
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 the Trout Creek Community Development District will be held on **November 19, 2025, at 6:00 p.m.** located at the Kayak Club, 100 Kayak Way, St. Augustine, FL 32092.

Present and constituting a quorum:

Clint Wright	Board Supervisor, Chairman
Heather Loffredo	Board Supervisor, Vice Chairperson
Jim Breslin	Board Supervisor, Assistant Secretary
Ronnie Murphy	Board Supervisor, Assistant Secretary
Vincent Sajkowski	Board Supervisor, Assistant Secretary

Also present were:

Melissa Dobbins	District Manager, Rizzetta & Co., Inc
Lesley Gallagher	District Manager, Rizzetta & Co., Inc.
Belynda Tharpe	General Manager, First Service Residential
Jessica Knutelsky	Assistant Manager, First Service Residential
Chris Loy	District Counsel, Kilinski Van Wyk
Roger Claxton	Ruppert Landscaping

Members of the public present.

FIRST ORDER OF BUSINESS

CALL TO ORDER

Mr. Wright called the meeting to order at 6:00 p.m.

SECOND ORDER OF BUSINESS

PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited.

THIRD ORDER OF BUSINESS

**GENERAL AUDIENCE
COMMENTS (AGENDA AND
GENERAL COMMENTS
LIMITED TO 3 MINUTES EACH)**

No audience comments at this time. Ms. Loffredo confirmed with the audience that there were no comments.

FOURTH ORDER OF BUSINESS

STAFF REPORTS

A. District Counsel

1) Further Discussion on Developer Negotiations

Mr. Loy updated the board that after speaking with the developer's attorney, the following offer was being relayed:

- \$445,000 unrestricted funds
- Perpetual license for trademark
- Removing as is language from deed
- District agrees to accept all remaining property from the developer in the district subject to review by the district engineer
- Must be accepted by November 21, 2025.

The meeting was opened back up for audience comments.

Comments were heard on the following:

Mr. Laudenslager advised regarding legalized language to be used. He also had comments on the balance of capital project funds.

Comments were also heard on 16A.

Ms. Loffredo read a prepared statement.

The board moved back to District Counsel and the discussion on Developer Negotiations.

Discussion ensued regarding the crosswalk and whether the board will have an opportunity to review the settlement agreement prior to final acceptance.

On a motion by Mr. Murphy, seconded by Mr. Sajkowski, by majority vote, Mr. Breslin and Ms. Loffredo opposed, the Board approved the acceptance of \$445,000 unrestricted funds, a perpetual license for the trademark, removing the as in language from deed, accepting all remaining property from the Developer within the district subject to review and approval by the district engineer. The motion was then prefaced that it would be conditional to these items as well as the developer permitting and constructing the crosswalk at their expense and the acceptance would be subject to a final written settlement agreement that the board would review at the next meeting, for Trout Creek Community Development District.

2. Update on Besch & Smith/ Outfall Project

Mr. Loy updated the board that they have been dealing with Prosser's insurer who would not meet without representation. They are issuing counsel and will now schedule the onsite meeting. It was also noted that the repair contract is on hold until the site meeting and it has been confirmed that the contractor is okay with waiting.

3. Review Extension of Multi-Use Path to 210

Direction was provided for Mr. Loy, and Mr. Yuro to work with the developer of the 210 parcels on the feasibility of an extension of the multi-use path.

B. District Engineer

It was requested that Mr. Yuro to be invited to the workshop on December 3rd and that the board forward any questions that they have for him in advance. Mr. Wright also requested that a priority list be established for the future.

C. Landscape Maintenance Service Reports

Mr. Breslin noted weed pressure and Mr. Claxton was going to direct the team to begin hand pulling these weeds the week following Thanksgiving as the recommended approach for this concern.

The board then moved to the County Tree Replacement Proposals.

2.) County Tree Replacement Proposals - (Under separate cover)- Exhibit A

Mr. Wright reviewed that Prestige had provided a proposal for the areas in the community that they cover, and Rupert did the same for their areas. The board had no objection to moving forward in this manner.

The board then moved back to the Phase 2 – Prestige Addendum and Rupert Amendment.

1.) Phase 2 - Prestige Addendum and Ruppert Amendment

On a motion by Mr. Wright, seconded by Mr. Breslin, with all in favor, the board accepted the Phase 2 - Prestige Addendum and Ruppert Amendment, for Trout Creek Community Development District.

Mr. Sajkowski then proposed having the pond banks in the gated section mowed by Prestige who had said that they would add this at no additional cost. Discussion ensued regarding HOA covenants, something formal in writing from Prestige reflecting no charge and aquatics maintenance.

No action was taken on this matter to allow district counsel to further research until the next meeting.

It was noted that the HOA Manager would be attending the CDD workshop. The board authorized Mr. Loy to work with the HOA regarding pond maintenance and mowing prior to the December workshop.

Ms. Loffredo requested that a letter be sent to the HOA noting the CDD's support of allowing residents to have basketball nets in their driveway on their property.

D. Pond Aquatics Service Reports

No comments.

E. General Manager

There were no questions on the general manager's report found in the agenda. Ms. Tharpe did note that she is working on a list of items for the workshop in December which includes dog park hours & lighting, pickleball courts and the reuse water line.

F. District Manager

1.) Variance Report Presented by Supervisor Murphy

Ms. Dobbins updated the board that the water damage claim had been processed and a check in the amount of \$2,000 had been received.

Ms. Dobbins was directed to add a shade session to the December 17th meeting and advertised for such noting that it would be to discuss litigation between VerdeGo and the District at 5:30 pm and that district counsel, litigation counsel, the board and district manager would be noted to be attending.

The board directed Ms. Dobbins to pay the full annual amount to Poolsure as the district had done in the past to take advantage of a 5% discount.

Mr. Murphy then reviewed motions that were made at the prior meeting and her request to revise some of the previously approved motions. Mr. Murphy then made the following motions.

- Straight Pressure Washing in the amount of \$28,000 to be paid out of the operation and maintenance budget from the miscellaneous contingency line and not from the capital reserve as previously motioned. Simpson Pressure Cleaning Trailer 3200 PSI option in the amount of \$4,499 to be paid from the capital reserve fund rather than the operation and maintenance budget as previously motioned.

On a motion by Mr. Murphy, seconded by Ms. Loffredo, with all in favor, the board accepted the noted changes by Mr. Murphy to prior motions for Straight Pressure Washing and the Simpson Pressure Cleaning trailer, for Trout Creek Community Development District.

Mr. Murphy then clarified which capital reserve items should be paid against the capital project fund (2025 Refunding Bond Improvements) in fiscal year 2025/2026 noting the aim to zero out the balance of the account in fiscal year 2025-2026 with the following approved projects as shown in Exhibit B:

Balance of Good Hope Ct.	\$ 17,810
Balance of Kompan Playground	\$ 23,296
Golf Cart	\$ 12,275
Pergola	\$ 44,016
Dog Park/Garden Shades	\$ 9,630
Outpost Furniture	\$ 11,180
Fun Pool Resurfacing	\$245,783
Pool Heater	\$ 50,445
	\$414,635

Pool Heater Install (electrical and gas) \$15,000-\$20,000 (estimate).

Any other capital reserve fund projects will come from the reserve fund.

On a motion by Mr. Murphy, seconded by Ms. Loffredo, with all in favor, the board approved the projects noted on Exhibit B to be paid from the capital project fund (2025 refunding bond improvements), for Trout Creek Community Development District.

FIFTH ORDER OF BUSINESS

REVIEW OF AMENITY SUSPENSION

Discussion ensued regarding property owners not being present and carrying the suspension until they appear before the board. Mr. Loy noted that he cannot support an indefinite suspension.

Suspension decision stands until April 2026, unless the property owners are present to have this reconsidered.

SIXTH ORDER OF BUSINESS

DISCUSSION REGARDING INTEREST OPTIONS FOR NEW RESERVE/REFI FUNDS

Audience member, Mr. Laudenslager, made a power point presentation to the board and audience regarding district finances and his recommendations.

Mr. Loy noted that some of the recommendations for debt service funds being held before submitting to the trustee that Mr. Laudenslager raised were public finance questions and consultation with Bond Counsel would need to be consulted and that the risk is far too great until Bond Counsel can confirm. Given this the board agreed to continue to as is until Bond Counsel could clarify.

The board then reviewed interest options for the new reserve/refi funds found under tab 5 of the agenda that were tabled at the last meeting. Discussion ensued regarding the number of accounts and what funds were being designated for each.

On a motion by Mr. Breslin, seconded by Ms. Loffredo, with all in favor, the board approved opening two new accounts with one for the reserve fund FY 25/26 and one revenue account to also include the refinance proceeds and any funds received from the developer with both accounts being set up as FL Class Intergovernmental Pool with current interest rate of 4.04% and if the accounts cannot be separated into separate pools the reserve should be placed in the intergovernmental FL Class pool and both the revenue and funds from the developer to be placed in the Valley money market account, for Trout Creek Community Development District.

A one-page report with balances was requested for each meeting.

SEVENTH ORDER OF BUSINESS

DISCUSSION REGARDING ESTABLISHMENT OF FINANCE WORKING GROUP

Mr. Loy reviewed Sunshine law and impacts on working groups. The board would review this further at the workshop as finance update item.

EIGHTH ORDER OF BUSINESS

DISCUSSION REGARDING DISTRICT MANAGEMENT RFP

On a motion by Ms. Loffredo, seconded by Mr. Murphy, with all in favor, the board approved the District Management RFP template that was circulated by District Counsel previously with the addition of requesting copies of sample financial reports, monthly financial and budgets and requested presentations taking place at the December meeting, for Trout Creek Community Development District.

NINTH ORDER OF BUSINESS

**BUSINESS ADMINISTRATION -
CONSENT AGENDA**

**A.) Consideration of Minutes for the Board of Supervisors' Meeting held on
October 29, 2025**

B.) Consideration of Minutes for the Workshop held on November 5, 2025

**C.) Ratification of the Operation and Maintenance Expenditures for
October 2025**

D.) Consideration of Resolution 2026-03, FY 25 Budget Amendment

E.) Acceptance of FY 2024-2025 Goals and Objectives Report

On a motion by Mr. Wright, seconded by Mr. Breslin, with all in favor, the Board approved the minutes of the Board of Supervisors' meeting held on October 29, 2025, the minutes of the Workshop held on November 5, 2025, Ratification of the Operation and Maintenance Expenditures for October 2025 in the amount of \$326,940.35, Resolution 2026-03, FY 25 Budget Amendment, FY 2024-2025 Goals and Objectives Report, for Trout Creek Community Development District.

TENTH ORDER OF BUSINESS

SUPERVISOR REQUESTS

Mr. Murphy requested the architect review alternate kitchen locations.

Mr. Wright requested a running list of repairs for infrastructure for spring of next year.

The meeting was opened back up to audience comments. Audience comments were heard on the following: fence on 16 and gaps that need repairs, construction hours, signed support of a wall and further finance discussion by the Board.

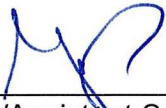
Mr. Loy updated the board that he did hear back from Bond Counsel during the meeting and the recommendation by Mr. Laudenslager to hold debt service funds was not possible and it was confirmed that bond funds must be transferred to the trustee immediately.

Ms. Loffredo left the meeting.

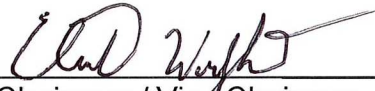
ELEVENTH ORDER OF BUSINESS

ADJOURNMENT

On a motion by Mr. Wright, seconded by Mr. Breslin, with all in favor, the Board adjourned the meeting at 8:26 p.m., for Trout Creek Community Development District.



Secretary /Assistant Secretary



Chairman / Vice Chairman

Exhibit A



November 12, 2025

322 Paseo Reyes Drive
St. Augustine , FL 32095

Attn: Jessica jessica.knutelsky@fsresidential.com

Re: Oak and Maple Tree plantings

Ruppert Landscape proposes to furnish all materials, labor, and equipment necessary to perform the following Landscape Enhancement at **Trout Creek CDD Phase 2**. Specifically, the scope of work shall be as described here in.

Scope of Work: This proposal is to plant 21 trees and add bubblers to each tree. We will plant 11 4 in Live oaks and 10 4 inch red maples

Plants:

Plant Description	Quantity	UM/Size
Live Oak	11	4 inch
Red Maple	10	4 inch

Miscellaneous:

Description
Irrigation/Bubbler

Total price* : \$28,439 _____ Initial

- Installation of plant material, sod, and seed shall be in accordance with generally excepted state/local industry specifications and guidelines.
- Proposal is based on Ruppert Landscape completing the full scope of work in one mobilization, unless otherwise indicated.

Ruppert Landscape, Inc.
2105 Harbor Lake Drive ■ Fleming Island, FL 32003
Office 904-778-1030 ■ Fax 301-482-0303 ■ www.ruppertlandscape.com

- Ruppert Landscape will contact the appropriate Utility Locate service for the project area and have all major utilities located prior to the start of our work. The customer will be responsible for locating any private utilities on the property such as site lighting and irrigation systems.
- Ruppert Landscape is not liable for damage to, or resulting from, undisclosed subsurface utilities and structures that are not properly identified. If hand digging is required to avoid utilities, Ruppert Landscape will notify the customer immediately and bill for the additional costs on a time and materials basis.
- Proposal is based on reasonable access to all areas by construction equipment such as backhoes and skidsteer loaders. If access is restricted, Ruppert Landscape will notify the customer immediately and will bill for additional costs on a time and materials basis.
- Proposal is based on all work areas being free of major subsurface obstructions such as rock, hardpan, clay, water, contaminated soils and miscellaneous construction debris that conflict with the completion of our work. If hidden obstructions are encountered, Ruppert Landscape will notify the customer immediately and will bill the additional costs incurred on a time and materials basis.
- Ruppert Landscape will not be responsible for damages to existing landscape or structures due to actions or conditions beyond our control including but not limited to: Acts of God, weather, neglect, vandalism, theft, etc.
- Proposal based on receiving curb lane access provided by Owner/General Contractor as may be required for Ruppert Landscape installations.
- All newly installed plant material shall be covered by a one time, six month replacement warranty, which does not cover acts of God or vandalism, and is contingent upon proper watering and maintenance being provided for by the owner.
- Initial watering will be provided upon installation;
- Subsequent watering is to be provided by the property owner unless preapproved by the owner as an additional service to be billed on a time plus material basis, at the rates noted below.
 - Hand-watering by garden hose from a private water source on-site is \$60.00 per hour.
 - Hand-watering by hose from a metered public source (hydrant) is \$70.00 per hour.
 - Tank-truck watering, from a metered public source (hydrant), is \$100 per hour.

Subsequent watering will be provided by Ruppert Landscape on a time and materials basis according to the above-provided rates which supersede all previously provided rates. Frequencies and schedules will be determined by site conditions.

Additional watering:

YES _____ **NO** _____

Terms and Conditions

- Pricing does not include state and local taxes but will be invoiced where applicable.

Ruppert Landscape, Inc.
2105 Harbor Lake Drive ■ Fleming Island, FL 32003
Office 904-778-1030 ■ Fax 301-482-0303 ■ www.ruppertlandscape.com

- Payment shall be requisitioned upon completion of each rotation and be due, in full, within fifteen (15) days.
- Owner agrees to pay for any direct or indirect fees or set-up costs related to the Contractor's processing of invoices through a third-party servicer, with any such fees or costs being added to the Owner's invoice as an additional sum owed to the contractor.
- A late charge of 1.5% per month will be charged on all amounts 30 days past due. A \$30 fee will apply to any returned check. Should Owner choose to pay by credit card, third-party fees associated with this payment type will be covered by the addition of a Convenience Fee, which shall be added to the total transaction amount (the current Convenience Fee is 3.0%). We recommend making payments via check or via ACH, as neither of these forms of payment have any additional costs associated. In addition, ACH offers many of the same conveniences as paying by credit card, but without the added cost.
- This proposal shall only be valid for Thirty (30) days. After that time unit prices will need to be readjusted.
- If this proposal meets your approval, please sign and return one copy.

My contact information is shown below. If you have any questions please contact me.
Thank you.

Acceptance of Proposal:

jessica.knutelsky@fsresidential.com

Ruppert Landscape LLC

Kyle Carasea

813-293-0587 cell

kcarasea@ruppertcompanies.com

Date: _____

PRESTIGE LANDSCAPES OF NORTH FLORIDA, INC.

Landscape Proposal

Job Name: Live Oak Mitigation
Property Name: Trout Creek CDD ph1
Client: Belynda Tharpe
Address:
City/State/Zip:
Phone:

Proposal # 10jx1080.101
Date: November 13, 2025

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

Description

Prestige Landscapes proposes to install 4" cal. Live Oaks ph1 Trout Creek CDD. These trees are for tree mitigation needed from the removal of Live Oaks and Red Maples along Timberwolf Tr. due to JEA mainline being installed in junction with the new sports complex.

This proposal is requested by CDD management. All trees will be warranted for the entirety on PLI's maintenance contract. Irrigation will be adjusted to ensure proper water requirements through the establishment period.

Materials & Services	Quantity	Unit Price	Total
Live Oak 4" cal.	4 \$	784.70 \$	3,138.80
Pine Straw	8 \$	9.73 \$	77.84

TOTAL PRICE \$ **3,216.64**

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: November 13, 2025

PRESTIGE LANDSCAPES OF NORTH FLORIDA, INC.

Landscape Proposal

Job Name: Timberwolf Oak & Maple Mitigation
Property Name: Trout Creek CDD ph3
Client: Belynda Tharpe
Address:
City/State/Zip:
Phone:

Proposal # 10jx1082.101
Date: November 13, 2025

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

Description

Prestige Landscapes proposes to install 4" cal. Live Oaks and 4" cal. Red Maple's through out ph3 Trout Creek CDD. These trees are for tree mitigation needed from the removal of Live Oaks and Red Maples along Timberwolf Tr. due to JEA mainline being installed in conjunction with the new sports complex.

This proposal is requested by CDD management. All trees will be warranted for the entirety on PLI's maintenance contract. Irrigation will be adjusted to ensure proper water requirements throughout the establishment period.

Materials & Services	Quantity	Unit Price	Total
Live Oak 4" cal.	9 \$	784.70 \$	7,062.30
Red Maple 4" cal.	10 \$	784.70 \$	7,847.00
Pine Straw	38 \$	9.73 \$	369.74
TOTAL PRICE		\$	14,909.30

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: November 13, 2025

Exhibit B

At CDD meeting on 10/29/2025:

On a motion by Mr. Wright, seconded by Ms. Loffredo, with all in favor,

1) The Board approved the option from Sunshine State Solutions of N. Florida for the base wooden pergola without roof in the amount of \$44,016 to be paid from the capital reserve,

2) approved the straight pressure estimate in the amount of \$28,000 to be paid from the capital reserve,

3) approved the 3200 PSI option in the amount of \$4499 to be paid from the O&M budget,

4) approved the Southern Breeze outpost furniture proposal in the amount of \$11,180 to be paid from the capital reserve,

5) approved the Southern Breeze kayak club furniture proposal in the amount of \$39,850 to be paid from the capital reserve,

I, Ronnie Murphy make a motion to revise some items in above approved motion.

Item # 2, the Straight Pressure Washing in amount of \$28,000, should not be paid from the capital reserve. It should be an O & M expense and be paid from the Misc Contingency line

Item # 3, the 3200 PSI option in the amount of \$4,499 should be paid from the capital reserve instead of O& M

I Ronnie Murphy make a motion to clarify which Capital Reserve items should be paid against the **Capital Project Fund (2025 Refunding Bonds Improvements)** in 2025/2026, with an aim to zero out balance of account in with the below 2025/2026 approved projects

Balance of Good Hope Ct	\$17,810
Balance of Kompan Playground	\$23,296
Golf Cart	\$12,275
Pergola	\$44,016
Dog Park/Garden shades	\$9,630
Outpost Furniture	\$11,180
Fun Pool Refinishing	\$245,783
Pool Heater	<u>\$50,445</u>
	\$414,635
Pool Heater install (electrical & gas) \$15,000-\$20,000 (estimate)	
Pay from balance as of 9/30/2025	\$424,595
(Plus any interest incurred)	

Any other Capital Reserve Fund Projects will come from the Reserve Fund