$ (5,186)	\$ 65,000	\$ 4,492	Increase? Repairs include HVAC, Pool Equipment and Power washing of Amenity Buildings.
88	Television, Phone, Internet & Tech Support	\$ 5,911	\$ 11,822	\$ 20,000	\$ 8,178	\$ 20,000	\$ -	
89	Amenity Janitorial Services Contract & Window Cleaning	\$ 9,188	\$ 18,376	\$ 20,000	\$ 1,624	\$ 20,000	\$ -	
90	Pool Chemicals	\$ 27,604	\$ 55,208	\$ 51,000	\$ (4,208)	\$ 57,000	\$ 6,000	Est. 3% Increase
91	Pest Control & Termite Bond	\$ 1,383	\$ 2,766	\$ 3,000	\$ 234	\$ 3,000	\$ -	
92	Wildlife Management Services	\$ 889	\$ 1,778	\$ 2,500	\$ 722	\$ 2,500	\$ -	Rodent Agreements
93	Security System Monitoring & Maintenance	\$ 4,328	\$ 8,656	\$ 4,000	\$ (4,656)	\$ 4,000	\$ -	
94	Access Control Maintenance & Repair	\$ 3,499	\$ 6,998	\$ 7,000	\$ 2	\$ 7,000	\$ -	
95	Uniforms	\$ 61	\$ 122	\$ 2,000	\$ 1,878	\$ 2,000	\$ -	
96	General Supplies - Office & Janitorial	\$ 11,006	\$ 22,012	\$ 16,000	\$ (6,012)	\$ 20,000	\$ 4,000	Increase in Supplies - More Staff/Residents
97	Tennis Court Maintenance & Supplies	\$ 3,893	\$ 7,786	\$ 9,000	\$ 1,214	\$ 9,000	\$ -	YTD Average
98	Tennis Center Management	\$ -	\$ -	\$ -	\$ -	\$ 24,000	\$ 24,000	New Line - Off Set by Revenue Line 11
99	Café Materials	\$ 3,603	\$ 7,206	\$ 20,000	\$ 12,794	\$ 20,000	\$ -	Based on Build Out Est.
100	Dog Waste Station Supplies	\$ 605	\$ 1,210	\$ 1,000	\$ (210)	\$ 1,000	\$ -	
101	Community Gardens Maintenance & Supplies	\$ -	\$ 500	\$ 1,000	\$ 500	\$ 1,000	\$ -	
102	Special Events							
103	Special Events	\$ 67,351	\$ 67,351	\$ 66,550	\$ (801)	\$ 66,550	\$ -	Increase?
104	Contingency							





Trout Creek Community Development District

6

Debt Service

Fiscal Year 2024/2025

Chart of Accounts Classification	Series 2015	Series 2018	Series 2020	Series 2022	Budget for 2024/2025
<b>REVENUES</b>					
Special Assessments					
Net Special Assessments <sup>(1)</sup>	\$1,393,638.09	\$820,602.45	\$239,222.39	\$217,410.25	\$2,670,873.18
<b>TOTAL REVENUES</b>	<b>\$1,393,638.09</b>	<b>\$820,602.45</b>	<b>\$239,222.39</b>	<b>\$217,410.25</b>	<b>\$2,670,873.18</b>
<b>EXPENDITURES</b>					
<b>Administrative</b>					
Debt Service Obligation	\$1,393,638.09	\$820,602.45	\$239,222.39	\$217,410.25	\$2,670,873.18
<b>Administrative Subtotal</b>	<b>\$1,393,638.09</b>	<b>\$820,602.45</b>	<b>\$239,222.39</b>	<b>\$217,410.25</b>	<b>\$2,670,873.18</b>
<b>TOTAL EXPENDITURES</b>	<b>\$1,393,638.09</b>	<b>\$820,602.45</b>	<b>\$239,222.39</b>	<b>\$217,410.25</b>	<b>\$2,670,873.18</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

St. Johns County Collection Costs (2%) and Early Payment Discounts (4%):

6.0%

**GROSS ASSESSMENTS**

**\$2,839,135.00**

**Notes:**

Tax Roll Collection Costs for St. Johns County are 6.0% of Tax Roll. Budgeted net of tax roll assessments. See Assessment Table.

<sup>(1)</sup> Maximum Annual Debt Service less Prepaid Assessments received.

**TROUT CREEK COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2024/2025 O&M & DEBT SERVICE ASSESSMENT SCHEDULE**

<b>2024/2025 O&amp;M Budget:</b>		\$4,007,688.00	<b>2023/2024 O&amp;M Budget:</b>	\$3,034,025.00
<b>St. Johns County Collection Costs:</b>	2%	\$85,269.96	<b>2024/2025 O&amp;M Budget:</b>	\$4,007,688.00
<b>Early Payment Discounts:</b>	4%	\$170,539.91		
<b>2024/2025 Total:</b>		<b>\$4,263,497.87</b>	<b>Total Difference:</b>	<b>\$973,663.00</b>

Lot Size	Assessment Breakdown	Per Unit Annual Assessment Comparison		Proposed Increase / Decrease	
		2023/2024	2024/2025	\$	%
<b>PLATTED</b>					
<b>Series 2015 Assessment Area</b>					
<b>Townhome</b>	Series 2015 Debt Service	\$879.50	\$879.50	\$0.00	0.00%
	Operations/Maintenance	\$1,386.33	\$1,491.22	\$104.89	7.57%
	<b>Total</b>	<b>\$2,265.83</b>	<b>\$2,370.72</b>	<b>\$104.89</b>	<b>4.63%</b>
<b>Single Family 40'</b>	Series 2015 Debt Service	\$979.50	\$979.50	\$0.00	0.00%
	Operations/Maintenance	\$1,420.68	\$1,523.32	\$102.64	7.22%
	<b>Total</b>	<b>\$2,400.18</b>	<b>\$2,502.82</b>	<b>\$102.64</b>	<b>4.28%</b>
<b>Single Family 50'</b>	Series 2015 Debt Service	\$1,079.50	\$1,079.50	\$0.00	0.00%
	Operations/Maintenance	\$1,443.57	\$1,544.71	\$101.14	7.01%
	<b>Total</b>	<b>\$2,523.07</b>	<b>\$2,624.21</b>	<b>\$101.14</b>	<b>4.01%</b>
<b>Single Family 60'</b>	Series 2015 Debt Service	\$1,179.50	\$1,179.50	\$0.00	0.00%
	Operations/Maintenance	\$1,466.46	\$1,566.10	\$99.64	6.79%
	<b>Total</b>	<b>\$2,645.96</b>	<b>\$2,745.60</b>	<b>\$99.64</b>	<b>3.77%</b>
<b>Single Family 70'</b>	Series 2015 Debt Service	\$1,279.50	\$1,279.50	\$0.00	0.00%
	Operations/Maintenance	\$1,489.36	\$1,587.50	\$98.14	6.59%
	<b>Total</b>	<b>\$2,768.86</b>	<b>\$2,867.00</b>	<b>\$98.14</b>	<b>3.54%</b>
<b>Single Family 80'</b>	Series 2015 Debt Service	\$1,379.50	\$1,379.50	\$0.00	0.00%
	Operations/Maintenance	\$1,512.25	\$1,608.89	\$96.64	6.39%
	<b>Total</b>	<b>\$2,891.75</b>	<b>\$2,988.39</b>	<b>\$96.64</b>	<b>3.34%</b>
<b>Series 2018 Assessment Area</b>					
<b>Townhome</b>	Series 2018 Debt Service	\$879.50	\$879.50	\$0.00	0.00%
	Operations/Maintenance	\$1,386.33	\$1,491.22	\$104.89	7.57%
	<b>Total</b>	<b>\$2,265.83</b>	<b>\$2,370.72</b>	<b>\$104.89</b>	<b>4.63%</b>
<b>Single Family 40'</b>	Series 2018 Debt Service	\$979.50	\$979.50	\$0.00	0.00%
	Operations/Maintenance	\$1,420.68	\$1,523.32	\$102.64	7.22%
	<b>Total</b>	<b>\$2,400.18</b>	<b>\$2,502.82</b>	<b>\$102.64</b>	<b>4.28%</b>
<b>Single Family 50'</b>	Series 2018 Debt Service	\$1,079.50	\$1,079.50	\$0.00	0.00%
	Operations/Maintenance	\$1,443.57	\$1,544.71	\$101.14	7.01%
	<b>Total</b>	<b>\$2,523.07</b>	<b>\$2,624.21</b>	<b>\$101.14</b>	<b>4.01%</b>
<b>Single Family 60'</b>	Series 2018 Debt Service	\$1,179.50	\$1,179.50	\$0.00	0.00%
	Operations/Maintenance	\$1,466.46	\$1,566.10	\$99.64	6.79%
	<b>Total</b>	<b>\$2,645.96</b>	<b>\$2,745.60</b>	<b>\$99.64</b>	<b>3.77%</b>
<b>Single Family 70'</b>	Series 2018 Debt Service	\$1,279.50	\$1,279.50	\$0.00	0.00%
	Operations/Maintenance	\$1,489.36	\$1,587.50	\$98.14	6.59%
	<b>Total</b>	<b>\$2,768.86</b>	<b>\$2,867.00</b>	<b>\$98.14</b>	<b>3.54%</b>

**TROUT CREEK COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2024/2025 O&M & DEBT SERVICE ASSESSMENT SCHEDULE**

<b>2024/2025 O&amp;M Budget:</b>		\$4,007,688.00	<b>2023/2024 O&amp;M Budget:</b>	\$3,034,025.00
<b>St. Johns County Collection Costs:</b>	2%	\$85,269.96	<b>2024/2025 O&amp;M Budget:</b>	\$4,007,688.00
<b>Early Payment Discounts:</b>	4%	\$170,539.91		
<b>2024/2025 Total:</b>		<b>\$4,263,497.87</b>	<b>Total Difference:</b>	<b>\$973,663.00</b>

Lot Size	Assessment Breakdown	Per Unit Annual Assessment Comparison		Proposed Increase / Decrease	
		2023/2024	2024/2025	\$	%
<b>FUTURE 2024 PLATS</b>					
<b>Series 2018 Assessment Area</b>					
<b>Single Family 40'</b>	Series 2018 Debt Service	\$979.50	\$979.50	\$0.00	0.00%
	Operations/Maintenance <sup>(1)</sup>	\$66.17	\$1,523.32	\$1,457.15	2202.13%
	<b>Total</b>	<b>\$1,045.67</b>	<b>\$2,502.82</b>	<b>\$1,457.15</b>	<b>139.35%</b>
<b>Series 2020 Assessment Area</b>					
<b>Townhome (Direct Bill)</b>	Series 2020 Debt Service	\$879.50	\$879.50	\$0.00	0.00%
	Operations/Maintenance <sup>(1)</sup>	\$66.17	\$1,491.22	\$1,425.05	2153.62%
	<b>Total</b>	<b>\$945.67</b>	<b>\$2,370.72</b>	<b>\$1,425.05</b>	<b>150.69%</b>
<b>Single Family 40' (Direct Bill)</b>	Series 2020 Debt Service	\$979.50	\$979.50	\$0.00	0.00%
	Operations/Maintenance <sup>(1)</sup>	\$66.17	\$1,523.32	\$1,457.15	2202.13%
	<b>Total</b>	<b>\$1,045.67</b>	<b>\$2,502.82</b>	<b>\$1,457.15</b>	<b>139.35%</b>
<b>Series 2022 Assessment Area</b>					
<b>Townhome (Direct Bill)</b>	Series 2022 Debt Service	\$879.50	\$879.50	\$0.00	0.00%
	Operations/Maintenance <sup>(1)</sup>	\$66.17	\$1,491.22	\$1,425.05	2153.62%
	<b>Total</b>	<b>\$945.67</b>	<b>\$2,370.72</b>	<b>\$1,425.05</b>	<b>150.69%</b>
<b>Single Family 50' (Direct Bill)</b>	Series 2022 Debt Service	\$1,079.50	\$1,079.50	\$0.00	0.00%
	Operations/Maintenance <sup>(1)</sup>	\$66.17	\$1,523.32	\$1,457.15	2202.13%
	<b>Total</b>	<b>\$1,145.67</b>	<b>\$2,602.82</b>	<b>\$1,457.15</b>	<b>127.19%</b>

<sup>(1)</sup> Assessed as Platted starting in FY 2024-2025

TOTAL O&M BUDGET		\$4,007,688.00
COLLECTION COSTS @ 2%		\$85,269.96
EARLY PAYMENT DISCOUNT @ 4%		\$170,539.91
<b>TOTAL O&amp;M ASSESSMENT</b>		<b>\$4,263,497.87</b>

UNITS ASSESSED						ALLOCATION OF EQUALIZED COSTS					ALLOCATION OF STRATIFIED COSTS					PER LOT ANNUAL ASSESSMENT					
LOT SIZE	O&M	SERIES				EAU FACTOR	TOTAL EAU's	% TOTAL EAU's	TOTAL BUDGET	EQUALIZED PER LOT	EAU FACTOR	TOTAL EAU's	% TOTAL EAU's	TOTAL BUDGET	STRATIFIED PER LOT	O&M	SERIES				TOTAL (3)
		2015 DEBT SERVICE (1)	2018 DEBT SERVICE (1)	2020 DEBT SERVICE (1)	2022 DEBT SERVICE (1)												2015 DEBT SERVICE (2)	2018 DEBT SERVICE (2)	2020 DEBT SERVICE (2)	2022 DEBT SERVICE (2)	
<b>PLATTED</b>																					
<b>Series 2015 Assessment Area</b>																					
Townhomes	243	242	0	0	0	1.00	243.00	8.73%	\$349,370.34	\$1,437.74	0.50	121.50	4.93%	\$12,996.73	\$53.48	\$1,491.22	\$879.50	\$0.00	\$0.00	\$0.00	\$2,370.72
Single Family 40'	288	282	0	0	0	1.00	288.00	10.35%	\$414,068.56	\$1,437.74	0.80	230.40	9.35%	\$24,645.65	\$85.58	\$1,523.32	\$979.50	\$0.00	\$0.00	\$0.00	\$2,502.82
Single Family 50'	410	396	0	0	0	1.00	410.00	14.74%	\$589,472.60	\$1,437.74	1.00	410.00	16.63%	\$43,857.28	\$106.97	\$1,544.71	\$1,079.50	\$0.00	\$0.00	\$0.00	\$2,624.21
Single Family 60'	231	226	0	0	0	1.00	231.00	8.30%	\$332,117.49	\$1,437.74	1.20	277.20	11.24%	\$29,651.80	\$128.36	\$1,566.10	\$1,179.50	\$0.00	\$0.00	\$0.00	\$2,745.60
Single Family 70'	185	163	0	0	0	1.00	185.00	6.65%	\$265,981.54	\$1,437.74	1.40	259.00	10.51%	\$27,704.97	\$149.76	\$1,587.50	\$1,279.50	\$0.00	\$0.00	\$0.00	\$2,867.00
Single Family 80'	69	65	0	0	0	1.00	69.00	2.48%	\$99,203.92	\$1,437.74	1.60	110.40	4.48%	\$11,809.38	\$171.15	\$1,608.89	\$1,379.50	\$0.00	\$0.00	\$0.00	\$2,988.39
<b>Series 2018 Assessment Area</b>																					
Townhomes	190	0	190	0	0	1.00	190.00	6.83%	\$273,170.23	\$1,437.74	0.50	95.00	3.85%	\$10,162.05	\$53.48	\$1,491.22	\$0.00	\$879.50	\$0.00	\$0.00	\$2,370.72
Single Family 40'	222	0	221	0	0	1.00	222.00	7.98%	\$319,177.85	\$1,437.74	0.80	177.60	7.20%	\$18,997.69	\$85.58	\$1,523.32	\$0.00	\$979.50	\$0.00	\$0.00	\$2,502.82
Single Family 50'	153	0	154	0	0	1.00	153.00	5.50%	\$219,973.92	\$1,437.74	1.00	153.00	6.21%	\$16,366.25	\$106.97	\$1,544.71	\$0.00	\$1,079.50	\$0.00	\$0.00	\$2,624.21
Single Family 60'	170	0	170	0	0	1.00	170.00	6.11%	\$244,415.47	\$1,437.74	1.20	204.00	8.27%	\$21,821.67	\$128.36	\$1,566.10	\$0.00	\$1,179.50	\$0.00	\$0.00	\$2,745.60
Single Family 70'	57	0	57	0	0	1.00	57.00	2.05%	\$81,951.07	\$1,437.74	1.40	79.80	3.24%	\$8,536.12	\$149.76	\$1,587.50	\$0.00	\$1,279.50	\$0.00	\$0.00	\$2,867.00
<b>FUTURE 2024 PLATS (4)</b>																					
<b>Series 2018 Assessment Area</b>																					
Single Family 40'	50	0	50	0	0	1.00	50.00	1.80%	\$71,886.90	\$1,437.74	0.80	40.00	1.62%	\$4,278.76	\$85.58	\$1,523.32	\$0.00	\$979.50	\$0.00	\$0.00	\$2,502.82
<b>Series 2020 Assessment Area</b>																					
Townhomes	288	0	0	288	0	1.00	288.00	10.35%	\$414,068.56	\$1,437.74	0.50	144.00	5.84%	\$15,403.53	\$53.48	\$1,491.22	\$0.00	\$0.00	\$879.50	\$0.00	\$2,370.72
Single Family 40'	1	0	0	1	0	1.00	1.00	0.04%	\$1,437.74	\$1,437.74	0.80	0.80	0.03%	\$85.58	\$85.58	\$1,523.32	\$0.00	\$0.00	\$979.50	\$0.00	\$2,502.82
<b>Series 2022 Assessment Area</b>																					
Townhomes	58	0	0	0	58	1.00	58.00	2.08%	\$83,388.81	\$1,437.74	0.50	29.00	1.18%	\$3,102.10	\$53.48	\$1,491.22	\$0.00	\$0.00	\$0.00	\$879.50	\$2,370.72
Single Family 50'	167	0	0	0	167	1.00	167.00	6.00%	\$240,102.25	\$1,437.74	0.80	133.60	5.42%	\$14,291.06	\$85.58	\$1,523.32	\$0.00	\$0.00	\$0.00	\$1,079.50	\$2,602.82
<b>TOTAL COMMUNITY</b>	<b>2782</b>	<b>1374</b>	<b>842</b>	<b>289</b>	<b>225</b>		<b>2782.00</b>	<b>100%</b>	<b>\$3,999,787.23</b>			<b>2465.30</b>	<b>100%</b>	<b>\$263,710.64</b>							

LESS: St. John's County Collection Costs (2%) and Early Payment Discounts (4%):

(\$239,987.23)

(\$15,822.64)

Net Revenue to be Collected:

\$3,759,800.00

\$247,888.00

(1) Reflects the number of total lots with Series 2015, Series 2018, Series 2020 and Series 2022 debt outstanding, including fifty-two (52) Series 2015 Prepayments.

(2) Annual debt service assessment per lot adopted in connection with the Series 2015, Series 2018, Series 2020, and Series 2022 bond issues. Annual assessment includes principal, interest, St. John's County collection costs and early payment discount costs.

(3) Annual assessment that will appear on November 2024 St. John's County property tax bill. Amount shown includes all applicable collection costs. Property owner is eligible for a discount of up to 4% if paid early.

(4) Lots platted prior to January 1st, 2024 are eligible for collection via the property tax bill. Any lots platted after January 1st, 2024 will be direct billed. The District is anticipating being fully platted by the end of 2024.

## GENERAL FUND BUDGET

### ACCOUNT CATEGORY DESCRIPTION

The General Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all General Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

### REVENUES:

**Interest Earnings:** The District may earn interest on its monies in the various operating accounts.

**Tax Roll:** The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

**Off Roll:** For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

**Developer Contributions:** The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

**Event Rental:** The District may receive monies for event rentals for such things as weddings, birthday parties, etc.

**Miscellaneous Revenues:** The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

**Facilities Rentals:** The District may receive monies for the rental of certain facilities by outside sources, for such items as office space, snack bar/restaurants etc.

### EXPENDITURES – ADMINISTRATIVE:

**Supervisor Fees:** The District may compensate its supervisors within the appropriate statutory limits of \$200.00 maximum per meeting within an annual cap of \$4,800.00 per supervisor.

**Administrative Services:** The District will incur expenditures for the day to today operation of District matters. These services include support for the District Management function, recording and preparation of meeting minutes, records retention and maintenance in accordance with Chapter 119, Florida Statutes, and

the District's adopted Rules of Procedure, preparation and delivery of agenda, overnight deliveries, facsimiles and phone calls.

**District Management:** The District as required by statute, will contract with a firm to provide for management and administration of the District's day to day needs. These service include the conducting of board meetings, workshops, overall administration of District functions, all required state and local filings, preparation of annual budget, purchasing, risk management, preparing various resolutions and all other secretarial duties requested by the District throughout the year is also reflected in this amount.

**District Engineer:** The District's engineer provides general engineering services to the District. Among these services are attendance at and preparation for monthly board meetings, review of construction invoices and all other engineering services requested by the district throughout the year.

**Disclosure Report:** The District is required to file quarterly and annual disclosure reports, as required in the District's Trust Indenture, with the specified repositories. This is contracted out to a third party in compliance with the Trust Indenture.

**Trustee's Fees:** The District will incur annual trustee's fees upon the issuance of bonds for the oversight of the various accounts relating to the bond issues.

**Assessment Roll:** The District will contract with a firm to prepare, maintain and certify the assessment roll(s) and annually levy a non-ad valorem assessment for operating and debt service expenses.

**Financial & Revenue Collections:** Services of the Collection Agent include all functions necessary for the timely billing and collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations. The Collection Agent also maintains and updates the District's lien book(s) annually and provides for the release of liens on property after the full collection of bond debt levied on particular properties.

**Accounting Services:** Services include the preparation and delivery of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity.

**Auditing Services:** The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting firm, once it reaches certain revenue and expenditure levels, or has issued bonds and incurred debt.

**Arbitrage Rebate Calculation:** The District is required to calculate the interest earned from bond proceeds each year pursuant to the Internal Revenue Code of 1986. The Rebate Analyst is required to verify that the District has not received earnings higher than the yield of the bonds.

**Travel:** Each Board Supervisor and the District Staff are entitled to reimbursement for travel expenses per Florida Statutes 190.006(8).

**Public Officials Liability Insurance:** The District will incur expenditures for public officials' liability insurance for the Board and Staff.

**Legal Advertising:** The District will incur expenditures related to legal advertising. The items for which the District will advertise include, but are not limited to meeting schedules, special meeting notices, and public hearings, bidding etc. for the District based on statutory guidelines

**Bank Fees:** The District will incur bank service charges during the year.

**Dues, Licenses & Fees:** The District is required to pay an annual fee to the Department of Economic Opportunity, along with other items which may require licenses or permits, etc.

**Miscellaneous Fees:** The District could incur miscellaneous throughout the year, which may not fit into any standard categories.

**Website Hosting, Maintenance and Email:** The District may incur fees as they relate to the development and ongoing maintenance of its own website along with possible email services if requested.

**District Counsel:** The District's legal counsel provides general legal services to the District. Among these services are attendance at and preparation for monthly board meetings, review of operating and maintenance contracts and all other legal services requested by the district throughout the year.

## **EXPENDITURES - FIELD OPERATIONS:**

**Deputy Services:** The District may wish to contract with the local police agency to provide security for the District.

**Security Services and Patrols:** The District may wish to contract with a private company to provide security for the District.

**Electric Utility Services:** The District will incur electric utility expenditures for general purposes such as irrigation timers, lift station pumps, fountains, etc.

**Street Lights:** The District may have expenditures relating to street lights throughout the community. These may be restricted to main arterial roads or in some cases to all street lights within the District's boundaries.

**Utility - Recreation Facility:** The District may budget separately for its recreation and or amenity electric separately.

**Gas Utility Services:** The District may incur gas utility expenditures related to district operations at its facilities such as pool heat etc.

**Garbage - Recreation Facility:** The District will incur expenditures related to the removal of garbage and solid waste.

**Solid Waste Assessment Fee:** The District may have an assessment levied by another local government for solid waste, etc.

**Water-Sewer Utility Services:** The District will incur water/sewer utility expenditures related to district operations.

**Utility - Reclaimed:** The District may incur expenses related to the use of reclaimed water for irrigation.

**Aquatic Maintenance:** Expenses related to the care and maintenance of the lakes and ponds for the control of nuisance plant and algae species.

**Fountain Service Repairs & Maintenance:** The District may incur expenses related to maintaining the fountains within throughout the Parks & Recreational areas

**Lake/Pond Bank Maintenance:** The District may incur expenditures to maintain lake banks, etc. for the ponds and lakes within the District's boundaries, along with planting of beneficial aquatic plants, stocking of fish, mowing and landscaping of the banks as the District determines necessary.

**Wetland Monitoring & Maintenance:** The District may be required to provide for certain types of monitoring and maintenance activities for various wetlands and waterways by other governmental entities.

**Mitigation Area Monitoring & Maintenance:** The District may be required to provide for certain types of monitoring and maintenance activities for various mitigation areas by other governmental entities.

**Aquatic Plant Replacement:** The expenses related to replacing beneficial aquatic plants, which may or may not have been required by other governmental entities.

**General Liability Insurance:** The District will incur fees to insure items owned by the District for its general liability needs

**Property Insurance:** The District will incur fees to insure items owned by the District for its property needs

**Entry and Walls Maintenance:** The District will incur expenditures to maintain the entry monuments and the fencing.

**Landscape Maintenance:** The District will incur expenditures to maintain the rights-of-way, median strips, recreational facilities including pond banks, entryways, and similar planting areas within the District. These services include but are not limited to monthly landscape maintenance, fertilizer, pesticides, annuals, mulch, and irrigation repairs.

**Irrigation Maintenance:** The District will incur expenditures related to the maintenance of the irrigation systems.

**Irrigation Repairs:** The District will incur expenditures related to repairs of the irrigation systems.

**Landscape Replacement:** Expenditures related to replacement of turf, trees, shrubs etc.

**Field Services:** The District may contract for field management services to provide landscape maintenance oversight.

**Miscellaneous Fees:** The District may incur miscellaneous expenses that do not readily fit into defined categories in field operations.

**Gate Phone:** The District will incur telephone expenses if the District has gates that are to be opened and closed.

**Street/Parking Lot Sweeping:** The District may incur expenses related to street sweeping for roadways it owns or are owned by another governmental entity, for which it elects to maintain.

**Gate Facility Maintenance:** Expenses related to the ongoing repairs and maintenance of gates owned by the District if any.

**Sidewalk Repair & Maintenance:** Expenses related to sidewalks located in the right of way of streets the District may own if any.

**Roadway Repair & Maintenance:** Expenses related to the repair and maintenance of roadways owned by the District if any.

**Employees - Salaries:** The District may incur expenses for employees/staff members needed for the recreational facilities such as Clubhouse Staff.

**Employees - P/R Taxes:** This is the employer's portion of employment taxes such as FICA etc.

**Employee - Workers' Comp:** Fees related to obtaining workers compensation insurance.

**Management Contract:** The District may contract with a firm to provide for the oversight of its recreation facilities.

**Maintenance & Repair:** The District may incur expenses to maintain its recreation facilities.

**Facility Supplies:** The District may have facilities that required various supplies to operate.

**Gate Maintenance & Repairs:** Any ongoing gate repairs and maintenance would be included in this line item.

**Telephone, Fax, Internet:** The District may incur telephone, fax and internet expenses related to the recreational facilities.

**Office Supplies:** The District may have an office in its facilities which require various office related supplies.

**Clubhouse - Facility Janitorial Service:** Expenses related to the cleaning of the facility and related supplies.

**Pool Service Contract:** Expenses related to the maintenance of swimming pools and other water features.

**Pool Repairs:** Expenses related to the repair of swimming pools and other water features.

**Security System Monitoring & Maintenance:** The District may wish to install a security system for the clubhouse

**Clubhouse Miscellaneous Expense:** Expenses which may not fit into a defined category in this section of the budget

**Athletic/Park Court/Field Repairs:** Expense related to any facilities such as tennis, basketball etc.

**Trail/Bike Path Maintenance:** Expenses related to various types of trail or pathway systems the District may own, from hard surface to natural surfaces.

**Special Events:** Expenses related to functions such as holiday events for the public enjoyment

**Miscellaneous Fees:** Monies collected and allocated for fees that the District could incur throughout the year, which may not fit into any standard categories.

**Miscellaneous Contingency:** Monies collected and allocated for expenses that the District could incur throughout the year, which may not fit into any standard categories.

**Capital Outlay:** Monies collected and allocated for various projects as they relate to public improvements.

## RESERVE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The Reserve Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Reserve Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

## REVENUES:

**Tax Roll:** The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

**Off Roll:** For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

**Developer Contributions:** The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

**Miscellaneous Revenues:** The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

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### EXPENDITURES:

**Capital Reserve:** Monies collected and allocated for the future repair and replacement of various capital improvements such as club facilities, swimming pools, athletic courts, roads, etc.

**Capital Outlay:** Monies collected and allocated for various projects as they relate to public improvements.

### DEBT SERVICE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The Debt Service Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Debt Service Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

### REVENUES:

**Special Assessments:** The District may levy special assessments to repay the debt incurred by the sale of bonds to raise working capital for certain public improvements. The assessments may be collected in the same fashion as described in the Operations and Maintenance Assessments.

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### EXPENDITURES – ADMINISTRATIVE:

**Bank Fees:** The District may incur bank service charges during the year.

**Debt Service Obligation:** This would a combination of the principal and interest payment to satisfy the annual repayment of the bond issue debt.

**RESOLUTION 2024-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TROUT CREEK COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGET(S) FOR FISCAL YEAR 2024/2025 AND SETTING PUBLIC HEARING(S) IN CONNECTION THEREWITH PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the Trout Creek Community Development District (“**District**”) prior to June 15, 2024, a proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2024 and ending September 30, 2025 (“**Fiscal Year 2024/2025**”); and

**WHEREAS**, the Board has considered the Proposed Budget, and desires to set the required public hearing(s) in connection therewith.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE TROUT CREEK COMMUNITY DEVELOPMENT DISTRICT:**

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2024/2025 attached hereto as **Exhibit A** is hereby approved as the basis for conducting public hearing(s) to adopt said Proposed Budget.

2. **SETTING PUBLIC HEARING(S).** Public hearing(s) on said approved Proposed Budget, and, if applicable, on the levy and collection of special assessments to fund in full or in part the administrative and operations services set forth in such Proposed Budget, are hereby declared and set for the following date, hour and location (“**Public Hearing**”):

DATE: \_\_\_\_\_, 2024

HOUR: \_\_\_\_\_

LOCATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to the St. Johns County at least 60 days prior to the Public Hearing set forth in Section 2.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District’s Secretary is further directed to post the approved Proposed Budget on the District’s website at least two days before the Public Hearing date as set forth in Section 2, which shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this Public Hearing shall be published in the manner prescribed in Florida law.

6. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

7. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 15<sup>th</sup> DAY OF MAY 2024.**

ATTEST:

**TROUT CREEK COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary / Assistant Secretary

\_\_\_\_\_  
Chairperson / Vice Chairperson, Board of  
Supervisors

**Exhibit A:** Fiscal Year 2024/2025 Proposed Budget

**Exhibit A**

Fiscal Year 2024/2025 Proposed Budget