



***TROUT CREEK
COMMUNITY DEVELOPMENT DISTRICT***

Advanced Meeting Package

Regular Meeting

***Thursday
June 25, 2026
6:00 p.m.***

***Location:
Kayak Club,
100 Kayak Way,
St. Augustine, FL 32092***

Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval or adoption.

Trout Creek Community Development District

c/o Vesta District Services
250 International Parkway, Suite 208
Lake Mary, FL 32746
321-263-0132

Board of Supervisors
Trout Creek Community Development District

Dear Board Members,

The Regular Meeting of the Board of Supervisors of the Trout Creek Community Development District is scheduled for **Thursday, June 25, 2026, at 6:00 p.m.** at the **Kayak Club, 100 Kayak Way, St. Augustine, FL 32092**

An advanced copy of the agenda for the meeting is attached along with associated documentation for your review and consideration. Any additional support material will be distributed at the meeting.

Should you have any questions regarding the agenda, please contact me at (904) 386-0186 or Howard@cddmanagers.com. We look forward to seeing you at the meeting.

Sincerely,

Howard McGaffney

Howard McGaffney
District Manager

Cc: Attorney
Engineer
District Records

Trout Creek Community Development District

Meeting Date: Thursday, June 25, 2026

Time: 6:00 PM

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

Agenda

I. Roll Call

II. Security Session – Time Specific: 5:30PM*

**In accordance with sections 119.071(3)(a) and 286.0113(1), Florida Statutes, a portion of the meeting may be closed to the public, as it relates to details of the District's security system plan. The closed session may occur at any time during the meeting and is expected to last approximately thirty (30) minutes but may end earlier or extend longer.*

A. Public Comment – *Limited to Security Matters*

B. Closed Session – Discussion of Security System Plan*

C. Reconvene Open Session

D. Consideration of Board Action on Security Matters – *If Any*

III. Pledge of Allegiance

IV. Audience Comments – (limited to 3 minutes per individual for agenda items)

Residents, please note that if you are unable to attend the meeting you may send your questions to the District Manager, Howard McGaffney at howard@cddmanagers.com, up until the day before the meeting.

(Live streaming & previously recorded meetings can be found here - <https://www.youtube.com/@TroutCreekCDD>)

V. Presentation

A. Consideration of SASH Properties, LLC MOU & Temporary Construction Easement

VI. Staff Reports

- A. District Counsel
- B. District Engineer
 - 1. Update on Timberwolf Tr. & Shearwater Pkwy. Initiative of Turning Over Ownership to the County & Related Construction
 - 2. Update on Crosswalk Calcutta & Shearwater Pkwy.
 - 3. Update on Mill & Resurface Thermoplastic, Final Closeout
 - 4. Update on Outfall Repair Project
- C. Landscape Maintenance Service Reports
- D. Pond Aquatics Service Reports – *To Be Distributed*
- E. General/Assistant Manager
 - 1. May Café Square Category Sales Report
 - 2. May TCCDD Square Category Sales Report
 - 3. May Maintenance Report
 - 4. May Lifestyle Summary Report
 - 5. May Lifestyle P&L Report
- F. District Manager

[Exhibit 1](#)

[Pgs. 7-18](#)

[Exhibit 2](#)

[Exhibit 3](#)

[Pg. 21](#)

[Exhibit 4](#)

[Pg. 23](#)

[Exhibit 5](#)

[Pg. 25](#)

[Exhibit 6](#)

[Pgs. 27-43](#)

[Exhibit 7](#)

[Exhibit 8](#)

VII. Business Items

- A. Consideration of Vending Machine Proposal & Revenue Share
- B. Consideration of Adding Separate Water Meter Proposals
- C. Consideration of Rescheduling All Workshops Moving Forward
- D. Consideration of Greenlee Law Engagement for Besch/Prosser Claim – *To Be Distributed*

[Exhibit 9](#)

[Pgs. 47-58](#)

[Exhibit 10](#)

[Pg. 60](#)

[Exhibit 11](#)

VIII. Consent Agenda

- A. Consideration for Approval – The Minutes of the Board of Supervisors Workshop Held on May 11, 2026
- B. Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held on May 28, 2026
- C. Consideration for Acceptance – The May 2026 Unaudited Financial Statements – *To Be Distributed*
- D. Consideration for Approval – Community Survey – *To Be Distributed*
- E. Ratification of Schaffer Engineering Proposal – Electrical Engineering – *To Be Distributed*

[Exhibit 12](#)

[Pgs. 63-69](#)

[Exhibit 13](#)

[Pgs. 71-74](#)

[Exhibit 14](#)

[Exhibit 15](#)

[Exhibit 16](#)

- IX. Discussion Topics**
- X. Supervisors' Requests**
- XI. Audience Comments – *(limited to 3 minutes per individual for non-agenda items)***
- XII. Next Workshop: July 7 at 10:00 a.m.**
- XIII. Next Regular Meeting: July 23 at 6:00 p.m.**
- XIV. Adjournment**

EXHIBIT 1



RUPPERT
L A N D S C A P E

Trout Creek CDD: Monthly Report

June 2026

Fungus/Pest/Fertilizer:

- Herbicide continually applied to landscape beds and concrete
- Turf treatment that was applied,
- Team continually applies ant bait wherever mounds are popping up
- We are continually looking out for mole crickets and chinch bugs

Maintenance:

- We are on a regular mowing cycle of all areas in Phase 2, crew have been shown areas that have had line trimming missed. It is being addressed.
- Team is now trimming from the first round about to the entrance of 360 communities. Rotation will continue until all shrubs are shaped to desired height.
- Dog park and outposts areas are continually maintained
- Pond banks are all on a weekly rotation, pond 12 was missed one week. Has been addressed.
- Teams are working on removal of weeds within the ornamental grasses
- Teams are trimming back vegetation in the trails.

Upcoming month:

- Continuing mowing weekly, monitoring irrigation and turf quality.
- Continue shaping up viburnums to desired heights, treating weeds throughout the property.
- Continuing trimming back of the vegetation in the trails.

Irrigation:

- All irrigation has proper run times and coverage
- Irrigation techs went through the entire system thoroughly and have repaired broken rotors, sprays, and clogged nozzles.
- Requests for repairs that have been submitted have been completed.
- We will continually monitor turf conditions for any hot spots, this time of the year will be challenging for the turf.
- In communication with 360 communities.
- Separation of main clock from 360 communities has been proposed.



Job Name: Shearwater

Report Type: Inspection

Controller Name: falis clock

Date: 06/16/26

Page #: 1 of 5

	Start Times:	Seasonal Adjust:	Run Days:
Program A	8:30 PM	100 %	M W T F S S
Program B		%	M T W T F S S
Program C		%	M T W T F S S
Program D		%	M T W T F S S

Checked Weather Sensor:	
YES	NO
Weather Sensor:	
Working	Not Working

Controller Make & Model: Hunter Acc 2

Controller Status:

(WORKING)

NOT WORKING

POC Info:

Potable Water

Reclaim Water

Well Water

Lake Water

Pump Status & Type:

PRESSURIZED

PUMP START

CENTRIFUGAL

SUBMERSIBLE

Information:

Zone Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Spray, Rotor, MP, Drip, or Bubbler	S	S	S	S	S	S	S	S	R	R	S	S	R	R	S	R
Run Time [Program: <u>1</u>]	15	10	15	10	15	15	15	30	30	45	15	15	30	30	15	45
Run Time [Program: <u>1</u>]																
Battery Pack/Doubler/Add-a-Zone																
Zone Faults or Alarms																

Contract/Maintenance [No Charge]:

Checked Filters/Cleaned

Maintenance Repairs

Clogged Nozzles

Head Straightened/Adjusted

Billable Repairs or Upgrades:

Head Broken - 6" spray	(1)															
Head Broken - 12" spray																
Head Broken - 6" rotor																
Head Broken - 12" rotor																
Broken Riser																
Upgrade 4" to 6" Pop Up																
Upgrade 6" to 12" Pop Up																
Nozzle - MPR								(1)				(1)				
Nozzle - MP rotator																
Severe Line Clog																
Lateral Line Break																
Relocation																
Head Raised or Lowered-Turf																
Head Raised or Lowered-Shrub																
Damaged Valve Box																
Valve - Inoperative/Sticking																
Additional Labor/Troubleshoot																
Other-See Comments																

Additional Comments:

Technician Name:

Did you contact the Account Manager? YES / NO

What time?

Signature



RUPPERT LANDSCAPE

Job Name:

Shearwater

Report Type:

Inspection

Controller Name:

FallsDate: 06/16/26

Page #:

2 of 5

Program A

Program B

Program C

Program D

Start Times:	Seasonal Adjust:	Run Days:
	%	M T W T F S S
	%	M T W T F S S
	%	M T W T F S S
	%	M T W T F S S

Checked Weather Sensor:

YES NO

Weather Sensor:

Working Not Working

Controller Make & Model:

Controller Status:

POC Info:

Pump Status & Type:

WORKING		NOT WORKING	
Potable Water	Reclaim Water	Well Water	Lake Water
PRESSURIZED	PUMP START	CENTRIFUGAL	SUBMERSIBLE

Information:

Zone Number	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32
Spray, Rotor, MP, Drip, or Bubbler	S	R	S	R	S	S	R	S	S	R	R	R	S	S	R	R
Run Time [Program:]	10	45	25	45	15	15	30	25	10	40	45	30	15	15	60	60
Run Time [Program:]																
Battery Pack/Doubler/Add-a-Zone																
Zone Faults or Alarms																

Contract/Maintenance [No Charge]:

Checked Filters/Cleaned																
Maintenance Repairs																
Clogged Nozzles																
Head Straightened/Adjusted																

Billable Repairs or Upgrades:

Head Broken - 6" spray																
Head Broken - 12" spray																
Head Broken - 6" rotor																
Head Broken - 12" rotor																
Broken Riser																
Upgrade 4" to 6" Pop Up																
Upgrade 6" to 12" Pop Up																
Nozzle - MPR																
Nozzle - MP rotator																
Severe Line Clog																
Lateral Line Break																
Relocation																
Head Raised or Lowered-Turf																
Head Raised or Lowered-Shrub																
Damaged Valve Box																
Valve - Inoperative/Sticking																
Additional Labor/Troubleshoot																
Other-See Comments																

Additional Comments:

Technician Name:

Did you contact the Account Manager? YES / NO

What time?

Signature



RUPPERT LANDSCAPE

Job Name:

Shearwater

Report Type:

inspection

Controller Name:

falls

Date:

06/16/26

Page #:

3

of

5

Program A

Program B

Program C

Program D

Start Times:	Seasonal Adjust:	Run Days:
	%	M T W T F S S
	%	M T W T F S S
	%	M T W T F S S
	%	M T W T F S S

Checked Weather Sensor:

YES

NO

Weather Sensor:

Working

Not Working

Controller Make & Model:

Controller Status:

POC Info:

Pump Status & Type:

WORKING		NOT WORKING	
Potable Water	Reclaim Water	Well Water	Lake Water
PRESSURIZED	PUMP START	CENTRIFUGAL	SUBMERSIBLE

Information:

Zone Number	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48
Spray, Rotor, MP, Drip, or Bubblers	S	S	R	R	S	S	R	R	R	S	R	R	S	S	S	S
Run Time [Program:]	20	15	30	30	10	15	15	30	30	10	30	30	15	15	15	15
Run Time [Program:]																
Battery Pack/Doubler/Add-a-Zone																
Zone Faults or Alarms																

Contract/Maintenance [No Charge]:

Checked Filters/Cleaned																
Maintenance Repairs																
Clogged Nozzles																
Head Straightened/Adjusted	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/

Billable Repairs or Upgrades:

Head Broken - 6" spray																
Head Broken - 12" spray																
Head Broken - 6" rotor																
Head Broken - 12" rotor																
Broken Riser																
Upgrade 4" to 6" Pop Up																
Upgrade 6" to 12" Pop Up																
Nozzle - MPR																
Nozzle - MP rotator																
Severe Line Clog																
Lateral Line Break																
Relocation																
Head Raised or Lowered-Turf																
Head Raised or Lowered-Shrub																
Damaged Valve Box																
Valve - Inoperative/Sticking																
Additional Labor/Troubleshoot																
Other-See Comments																

Additional Comments:

Technician Name:

Did you contact the Account Manager? YES / NO

What time?

Signature



Job Name:

Report Type:

Controller Name:

Date:

Shearwater

Inspection

Fall 3

06/16/26

Page #:

4

of

5

Program A
Program B
Program C
Program D

Start Times:	Seasonal Adjust:	Run Days:
	%	M T W T F S S
	%	M T W T F S S
	%	M T W T F S S
	%	M T W T F S S

Checked Weather Sensor:
YES NO

Weather Sensor:

Working Not Working

Controller Make & Model:

Controller Status:

POC Info:

Pump Status & Type:

Information:

WORKING		NOT WORKING	
Potable Water	Reclaim Water	Well Water	Lake Water
PRESSURIZED	PUMP START	CENTRIFUGAL	SUBMERSIBLE

Zone Number	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64
Spray, Rotor, MP, Drip, or Bubbler	S	S	S	S	S	R	S	S	R	S	S	S	S	R	S	S
Run Time [Program:]	15	15	15	15	15	30	15	15	30	15	20	20	10	30	10	20
Run Time [Program:]																
Battery Pack/Doubler/Add-a-Zone																
Zone Faults or Alarms																

Contract/Maintenance [No Charge]:

Checked Filters/Cleaned

Maintenance Repairs

Clogged Nozzles

Head Straightened/Adjusted

Billable Repairs or Upgrades:

Head Broken - 6" spray																
Head Broken - 12" spray																
Head Broken - 6" rotor																
Head Broken - 12" rotor																
Broken Riser																
Upgrade 4" to 6" Pop Up																
Upgrade 6" to 12" Pop Up																
Nozzle - MPR																
Nozzle - MP rotator																
Severe Line Clog																
Lateral Line Break																
Relocation																
Head Raised or Lowered-Turf																
Head Raised or Lowered-Shrub																
Damaged Valve Box																
Valve - Inoperative/Sticking																
Additional Labor/Troubleshoot																
Other-See Comments																

Additional Comments:

Technician Name:

Did you contact the Account Manager? YES / NO

What time?

Signature



RUPPERT LANDSCAPE

Job Name:

Shearwater

Report Type:

inspection

Controller Name:

falls

Date: 06/16/26

Page #:

5

of

5

	Start Times:	Seasonal Adjust:	Run Days:
Program A		%	M T W T F S S
Program B		%	M T W T F S S
Program C		%	M T W T F S S
Program D		%	M T W T F S S

Checked Weather Sensor:

YES NO

Weather Sensor:

Working Not Working

Controller Make & Model:

Controller Status:

WORKING

NOT WORKING

POC Info:

Potable Water

Reclaim Water

Well Water

Lake Water

Pump Status & Type:

PRESSURIZED

PUMP START

CENTRIFUGAL

SUBMERSIBLE

Information:

Zone Number	65	66	67	68	69	70	71	72											
Spray, Rotor, MP, Drip, or Bubbler	R	S	S	-	-	R	R	R											
Run Time [Program:]	30	15	10	30	20	30	30	30											
Run Time [Program:]																			
Battery Pack/Doubler/Add-a-Zone																			
Zone Faults or Alarms																			

Contract/Maintenance [No Charge]:

Checked Filters/Cleaned																			
Maintenance Repairs																			
Clogged Nozzles																			
Head-Straightened/Adjusted																			

Billable Repairs or Upgrades:

Head Broken - 6" spray																			
Head Broken - 12" spray																			
Head Broken - 6" rotor																			
Head Broken - 12" rotor																			
Broken Riser																			
Upgrade 4" to 6" Pop Up																			
Upgrade 6" to 12" Pop Up																			
Nozzle - MPR																			
Nozzle - MP rotator																			
Severe Line Clog																			
Lateral Line Break																			
Relocation																			
Head Raised or Lowered-Turf																			
Head Raised or Lowered-Shrub																			
Damaged Valve Box																			
Valve - Inoperative/Sticking																			
Additional Labor/Troubleshoot																			
Other-See Comments																			

Additional Comments: Need locate 68-69 on Lake

Technician Name:

Did you contact the Account Manager? YES / NO

Signature

What time?



RUPPERT LANDSCAPE

Job Name: Shearwater
Report Type: inspection
Controller Name: Parkway Sea Station
Date: 06/16/26 Page #: 1 of 5

	Start Times:	Seasonal Adjust:	Run Days:
Program A:	9 PM	100 %	M T W T F S S
Program B:	8:30 PM	100 %	M T W T F S S
Program C:		%	M T W T F S S
Program D:		%	M T W T F S S

Checked Weather Sensor:
☒ YES ☐ NO
Weather Sensor:
☒ Working ☐ Not Working

Controller Make & Model:	<u>hunter Acc 2</u>		
Controller Status:	☒ WORKING ☐ NOT WORKING		
POC Info:	Potable Water	Reclaim Water	Well Water Lake Water
Pump Status & Type:	PRESSURIZED	PUMP START	CENTRIFUGAL SUBMERSIBLE

Information:

Zone Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Spray, Rotor, MP, Drip, or Bubbler	S	S	S	S	S	S	S	-	S	S	S	S	S	-	-	R
Run Time [Program: 1]	15	15	15	15	15	15	10	10	15	15	15	15	15	30	10	30
Run Time [Program: 1]																
Battery Pack/Doubler/Add-a-Zone																
Zone Faults or Alarms																

Contract/Maintenance [No Charge]:

Checked Filters/Cleaned																
Maintenance Repairs																
Clogged Nozzles																
Head-Straightened/Adjusted	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/

Billable Repairs or Upgrades:

Head Broken - 6" spray	(1)															
Head Broken - 12" spray																
Head Broken - 6" rotor																
Head Broken - 12" rotor																
Broken Riser																
Upgrade 4" to 6" Pop Up																
Upgrade 6" to 12" Pop Up																
Nozzle - MPR	(1)															
Nozzle - MP rotator																
Severe Line Clog																
Lateral Line Break																
Relocation																
Head Raised or Lowered-Turf																
Head Raised or Lowered-Shrub																
Damaged Valve Box																
Valve - Inoperative/Sticking									1							
Additional Labor/Troubleshoot									1							
Other-See Comments									1							

Additional Comments: 7- low pressure 8, 14, 15 need locate valves

Technician Name: _____
Did you contact the Account Manager? YES / NO

Signature _____
What time? _____

Did you leave a VOICEMAIL / TEXT / EMAIL? YES / NO



Job Name:

Shearwater

Report Type:

inspection

Controller Name:

Sea Station

Date:

06/16/26

Page #:

2 of 5

	Start Times:	Seasonal Adjust:	Run Days:
Program A		%	M T W T F S S
Program B		%	M T W T F S S
Program C		%	M T W T F S S
Program D		%	M T W T F S S

Checked Weather Sensor:

YES NO

Weather Sensor:

Working Not Working

Controller Make & Model:

Controller Status:

POC Info:

Pump Status & Type:

WORKING		NOT WORKING	
Potable Water	Reclaim Water	Well Water	Lake Water
PRESSURIZED	PUMP START	CENTRIFUGAL	SUBMERSIBLE

Information:

Zone Number	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32
Spray, Rotor, MP, Drip, or Bubbler	S	S	S	S	S	R	R	R	S	S	S	S	R	R	R	R
Run Time (Program: 1)	10	15	15	15	15	30	30	30	10	10	10	10	30	30	20	20
Run Time (Program: 1)																
Battery Pack/Doubler/Add-a-Zone																
Zone Faults or Alarms																

Contract/Maintenance [No Charge]:

Checked Filters/Cleaned																
Maintenance Repairs																
Clogged Nozzles																
Head-Straightened/Adjusted	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/

Billable Repairs or Upgrades:

Head Broken - 6" spray																
Head Broken - 12" spray																
Head Broken - 6" rotor																
Head Broken - 12" rotor																
Broken Riser																
Upgrade 4" to 6" Pop Up																
Upgrade 6" to 12" Pop Up																
Nozzle - MPR																
Nozzle - MP rotator																
Severe Line Clog																
Lateral Line Break																
Relocation																
Head Raised or Lowered-Turf																
Head Raised or Lowered-Shrub																
Damaged Valve Box																
Valve - Inoperative/Sticking																
Additional Labor/Troubleshoot																
Other-See Comments																

Additional Comments:



Job Name:

Shear water

Report Type:

inspection

Controller Name:

Sea Station

Date: 06/16/2026

Page #:

3 of 5

	Start Times:	Seasonal Adjust:	Run Days:
Program A		%	MTWTFSS
Program B		%	MTWTFSS
Program C		%	MTWTFSS
Program D		%	MTWTFSS

Checked Weather Sensor:

YES NO

Weather Sensor:

Working Not Working

Controller Make & Model:

Controller Status:

WORKING

NOT WORKING

POC Info:

Potable Water

Reclaim Water

Well Water

Lake Water

Pump Status & Type:

PRESSURIZED

PUMP START

CENTRIFUGAL

SUBMERSIBLE

Information:

Zone Number	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48
Spray, Rotor, MP, Drip, or Bubblers	R	S	S	S	R	R	S	S	R	R	S	R	S	R	R	S
Run Time [Program:]	30	10	10	15	20	30	15	20	30	60	15	30	15	30	30	10
Run Time [Program:]																
Battery Pack/Doubler/Add-a-Zone																
Zone Faults or Alarms																

Contract/Maintenance [No Charge]:

Checked Filters/Cleaned

Maintenance Repairs

Clogged Nozzles

Head-Straightened/Adjusted

Billable Repairs or Upgrades:

Head Broken - 6" spray

Head Broken - 12" spray

Head Broken - 6" rotor

Head Broken - 12" rotor

Broken Riser

Upgrade 4" to 6" Pop Up

Upgrade 6" to 12" Pop Up

Nozzle - MPR

Nozzle - MP rotator

Severe Line Clog

Lateral Line Break

Relocation

Head Raised or Lowered-Turf

Head Raised or Lowered-Shrub

Damaged Valve Box

Valve - Inoperative/Sticking

Additional Labor/Troubleshoot

Other-See Comments

Additional Comments:

38, 45 need located

Technician Name:

Signature

Did you contact the Account Manager? YES / NO

What time?

Did you leave a VOICEMAIL / TEXT / EMAIL? YES /



Job Name: Shear water
Report Type: inspection
Controller Name: Jea Station
Date: 06/16/26 Page #: 4 of 5

	Start Times:	Seasonal Adjust:	Run Days:
Program A		%	MTWTFSS
Program B		%	MTWTFSS
Program C		%	MTWTFSS
Program D		%	MTWTFSS

Checked Weather Sensor:	
YES	NO
Weather Sensor:	
Working	Not Working

Controller Make & Model:				
Controller Status:	WORKING		NOT WORKING	
POC Info:	Potable Water	Reclaim Water	Well Water	Lake Water
Pump Status & Type:	PRESSURIZED	PUMP START	CENTRIFUGAL	SUBMERSIBLE

Information:

Zone Number	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64
Spray, Rotor, MP, Drip, or Bubbler	R	S	S	S	R	S	S	S	R	R	S	S	S	S	R	S
Run Time [Program: 1]	30	15	15	15	30	15	15	15	30	30	10	15	15	10	30	15
Run Time [Program:]																
Battery Pack/Doubler/Add-a-Zone																
Zone Faults or Alarms																

Contract/Maintenance [No Charge]:

Checked Filters/Cleaned																
Maintenance Repairs																
Clogged Nozzles																
Head-Straightened/Adjusted	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/

Billable Repairs or Upgrades:

Head Broken - 6" spray						2										
Head Broken - 12" spray																
Head Broken - 6" rotor																
Head Broken - 12" rotor																
Broken Riser																
Upgrade 4" to 6" Pop Up																
Upgrade 6" to 12" Pop Up																
Nozzle - MPR																
Nozzle - MP rotator																
Severe Line Clog																
Lateral Line Break																
Relocation																
Head Raised or Lowered-Turf																
Head Raised or Lowered-Shrub																
Damaged Valve Box																
Valve - Inoperative/Sticking																
Additional Labor/Troubleshoot																1
Other-See Comments																

Additional Comments: zone 64 Added hunter NoDe

Technician Name:

Did you contact the Account Manager? YES / NO

Signature

What time?

Did you leave a VOICEMAIL / TEXT / EMAIL? YES / NO



Job Name: Shear water
Report Type: inspection
Controller Name: Jca Station
Date: 06/16/26

Page #: 5 of 5

Program A	Start Times:	Seasonal Adjust:	Run Days:
Program B		%	M T W T F S S
Program C		%	M T W T F S S
Program D		%	M T W T F S S

Checked Weather Sensor:	
YES	NO
Weather Sensor:	
Working	Not Working

Controller Make & Model:				
Controller Status:	WORKING		NOT WORKING	
POC Info:	Potable Water	Reclaim Water	Well Water	Lake Water
Pump Status & Type:	PRESSURIZED	PUMP START	CENTRIFUGAL	SUBMERSIBLE

Information:

Zone Number	65	66	67	68	69	70	71	72	86	165									
Spray, Rotor, MP, Drip, or Bubbler	S	R	S	S	S	R	S	R	R	R									
Run Time [Program:]	15	30	15	10	15	30	15	30	30	30									
Run Time [Program:]																			
Battery Pack/Doubler/Add-a-Zone																			
Zone Faults or Alarms																			

Contract/Maintenance [No Charge]:

Checked Filters/Cleaned																			
Maintenance Repairs																			
Clogged Nozzles																			
Head Straightened/Adjusted	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/

Billable Repairs or Upgrades:

Head Broken - 6" spray																			
Head Broken - 12" spray																			
Head Broken - 6" rotor																			
Head Broken - 12" rotor																			
Broken Riser																			
Upgrade 4" to 6" Pop Up																			
Upgrade 6" to 12" Pop Up																			
Nozzle - MPR																			
Nozzle - MP rotator																			
Severe Line Clog																			
Lateral Line Break																			
Relocation																			
Head Raised or Lowered-Turf																			
Head Raised or Lowered-Shrub																			
Damaged Valve Box																			
Valve - Inoperative/Sticking																			
Additional Labor/Troubleshoot																			
Other-See Comments																			

Additional Comments:

EXHIBIT 2

EXHIBIT 3

Trout Creek CDD
GM/AGM Operations Report for June 25, 2026

Mischief/ Vandalism:

- Several ping pong balls destroyed
- Foosball ball destroyed
- Windley pavers vandalized, staff replacing inhouse
- 2 Falls Park Adirondack chairs broken, staff purchasing replacements

Administration:

- Onboard Marcia Weeks – Lifestyle Director
- Assist lifestyle dept. with Mother's Day set-up
- Meeting with First Coast Vendor Village and Lifestyle Dept.
- Interviews for RSC #2 position
- Assist lifestyle with Memorial Saturday event on the lawn
- Assist lifestyle with TCA 8th grade graduation party
- Work Café and RSC positions to provide coverage on shifts while positions not filled/ PTO days
- Perform evaluations on employees (30, 60, 90, 6-month reviews)
- Work with curb companies to correct broken curbs throughout community
- Attend meetings to work with potential sponsors to assist Lifestyle Dept.
- Attend meeting regarding Garden Interest Group
- Work with IT to setup new computers due to old ones failing
- Attend Advisory Interest Group gathering to monitor conversation and provide insight if needed
- Work with previous suspensions
- Continue to work with HOA on towing/ parking violation documentation

Reoccurring Meetings/Events:

- Property drive with Ruppert Landscape
- Property drive with Prestige Landscape
- Attended the CDD Workshop Meeting
- Monthly meeting with Supervisor Ronnie Murphy
- Monthly meeting with Supervisor Vincent Sajkowski
- Monthly meeting with Vice Chairperson Heather Loffredo
- RecNet monthly board meeting
- AGM attend monthly Jacksonville Engagement Committee meeting with FSR
- Completed the monthly property metrics report for FSR
- Attended monthly managers meeting with FSR Regional Director
- Attended FirstService Residential University classes/ training
- Weekly website meeting with Northern Helm
- Maintenance inspection with maintenance supervisor (bi-weekly)
- Leadership meetings (every Thursday)
- Attended the monthly FSR Lifestyle collaboration call

Kayak Hub:

- May Square Café Category Sales Report ([attached](#))
- May TCCDD Square Sales Report ([attached](#))

Lifestyle:

- May Profit & Loss Report ([attached](#))
- May Lifestyle Summary Report ([attached](#))

Maintenance/ Vandalism/ Mischief Issues:

- May Maintenance Report ([attached](#))

EXHIBIT 4



May 1, 2026–May 31, 2026
Category Sales Report
CAFE

Category	Items Sold	Gross Sales
Uncategorized	74	\$116.75
CANDY	410	\$501.50
CHIPS	140	\$280.00
DRINKS	536	\$942.00
EXTRAS	5	\$6.10
HOT DRINKS	5	\$6.00
KIDS MEAL	35	\$266.00
PIZZA	71	\$502.00
SANDWICHES	51	\$364.00
SINGLE ITEMS	12	\$51.00
TREATS	317	\$1,268.00
WRAPS/BURGERS	55	\$454.50
Total	1,711	\$4,757.85

EXHIBIT 5

May 1, 2026–May 31, 2026
Category Sales Report
TCCDD



Category	Items Sold	Gross Sales
Uncategorized	48	\$6,019.26
FOBS	35	\$1,050.00
TCCDD Reservations	128	\$12,678.00
Total	211	\$19,747.26

EXHIBIT 6

(1)



Grills

Created: Fri, 6/12/2026

Replaced burners for gas grills at pavilion (before)

(2)



Grills

Created: Fri, 6/12/2026

Replaced burners for gas grills at pavilion (after)

(3)



Walking Path

Created: Fri, 6/12/2026

Installed fencing at walking path phase 3 (before)

(4)



Walking Path

Created: Fri, 6/12/2026

Installed fencing at walking path phase 3 (after)

(5)



Pool Equipment

Created: Fri, 6/12/2026

Replaced receptacles for lap pool chlorine pump (before)

(6)



Pool Equipment

Created: Fri, 6/12/2026

Replaced receptacle for lap pool chlorine pump (after)

(7)



Fire pit

Created: Fri, 6/12/2026

Installed lock and cable for fire pit at outpost (before)

(8)



Created: Fri, 6/12/2026

Installed lock and cable for fire pit at outpost (after)

(9)



Swings

Created: Fri, 6/12/2026

Replaced broken swings at falls park pond overlook (before)

(10)



Swings

Created: Fri, 6/12/2026

Replaced broken swings at falls park pond overlook (after)

(11)



Tennis Courts

Created: Fri, 6/12/2026

Installed benches at court 2 and 3 (before)

(12)



Tennis Courts

Created: Fri, 6/12/2026

Installed benches at court 2 and 3 (after)

(13)



Event Field

Created: Fri, 6/12/2026

Installed new picnic tables at event field (before)

(14)



Event Field

Created: Fri, 6/12/2026

Installed new picnic tables at event field (after)

(15)



Safety Equipment

Created: Fri, 6/12/2026

Relocated AED at fitness lodge to be more visible (before)

(16)



Safety Equipment

Created: Fri, 6/12/2026

Relocated AED at fitness lodge to be more visible (after)

(17)



Tennis Courts

Created: Fri, 6/12/2026

Replaced bulb and ballast at court 2
Completed by Johnnie verdell



EXHIBIT 7

EXHIBIT 8

EXHIBIT 9

Dear Shearwater Board Members,

My name is Genesis Mendoza, and I am a resident of our community at 936 Windley Drive. I am a mom of three young daughters, and a local small business owner.

I am reaching out to request approval to place a Smart / AI vending machine in the community gym, which will also benefit the tennis courts. As a family that spends a lot of time enjoying these amenities, I've noticed there isn't an easy way for residents to grab a healthy drink or snack after a tennis lesson or the gym without leaving the neighborhood.

My goal is to provide a convenient option for residents who are working out and playing tennis. Rather than a traditional vending machine filled with soda and candy, this machine would focus on healthier, family-friendly options that support active lifestyles.

Some examples of products that may be offered include:

- Bottled water and hydration beverages
- Electrolyte and sports drinks
- Ready-to-drink protein shakes
- Healthier snack options
- Protein bars and recovery products
- Kid-friendly snacks for families enjoying the recreation areas

Proposed Product Mix

- 30% Energy & Performance Beverages
- 20% Protein & Recovery Drinks
- 20% Healthy Snacks & Protein Bars
- 20% Hydration & Electrolyte Beverages
- 10% Water & Basic Refreshments

The machine would be professionally maintained, regularly stocked, remotely monitored, and kept clean and presentable at all times. It would require minimal space and would operate independently without placing any burden on community staff.

As part of this proposal, we would also like to contribute back to the community by donating 10% of net profits generated from the machine to community improvement initiatives or recreational enhancements as determined by the Board.

My husband, Michael, has spent more than a decade working in the health and wellness industry and has relationships with many leading beverage and nutrition brands. Through those relationships, we are able to source quality products while offering residents a wider variety of healthier options than a traditional vending machine.

We would also be happy to begin with a 90-day trial period to ensure the machine provides value to residents and meets the expectations of the community.

Benefits to Residents

- ✓ Convenient access to beverages and snacks without leaving the community
- ✓ Hydration and recovery options for gym members and tennis players
- ✓ Healthier alternatives to traditional vending machine offerings
- ✓ Professionally maintained and monitored equipment
- ✓ Local family-owned small business
- ✓ 5% of net profits reinvested back into the community

Please see attached the prototype of the vending machine that will be used.

Thank you for your time and consideration. We believe this service would be a meaningful addition to our community amenities and would provide convenience and value to residents, families, gym members, tennis players, and visitors alike.

Sincerely,

Genesis Mendoza
Community Resident & Small Business Owner

This is what we are looking to do:



This is the type of fridge that will be used:



From: [MS Vending Solutions](#)
To: [Jessica Knutelsky](#)
Subject: Proposed Refreshment Solution for Shearwater Amenities
Date: Monday, May 11, 2026 9:37:32 AM

You don't often get email from info@msvendingsolutions.net. [Learn why this is important](#)

Hi Jessica,

Good morning and thank you again for taking the time to meet and walk the property with me last week!

Based on our discussion, I wanted to outline the proposed refreshment solution for the Shearwater amenity areas, including the equipment, product mix, and pricing strategy. I've designed this specifically to complement the existing snack café, not compete with it.

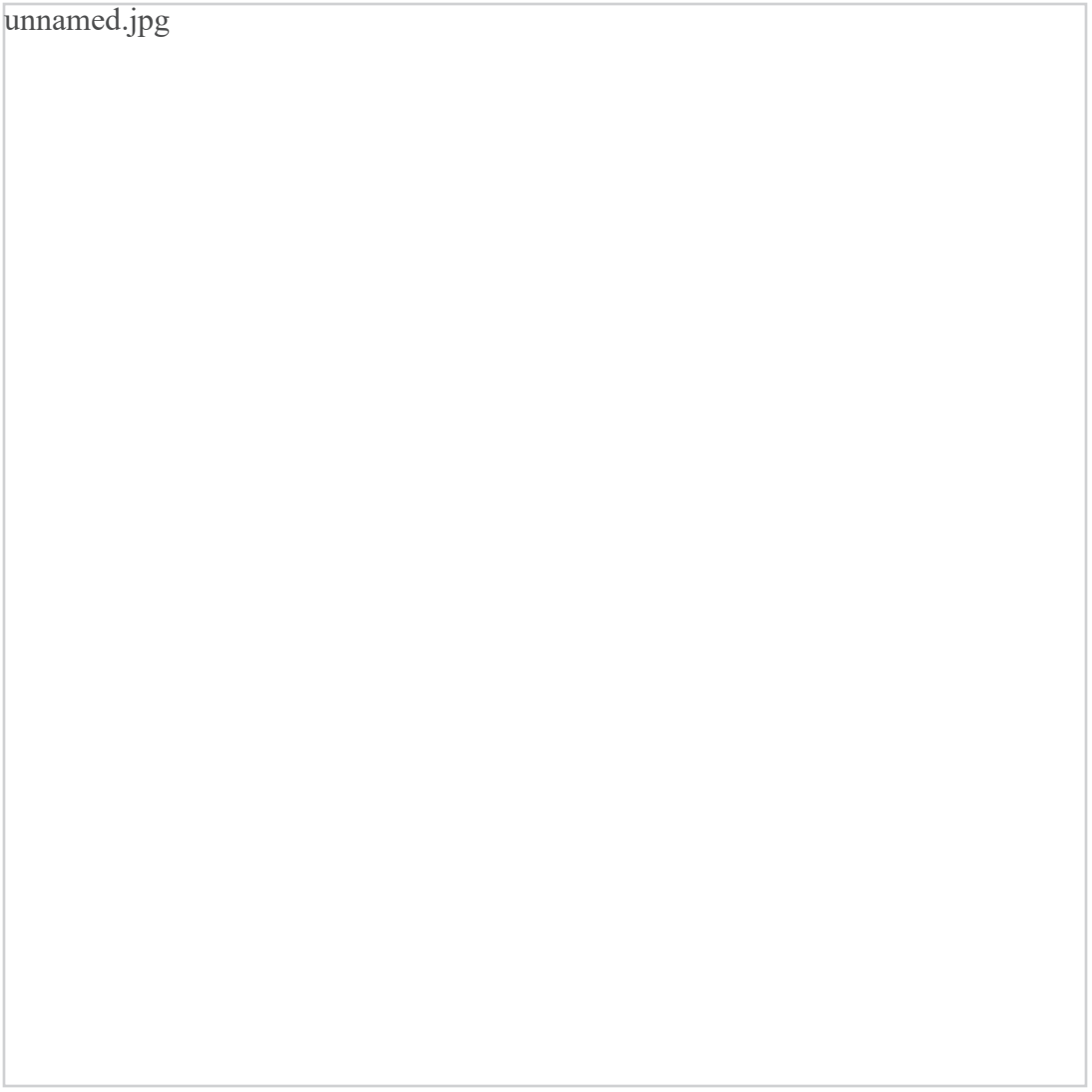
Gym Location – AI Smart Cooler

For the fitness center, I recommend installing a modern AI-powered smart cooler. This provides a clean, premium, grab-and-go experience that aligns well with the gym environment.

Equipment:

- AI Smart Cooler (glass-front, cashless, grab-and-go technology)

unnamed.jpg



Product Mix (Fitness & Hydration Focused):

- Energy drinks (Celsius, Alani Nu, Monster, Red Bull)
- Protein shakes (Fairlife, Muscle Milk, Premier Protein)
- Premium water (Smartwater, Essentia)
- Sports drinks (BodyArmor, Propel)
- Light fitness snacks (Quest protein bars, Quest protein chips, Clif Builders protein bars, Kar's trail mix, jerky)

Pricing:

- Energy drinks: \$3.75 – \$4.50
- Protein shakes: \$4.50 – \$6.00
- Premium water: \$3.00 – \$5.00
- Sports drinks: \$3.00 – \$3.50
- Snacks: \$3.00 – \$4.50

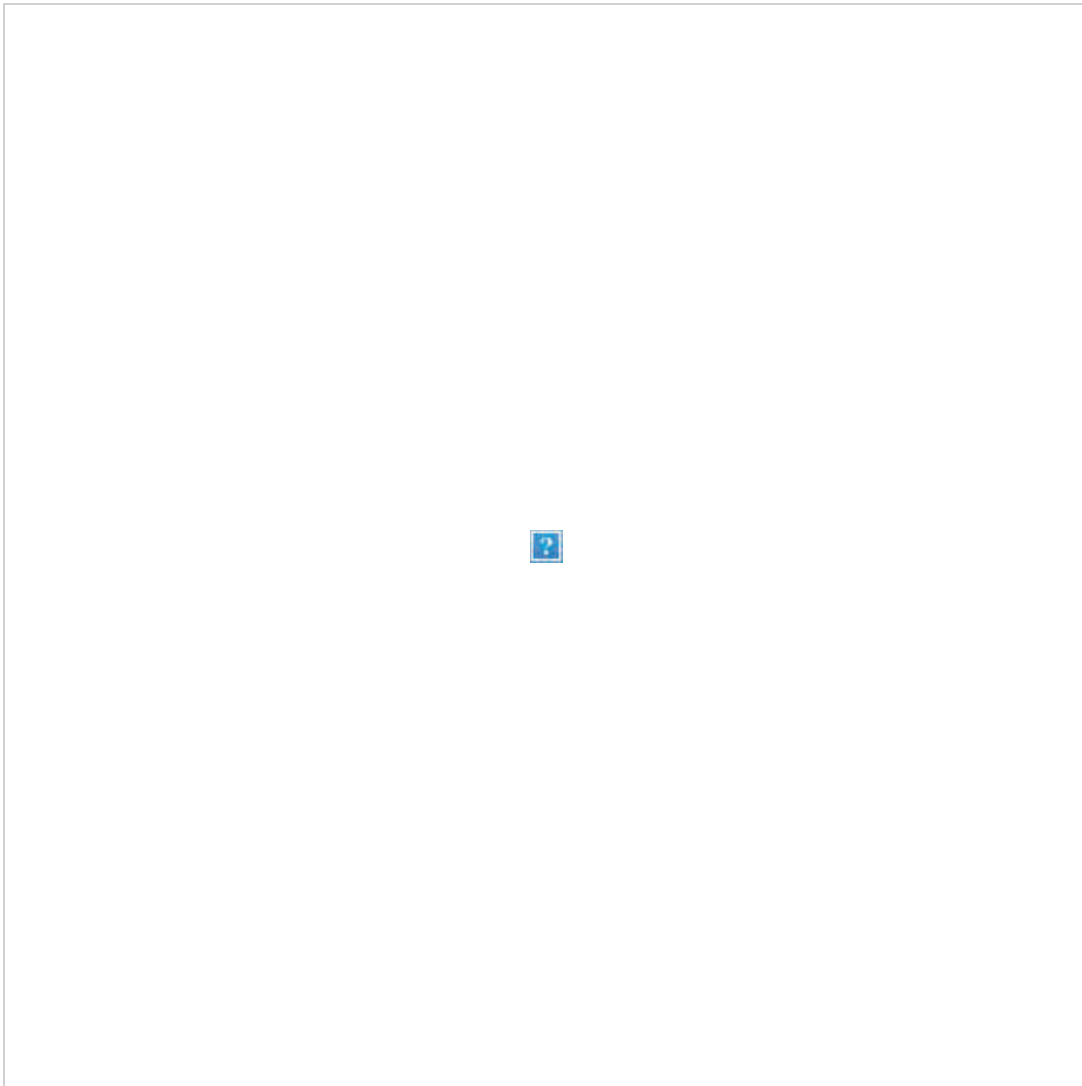
This selection is intentionally focused on health, hydration, and convenience, aligning well with the fitness environment.

Pool Deck (Outside Gym) – Outdoor Refreshment Machine

For the pool area, I recommend a commercial outdoor-rated machine designed to handle Florida's heat, humidity, and weather conditions.

Equipment:

- Outdoor-rated glass-front combo machine (snacks & beverages)



Product Mix (Complementary to Café Offerings):

After reviewing the café menu and snack selection, the machine will focus on premium beverages and quick grab-and-go items, while remaining consistent with the café's core food offerings (pizza, burgers, sandwiches, and standard snacks).

Beverages (Primary Focus):

- Bottled water (Smartwater, Vitamin Water)
- Sports drinks (BodyArmor, Prime Hydration, Propel)
- Energy drinks (Celsius, Alani Nu)
- Premium/Trending drinks (Poppi, Bubbly)

Snacks (Selective & Complementary):

- Crackers (Cheez-Its, Ritz Bits)
- Chips (Miss Vickies, Sun Chips)
- Baked chips (Ruffles, Cheetos)
- Bars (Nutri-Grain, Nature's Bakery, KIND kids)
- Fruit Snacks
- Pretzels
- Trail mix and nuts
- Jerky

Pricing:

- Water: \$3.00 – \$3.50
- Sports drinks: \$3.00 – \$3.50
- Energy drinks: \$3.75 – \$4.25
- Premium/Trending drinks: \$3.00 – \$3.50
- Snacks: \$2.00 – \$4.50

We will limit traditional candy and chips to avoid competing with the café's current snack display.

Overall Approach

The goal of this setup is to:

- Provide 24/7 convenience for residents
- Enhance the overall amenity experience
- Support the café by focusing on quick, beverage-forward, grab-and-go purchases
- Fully managed by MS Vending Solutions (installation, inventory, maintenance, and service) at no cost to the community

I've attached reference photos of the current café menu to ensure alignment with existing offerings.

Please let me know if you or the HOA would like to review placement options or adjust the product mix. I'm happy to tailor this further to best fit the community.

Thank you again and I look forward to working together.

Best regards,

Ted

MS Vending Solutions

404.274.4921

info@msvendingsolutions.net

SANDWICHES

Chuckwagon	\$6.00
Made with salami, bologna, and cured turkey on a poppy seed Kaiser bun.	
Ham & Swiss	\$8.00
Sliced ham and Swiss cheese on multigrain bread.	
Grilled Cheese	\$6.00
Melted American cheese on toasted sandwich bread.	
Italian Sub	\$9.50
Italian-style deli meats and cheese on a sub topped with parmesan and herbs.	
Chicken & Cheese	\$9.50
Seasoned chicken topped with cheese on a sandwich bun.	

WRAPS & BURGERS

Buffalo Chicken Wrap	\$8.50
Chicken with buffalo-style sauce wrapped in a flour tortilla	
Chicken Ceaser Wrap	\$10.00
Chicken with romaine lettuce, parmesan, and Caesar dressing in a tortilla.	
Cheeseburger	\$6.00
Beef patty with American cheese on a sandwich bun.	

SIDES

Applesauce Cup	\$1.00
Small Cookie	\$0.50
Chips	\$2.00
Skinny Pop	\$2.00

KIDS MEAL

Cheese Pizza \$7.00	Pepperoni Pizza \$7.00	Cheeseburger \$8.50	Grilled Cheese \$8.50
Personal pizza topped with mixed cheese.	Personal pizza topped with pepperoni.	Kid-sized beef patty with cheese on a soft bun.	Melted American cheese on toasted sandwich bread.

Each meal comes with a side and a drink (Caprisun, Small Gatorade, or Juice Box)

DRINKS

Zepherhills Water	\$1.00
Fiji Water	\$2.00
Sports Drink	\$2.00
Mini Sports Drink	\$1.00
Juices	\$1.50
Iced Tea	\$2.00
Lemonades	\$2.00
Sodas	\$2.00

HOT DRINKS

Regular Coffee	\$1.00
Assorted Coffee	\$2.00
Hot Chocolate	\$2.00

PIZZA

Personal Pizza	\$5.00
Large Cheese Pizza	\$17.00
Large Pepperoni Pizza	\$17.50
Large Supreme Pizza	\$18.50

TREATS

Muffin	\$2.25
Brownie	\$2.25
Cinnamon Roll	\$2.75
Large Funfetti Cookie	\$3.00
Mini Melts	\$4.00
Soft Pretzel	\$4.00
<i>With Cheese + \$1.00</i>	





EXHIBIT 10

PRESTIGE LANDSCAPES OF NORTH FLORIDA, INC.

Irrigation Proposal

Job Name: Irrigation Phase 2/360 Separation
Property Name: Trout Creek CDD
Client: FSR- Belynda Tharpe
Address:
City/State/Zip:
Phone:

Proposal # 10JX1080.101
Date: June 11, 2026

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

Description

Prestige Landscapes proposes to install irrigation at **Trout Creek CDD**. This proposal is for **Phase 2 Irrigation separation -360 community** Hand dig and install 1800 foot of Maxi wire #2 12 gauge wire. Install and program Hunter ACC2 decoder controller to separate 360 communities irrigation from the HOA townhomes in Phase 2

Materials & Services	Quantity	Unit Price	Total
Hunter ACC2 Decoder controller	1 \$	3,539.58 \$	3,539.58
Maxi wire #2 Blue 12 Gauge 1800'	1 \$	5,045.78 \$	5,045.78
TOTAL PRICE		\$	8,585.36

ACCEPTANCE OF TERMS

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

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

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

Client:

Prepared by:

Prestige Landscapes of North Florida, Inc.

Date:

Date: June 11, 2026

EXHIBIT 11

EXHIBIT 12

1 **MINUTES OF MEETING**

2 **TROUT CREEK**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the Trout Creek Community Development
5 District was held on Thursday, May 28, 2026 at 6:03 p.m., at the Kayak Club, 100 Kayak Way, St.
6 Augustine, FL 32092.

7 **FIRST ORDER OF BUSINESS – Roll Call**

8 Mr. McGaffney called the meeting to order and conducted roll call.

9 Present and constituting a quorum were:

10	Heather Loffredo	Board Supervisor, Vice Chairman
11	Jim Breslin	Board Supervisor, Assistant Secretary
12	Ronnie Murphy	Board Supervisor, Assistant Secretary
13	Vincent Sajkowski	Board Supervisor, Assistant Secretary

14 Also, present were:

15	Howard McGaffney	District Manager, Vesta District Services
16	Roy Van Wyk	District Counsel, Kilinski Van Wyk PLLC
17	Mitchell Zwang	Kilinski Van Wyk PLLC
18	Mike Yuro	District Engineer, Yuro & Associates, LLC
19	Belynda Tharpe	General Manager, FirstService Residential
20	Jessica Knutelsky	Assistant General Manager, FirstService Residential

21
22 *The following is a summary of the discussions and actions taken at the May 28, 2026 Trout Creek CDD*
23 *Board of Supervisors Regular Meeting. Audio for this meeting is available upon public records request by*
24 *emailing PublicRecords@vestapropertyservices.com.*

25 **SECOND ORDER OF BUSINESS – Pledge of Allegiance**

26 Supervisor Loffredo led all present in reciting the Pledge of Allegiance.

27 **THIRD ORDER OF BUSINESS – Audience Comments – (limited to 3 minutes per individual for agenda**
28 **items)**

29 A resident commented on the budget being presented later in the meeting, specifically on the capital
30 projects.

31 A resident commented on the lack of a buffer on 16A.

32 A resident had a question regarding the towing agreement to be discussed and considered later in
33 the meeting.

34 A resident expressed concerns regarding the settlement agreement with Freehold.

35 A resident expressed concerns about the agenda package being posted to the website in a timely
36 manner according to Florida Statutes and whether items were ready to be presented in the agenda
37 package when posted.

38 A resident expressed concerns regarding the settlement agreement with Freehold.

39 A resident expressed concerns regarding agreement with the Sharks swim team.

A resident commented on the maintenance reports, specifically regarding the security and locking of the gym doors. She also commented on the electrical box blocking the crosswalk from Calcutta to Shearwater.

A resident commented on possible measures to take to protect the landscaping from e-bikes and scooters on Falls Park.

Ms. O’Lear from Vesta introduced the lifeguards who took part in the save over the Memorial day weekend.

Supervisor Loffredo provided responses to several of the audience comments, and noted that others would be discussed later in the meeting.

FOURTH ORDER OF BUSINESS – Exhibit 1: Presentation of Proof of Publications

FIFTH ORDER OF BUSINESS – Suspension Hearings

The Board held the hearing for Item B. and then Item A. as the residents were present for Item B. at the time of the hearing.

A. Krutous-Fridental – Under Separate Cover

Mr. Zwang provided a brief overview of the applicable rules and a summary of the facts provided by staff. Discussion ensued.

On a MOTION by Mr. Breslin, SECONDED by Ms. Loffredo, WITH ALL IN FAVOR, the Board approved reinstating amenity privileges with no additional suspension time for the minor child, for the Trout Creek Community Development District.

B. Caristil – Under Separate Cover

Mr. Zwang provided a brief overview of the applicable rules and a summary of the facts provided by staff. The residents were given a chance to formally appeal the 30-day suspension. Discussion ensued.

On a MOTION by Ms. Loffredo, SECONDED by Mr. Breslin, WITH ALL IN FAVOR, the Board approved reinstating amenity privileges with no additional suspension time for Caristil, for the Trout Creek Community Development District.

Supervisor Breslin briefly left the meeting at approximately 7 P.M.

The meeting moved to Item B. under the Seventh Order of Business – Business Items, at this time.

SIXTH ORDER OF BUSINESS – Staff Reports

A. District Counsel

Mr. Zwang asked if the Vice Chair would authorize the continuance as requested by the Defense Counsel, and Supervisor Loffredo agreed.

1. General Election Qualification Period Reminder – Noon on June 8, 2026 through Noon on June 12, 2026

2. Form 1 Submittal Reminder: July 1st

3. Request for June Shade Session

The Board authorized an attorney-client session for June 25th.

B. District Engineer

1. Update on Timberwolf Tr. & Shearwater Pkwy. Initiative of Turning Over Ownership to the County

Mr. Yuro provided a brief update on the process. Discussion ensued. The Board directed the District Engineer to work solely on Timberwolf Tr., and to contact Commissioner Arnold.

2. Update on Crosswalk Calcutta and Shearwater Pkwy.

Mr. Yuro provided a brief update. The Board authorized the District Engineer to begin work on this project to finalize the plan and bring said plan back to the Board for consideration at a future Board meeting.

3. Update on Mill & Resurface Thermoplastic, Final Closeout

Mr. Yuro provided a brief update.

4. Update on Outfall Repair Project

Mr. Yuro provided a brief update. Discussion ensued.

On a MOTION by Ms. Loffredo, SECONDED by Mr. Breslin, WITH ALL IN FAVOR, the Board approved the Tigris Outfall Structure Construction proposal, at a not-to-exceed of \$98,000.00, to account for contingency, for the Trout Creek Community Development District.

- C. Exhibit 2: Landscape Maintenance Service Reports

Ms. Tharpe provided a brief update.

- D. Exhibit 3: Pond Aquatics Service Reports

Ms. Tharpe provided a brief update.

- E. Exhibit 4: General/Assistant Manager

1. Exhibit 5: April Café Square Category Sales Report

2. Exhibit 6: April TCCDD Square Category Sales Report

3. Exhibit 7: April Maintenance Report

4. Exhibit 8: April Lifestyle Summary Report

5. Exhibit 9: April Lifestyle P&L Report

6. Update on Sunday Front Desk Staffing Level

On a MOTION by Mr. Breslin, SECONDED by Ms. Loffredo, WITH ALL IN FAVOR, the Board approved the coverage changes as presented by the General Manager, for the Trout Creek Community Development District.

- F. District Manager

1. Exhibit 10: Presentation of St. Johns County Number of Qualified Electors – F.S. 190.006 – 4,045

SEVENTH ORDER OF BUSINESS – Business Items

- A. Exhibit 11: Consideration of License Agreement

This item was discussed and approved with Exhibit 13.

- B. Exhibit 12: Consideration & Adoption of **Resolution 2026-12**, Approving FY 2026-2027 Proposed Budget, Declaring Special Assessments, & Setting Public Hearing

Mr. McGaffney and Supervisor Murphy provided a brief overview of the proposed FY 2026-2027 budget as it stood at the time of the meeting.

A resident encouraged the Board to set the highwater mark for the budget as presented and then work on decreasing it between the time of the meeting and the budget public hearing.

A resident asked whether the refurbishment of the lazy river was included in the reserve fund and noted other hot topics within the community that weren't included in the budget.

A resident suggested that the \$100,000.00 set to go towards a potential new pool be allocated to other needs within the community, such as parking and more deck chairs at the pool.

A resident suggested adding more to the budget for legal services.

A resident provided a suggestion on how to add more parking to the district.

Mr. Yuro provided comments based on studies completed and meetings had regarding additional parking within the district. Discussion ensued.

Another resident suggested possible areas for additional parking.

On a MOTION by Mr. Breslin, SECONDED by Ms. Loffredo, WITH ALL IN FAVOR, the Board adopted **Resolution 2026-12**, Approving FY 2026-2027 Proposed Budget, Declaring Special Assessments, & Setting Public Hearing, for the Trout Creek Community Development District.

The meeting moved to the Tenth Order of Business – Public Hearing, at this time.

C. Exhibit 13: Consideration of Settlement Agreement – Freehold

Mr. Zwang provided a brief explanation of this item as well as Exhibit 11. Discussion ensued and questions from residents answered.

The meeting recessed at approximately 8:32 p.m. and reconvened at approximately 8:41 p.m.

Discussion continued.

On a MOTION by Ms. Murphy, SECONDED by Mr. Sajkowski, WITH Supervisor Breslin voting 'yay' and Supervisor Loffredo voting 'nay', the Board approved the Settlement Agreement with Freehold and the License Agreement (Exhibit 11), for the Trout Creek Community Development District.

D. Exhibit 14: Consideration of Outfall Structure Construction Proposals – *To Be Distributed*

This item was considered under the District Engineer's report.

E. Exhibit 15: Consideration of ASAP Towing Agreement

On a MOTION by Ms. Loffredo, SECONDED by Mr. Breslin, WITH ALL IN FAVOR, the Board approved the ASAP Towing Agreement, for the Trout Creek Community Development District.

F. Exhibit 16: Consideration of SASH Properties, LLC MOU

Mr. Zwang provided a brief update. The soon to be owner of the property presented his side of the transaction. Discussion ensued with the Board choosing to wait for the results of the traffic analysis and to make any considerations at the next Board meeting. A member of the PZA, who requested the traffic analysis, provided comments on the matter.

EIGHTH ORDER OF BUSINESS – Consent Agenda

A. Exhibit 17: Consideration for Approval – The Minutes of the Board of Supervisors Workshop Held on April 7, 2026

- 154 B. Exhibit 18: Consideration for Approval – The Minutes of the Board of Supervisors Regular
155 Meeting Held on April 23, 2026
- 156 C. Exhibit 19: Consideration for Acceptance – The April 2026 Unaudited Financial Statements
- 157 D. Exhibit 20: Ratification & Adoption of **Resolution 2026-13**, Amended Variance Policy-Fence
- 158 E. Exhibit 21: Ratification of Shearwater Sharks Amended Agreement

159 On a MOTION by Ms. Loffredo, SECONDED by Mr. Breslin, WITH ALL IN FAVOR, the Board
160 approved the Consent agenda as presented, for the Trout Creek Community Development District.

161 **NINTH ORDER OF BUSINESS – Discussion Topics**

162 **TENTH ORDER OF BUSINESS – Public Hearing – Amended & Restated Rules of Procedure,**
163 **Amenity, Rates, Fees & Charges of the District, Suspension & Termination of Privileges Rule & Rules**
164 **Relating to Overnight Parking & Parking Enforcement**

165 Mr. Zwang provided a brief overview of each item that was part of the public hearing. Discussion
166 ensued.

167 A. Open the Public Hearing

168 On a MOTION by Mr. Breslin, SECONDED by Ms. Loffredo, WITH ALL IN FAVOR, the Board opened
169 the Public Hearing at approximately 7:36 p.m. for Amended & Restated Rules of Procedure, Amenity,
170 Rates, Fees & Charges of the District, Suspension & Termination of Privileges Rule & Rules Relating to
171 Overnight Parking & Parking Enforcement, for the Trout Creek Community Development District.

- 172 B. Exhibit 22: Presentation of Amended & Restated Rules of Procedure
- 173 C. Exhibit 23: Presentation of Amenity, Rates, Fees & Charges of the District
- 174 D. Presentation of Suspension & Termination of Privileges
- 175 E. Exhibit 24: Presentation of Rule & Rules Relating to Overnight Parking & Parking Enforcement
- 176 F. Open the Public Comments

177 A resident asked about the previous Resolution for Rules of Procedure and whether the one
178 presented would replace Resolution 2020-10, and about the proposed amenity rates changes for
179 non-residents. Discussion ensued to answer the resident's questions.

180 *Supervisor Sajkowski left the meeting momentarily.*

181 A resident asked about the criteria for the towing zones as well as e-bike rules within the District.
182 Discussion ensued to answer the resident's questions.

183 A resident asked if the towing policy was related to the guest parking within the communities.
184 Discussion ensued to provide clarification as requested.

185 A resident asked that the District take into consideration violators of the parking policies who only
186 park for 5-10 minutes at a time but were blocking residents from parking or leaving as well as
187 parking as an issue overall. Discussion ensued regarding parking issues.

188 A resident asked how the District planned to enforce safety training and registration on e-bikes and
189 golf carts.

190 A resident provided a suggestion on how to ensure people comply with the rules regarding safety
191 training and registration for e-bikes and golf carts.

192 A resident asked for clarification on who could make decisions on towing. Discussion ensued to
193 provide clarification as requested.

194 A resident asked about a policy the District had with the Sheriff's office regarding enforcement.
195 Discussion ensued.

196 A resident provided an example of how Eagle Harbor, another community, enforced golf cart
197 registration and commented on the increased revenue of the budget.

198 G. Close the Public Hearing

199 On a MOTION by Ms. Loffredo, SECONDED by Mr. Sajkowski, WITH ALL IN FAVOR, the Board
200 closed the Public Hearing for Amended & Restated Rules of Procedure, Amenity, Rates, Fees & Charges
201 of the District, Suspension & Termination of Privileges Rule & Rules Relating to Overnight Parking &
202 Parking Enforcement, for the Trout Creek Community Development District.

203 H. Exhibit 25: Consideration & Adoption of **Resolution 2026-14**, Adopting Rules of Procedure,
204 Suspension, Disciplinary Rule, & Amenity Rates

205 On a MOTION by Ms. Loffredo, SECONDED by Mr. Sajkowski, WITH ALL IN FAVOR, the Board
206 adopted **Resolution 2026-14**, Adopting Rules of Procedure, Suspension, Disciplinary Rule, & Amenity
207 Rates, for the Trout Creek Community Development District.

208 I. Exhibit 26: Consideration & Adoption of **Resolution 2026-15**, Adopting Towing Policies

209 On a MOTION by Ms. Loffredo, SECONDED by Ms. Murphy, WITH ALL IN FAVOR, the Board adopted
210 **Resolution 2026-15**, Adopting Towing Policies, for the Trout Creek Community Development District.

211 **The meeting returned to Item A. under the Sixth Order of Business – Staff Reports, at this**
212 **time.**

213 **ELEVENTH ORDER OF BUSINESS – Supervisors' Requests**

214 Supervisor Murphy requested a Security Shade Session at the next meeting and requested that
215 certain monies be moved into an account that earns more interest.

216 Discussion ensued regarding bond sizing, which would be further discussed at the next workshop.

217 **TWELFTH ORDER OF BUSINESS – Audience Comments – New Business/Non-Agenda (limited to**
218 **3 minutes per individual)**

219 A resident commented on possible traffic patterns with the new development and asked whether staff
220 felt supported in their decisions when dealing with policy violators.

221
222 A resident noted that the light at the dog park was too bright and requested an answer to her previous
223 question regarding liability when acquiring property from Freehold. Discussion ensued.

224
225 A resident asked for an answer on his previous question to redirect funds to fix current issues within the
226 district versus putting it towards a new pool. Discussion ensued.

227

228 **THIRTEENTH ORDER OF BUSINESS – Next Workshop: June 9th at 10:00 a.m.**

229 **FOURTEENTH ORDER OF BUSINESS – Next Regular Meeting: June 25th at 6:00 p.m.**

230 **FIFTEENTH ORDER OF BUSINESS – Adjournment**

231 Mr. McGaffney asked for final questions, comments, or corrections before requesting a motion to
232 adjourn the meeting. There being none, Ms. Loffredo made a motion to adjourn the meeting.

233 On a MOTION by Ms. Loffredo, SECONDED by Mr. Breslin, WITH ALL IN FAVOR, the Board
234 adjourned the meeting at 9:36 p.m. for the Trout Creek Community Development District.

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

238 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
239 **meeting held on June 25, 2026.**

240

241

242

243

Signature

Signature

Printed Name

Printed Name

244 Title: ☐ Secretary ☐ Assistant Secretary

Title: ☐ Chairman ☐ Vice Chairman

EXHIBIT 13

1 **MINUTES OF MEETING**

2 **TROUT CREEK**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Workshop of the Board of Supervisors of the Trout Creek Community Development District
5 was held on Monday, May 11, 2026 at 10:02 a.m., at the Kayak Club, 100 Kayak Way, St. Augustine, FL
6 32092.

7 **FIRST ORDER OF BUSINESS – Roll Call**

8 Mr. McGaffney called the meeting to order and conducted roll call.

9 Present and constituting a quorum were:

10	Clint Wright	Board Supervisor, Chairman
11	Heather Loffredo	Board Supervisor, Vice Chairman
12	Jim Breslin	Board Supervisor, Assistant Secretary
13	Ronnie Murphy	Board Supervisor, Assistant Secretary
14	Vincent Sajkowski	Board Supervisor, Assistant Secretary

15 Also, present were:

16	Howard McGaffney	District Manager, Vesta District Services
17	Belynda Tharpe	General Manager, FirstService Residential
18	Jessica Knutelsky	Assistant General Manager, FirstService Residential
19	Jennifer Kilinski (<i>via phone</i>)	District Counsel, Kilinski Van Wyk PLLC

20
21 *The following is a summary of the discussions had at the May 11, 2026 Trout Creek CDD Board of*
22 *Supervisors Workshop. Audio for this meeting is available upon public records request by emailing*
23 *PublicRecords@vestapropertyservices.com.*

24 **SECOND ORDER OF BUSINESS – Audience Comments – (limited to 3 minutes per individual**
25 **for agenda items)**

26 A resident provided suggestions for the budget expenses, assessments, and the capital plan.

27 A resident discussed the 16A buffer and plantings done by the developer.

28 A couple of residents discussed their concerns regarding golf cart safety, low speed vehicles, e-
29 bikes, and speed limits on multi-use paths.

30 Supervisor Wright touched on the topics brought up by residents. Discussion ensued regarding JEA
31 irrigation and using AI to monitor water usage, gas heaters for pools, night swimming and electrical
32 engineering requirements for that.

33 **THIRD ORDER OF BUSINESS – Discussion Topics**

34 Mr. McGaffney, assisted by Supervisor Murphy, began the discussions with a brief overview of
35 the proposed FY 2026-2027 budget. Discussion ensued as the Board and staff went down the
36 budget line by line.

37 A. Exhibit 1: Shearwater Night Swim

38 Discussion ensued regarding why there was a request to update the lighting for night swimming.

39 B. Exhibit 2: Swim Team Revenue Possibilities (Swim Rise Aquatics & Sporting Jax Aquatic Club)

40 Ms. Knutelsky presented the two proposals. Discussion ensued.

C. Shades for Tot Lot

Discussion ensued, and the Board came to the consensus to not invest in shades for the tot lot at this time.

D. Exhibit 3: Swings for Phase 3

Discussion ensued with the consensus being to invest in two swings for Phase 3 at a not-to-exceed of \$5,000.00 added to the FY 2027 budget and for the General Manager and Assistant General Manager to determine the locations.

E. Bike Racks for All Bus Stops within the Community

Ms. Knutelsky presented the proposal to install bike racks at all 10 bus stops with the consensus being to do so and budget for it in the FY 2027 Capital at a not-to-exceed of \$1,800.00.

F. Trash Cans for All Mailbox Kiosks

Ms. Knutelsky presented the proposal to add trash cans at 12 of the 47 possible locations. Discussion ensued and the consensus was to not invest in this project at this time.

G. Benches & Trash Cans at Fishing Ponds

Ms. Knutelsky presented the proposal to add benches and trash cans at the fishing ponds. Discussion ensued and the consensus was to invest in trash cans around 8 of the fishing ponds, and to budget for it in the FY 2027 Capital at a not-to-exceed of \$2,500.00

H. Lighting at Mailbox

Ms. Knutelsky presented the proposal to add lighting at the mailboxes, but the consensus was to not invest in this project at this time.

I. Exhibit 4: Flock System

Discussion ensued regarding cost, which included a presentation from an individual with additional information on the Flock System. The consensus was to have the General Manager and the Assistant General Manager do additional research on the options and to bring back a comparative analysis or summary with recommendations to a future Board meeting.

J. Exhibit 5: Proposed FY 2026-2027 Budget

This item was discussed at the start of the discussion topics.

K. Exhibit 6: Towing Policy

Ms. Kilinski presented the updated towing policy, and it was noted that the policy was ready for the May 28th public hearing.

L. Exhibit 7: Rates/Policies/Disciplinary Rule

Ms. Kilinski presented the updated rates/policies/disciplinary rules, and it was noted that they were ready for the May 28th public hearing.

M. Exhibit 8: Ashford Mills TCE Changes

Ms. Kilinski presented the Ashford Mills TCE changes.

N. Exhibit 9: Fence/Variance – Revised Policy

Ms. Kilinski presented the Fence/Variance.

FOURTH ORDER OF BUSINESS – General Manager’s Update

Ms. Tharpe introduced the new Lifestyle Director, Marcia, and presented updates on the district’s operations.

FIFTH ORDER OF BUSINESS – Supervisors’ Requests

Supervisor Loffredo requested that the Board consider a policy that would clarify the District’s stance on campaign events as related to the use of District property and amenity centers. Discussion ensued.

Supervisor Wright requested an update on the additional proposals for the repairs of the outfall structures.

SIXTH ORDER OF BUSINESS – Audience Comments – (limited to 3 minutes per individual)

A resident noted several concerns and made suggestions regarding topics that were discussed by the Board. Discussion ensued.

A resident requested that a representative from the District join her in meeting with the county commissioner.

A resident asked the Board to consider trash cans, swings, and benches in the Hammocks.

SEVENTH ORDER OF BUSINESS – Next Meeting Quorum Check: Thursday, May 28 at 6:00 PM

All five Board members present stated that they would be attending the next Board meeting on Thursday, May 28 at 6:00 p.m.

EIGHTH ORDER OF BUSINESS – Next Workshop Reminder: Tuesday, June 9 at 10:00 a.m.

NINTH ORDER OF BUSINESS – Adjournment

Mr. McGaffney asked for final questions, comments, or corrections before requesting a motion to adjourn the meeting. There being none, Mr. Wright made a motion to adjourn the meeting.

On a MOTION by Mr. Wright, SECONDED by Ms. Breslin, WITH ALL IN FAVOR, the Board adjourned the meeting at 12:55 p.m. for the Trout Creek Community Development District.

**Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that 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.*

Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on June 25, 2026.

119

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121

122

Signature

Signature

Printed Name

Printed Name

123 **Title:** ☐ **Secretary** ☐ **Assistant Secretary**

Title: ☐ **Chairman** ☐ **Vice Chairman**

EXHIBIT 14

EXHIBIT 15

EXHIBIT 16