

**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.*

**GLEN ST. JOHNS  
COMMUNITY DEVELOPMENT DISTRICT**

The **Regular** meeting of the Board of Supervisors of Glen St. Johns Community Development District was held on **Thursday, February 18, 2016 at 10:00 a.m.** at the St. Johns County Airport Authority located at 4730 Casa Cola Way, St. Augustine, FL. 32095.

Present and constituting a quorum:

Maston Crapps	<b>Board Supervisor, Chairman</b>
Wes Hinton	<b>Board Supervisor, Vice Chairman</b>
Brian Reese	<b>Board Supervisor, Assistant Secretary</b>
Darren Romero	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Melissa Dobbins	<b>DM, Rizzetta &amp; Company, Inc.</b>
Lesley Gallagher	<b>Rizzetta &amp; Company, Inc.</b>
Katie Buchanan	<b>Hopping Green &amp; Sams (via speakerphone)</b>
Jeff Branch	<b>ASG</b>
Jeff Nunamaker	<b>Yellowstone Landscape</b>

**FIRST ORDER OF BUSINESS**

**Call to Order**

Ms. Gallagher called the meeting to order at 10:05 a.m. and read roll call.

**SECOND ORDER OF BUSINESS**

**Audience Comments on Agenda Items**

There were no audience members present.

**THIRD ORDER OF BUSINESS**

**Consideration of the Minutes of the Board  
of Supervisors' Regular Meeting held  
December 17, 2015**

<p>On a motion by Mr. Crapps, seconded by Mr. Reese, with all in favor, the Board approved the minutes of the Board of Supervisors' regular meeting held December 17, 2015 for Glen St. Johns Community Development District.</p>
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**FOURTH ORDER OF BUSINESS**

**Ratification of the Operation and  
Maintenance Expenditures for November  
2015 and December 2015**

On a motion by Mr. Crapps, seconded by Mr. Hinton, with all in favor, the Board ratified the operation and maintenance expenditures for November 2015 in the amount of \$32,881.78 and December 2015 in the amount of \$21,044.34 for Glen St. Johns Community Development District.

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

- A. District Counsel  
No report.
- B. District Engineer  
Not present.
- C. Landscape Report  
Mr. Nunamaker provided a landscape update and noted a schedule change to weekly service would occur late March or early April.
- D. Amenity Manager Report  
No report.
- E. District Manager  
Ms. Gallagher updated that there is an HOA enforcement meeting on February 25, 2016 for resident that has a fence over CDD drain, will provide further update.

A letter was sent to all property owners regarding conservation easement February 9, 2016 per board's direction from last meeting.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2016-02,  
Designating an Assistant Secretary**

On a motion by Mr. Crapps, seconded by Mr. Reese, with all in favor, the Board Chairs adopted Resolution 2016-02, Designating an Assistant Secretary, appointing Lesley Gallagher, for Glen St. Johns Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Pool Chemical  
Maintenance Agreement**

On a motion by Mr. Crapps, seconded by Mr. Hinton, with all in favor, the Board approved the renewal with Aquasol / Poolsure at an annual fee of \$4,944.00 for Glen St. Johns Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Amenity Restroom  
Access Control Proposal**

Proposal from Village Key was approved at the last meeting contingent on existing access cards being compatible, they are not.

On a motion by Mr. Crapps, seconded by Mr. Reese, with all in favor, the Board approved Sunbelt proposal in the amount of \$3,838.00 for Glen St. Johns Community Development District.

**NINTH ORDER OF BUSINESS**

**Consideration of Amenity Center Gutter  
Proposals**

The Board reviewed three proposals.

On a motion by Mr. Crapps, seconded by Mr. Romero, with all in favor, the Board approved the proposal from Benchmark in the amount of \$875.00, subject to them providing a one year warranty and requested staff to check with Benchmark to see if removing the center down spout was possible for Glen St. Johns Community Development District.

**TENTH ORDER OF BUSINESS**

**Consideration of Landscape Enhancement  
Proposals**

Additional proposals Exhibit A. The board reviewed landscape enhancement proposals. Discussion ensued.

On a motion by Mr. Crapps, seconded by Mr. Hinton, with all in favor, the Board approved the proposal from Rain Freeze Sensors Installation in the amount of \$561.52, enhancement to the sports field in the amount of \$1,079.76, enhancement to the turn about island in the amount of \$1,997.19 and the removal of existing pine bark mini nuggets and installation of pine straw at the amenity center, at a cost not to exceed \$5,791.83 for Glen St. Johns Community Development District.

**ELEVENTH ORDER OF BUSINESS**

**Considerations of Resolution 2016-03,  
Regarding General Election**

On a motion by Mr. Crapps, seconded by Mr. Reese, with all in favor, the Board adopted Resolution 2016-03, Regarding General Election for Glen St. Johns Community Development District.

**TWELFTH ORDER OF BUSINESS**

**Considerations of Audit Financial  
Statements for Fiscal Year ending  
September 30, 2015  
(under separate cover)**

The Board accepted.

**THIRTEENTH ORDER OF BUSINESS**

**Audience Comments and  
Supervisor Requests**


There was no audience present.

Mr. Reese noted a resident is setting up food trucks. He provided contact information so district staff could coordinate. The Board agreed to trial period of two months (first Friday of each month) and if successful would then look at agreement with possible profit sharing.

**~~FOURTEENTH ORDER~~ FOURTEENTH ORDER OF BUSINESS      Adjournment**

On a motion by Mr. Romero, seconded by Mr. Reese, with all in favor, the Board adjourned the Board of Supervisors' Meeting at 11:15 a.m. at for Glen St. Johns Community Development District.

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

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

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# EXHIBIT A

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# YELLOWSTONE LANDSCAPE

## Enhancement Proposal

Job Name:	Installation St. Thomas & Tortuga Bay 1	Proposal #	
Property Name:	Glen @ St. Johns	Date:	February 10, 2016
Client:	Melissa Dobbins / Rizzetta & Company Inc.		
Address:	2806 N. 5th St. Unit 403		
City/State/Zip:	St. Augustine Fl. 32084		
Phone:	904-436-6270		

Austin Outdoor, LLC will complete the work described below:

### Description

Spray Out Existing Turf Inside Entrance Area To Create Bed Area, Install Flax Lily and Loropetalum According To Rendering, Soil Will Be Used For New Plant Installation, Mulch Will Be Installed After Plant Installation Is Completed.

Materials & Services	Quantity	Unit Price	Total
Flax Lily . Flax Lily Along Road Frontage Per Rendering	90	\$	859.50
Loropetalum . Loropetalum Behind Flax Lily Per Rendering	110	\$	2,593.80
Top Soil . Soil Will Be Used To Install New Plant Material	30	\$	329.10
Brown Mulch . Much Installed After Plant Installation Is Completed	1	\$	641.97
Spray Out Existing Turf To Create Bed Area For Planting	1	\$	74.00
<b>TOTAL PRICE</b>		\$	<b>4,498.37</b>

### ACCEPTANCE OF TERMS

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

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

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

Client:

Prepared by:

*Jeff Nunamaker*

Date:

Date: February 10, 2016

#### Internal Use Only

Project Number:

District:

PO Reference:

Date Work Completed:



# YELLOWSTONE LANDSCAPE

## Enhancement Proposal

Job Name:	Installation St. Thomas & Tortuga Bay 2	Proposal #	
Property Name:	Glen @ St. Johns	Date:	February 10, 2016
Client:	Melissa Dobbins / Rizzetta & Company Inc.		
Address:	2806 N. 5th St. Unit 403		
City/State/Zip:	St. Augustine Fl. 32084		
Phone:	904-436-6270		

Austin Outdoor, LLC will complete the work described below:

### Description

Spray Out Existing Turf Inside Entrance Area To Create Bed Area, Install Flax Lily and Loropetalum According To Rendering, Soil Will Be Used For New Plant Installation, Mulch Will Be Installed After Plant Installation Is Completed.

Materials & Services	Quantity	Unit Price	Total
Flax Lily . Flax Lily Along Road Frontage Per Rendering	90	\$	859.50
Loropetalum . Loropetalum Behind Flax Lily Per Rendering	110	\$	2,593.80
Top Soil . Soil Will Be Used To Install New Plant Material	30	\$	329.10
Brown Mulch . Much Installed After Plant Installation Is Completed	1	\$	641.97
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Client:

Prepared by:

*Jeff Nunamaker*

Date:

Date: February 10, 2016

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



# YELLOWSTONE LANDSCAPE

## Enhancement Proposal

Job Name:	Installation St. Thomas & Cooper Bay	Proposal #	
Property Name:	Glen @ St. Johns	Date:	February 10, 2016
Client:	Melissa Dobbins / Rizzetta & Company Inc.		
Address:	2806 N. 5th St. Unit 403		
City/State/Zip:	St. Augustine Fl. 32084		
Phone:	904-436-6270		

Austin Outdoor, LLC will complete the work described below:

### Description

Spray Out Existing Turf Inside Entrance Area To Create Bed Area, Install Flax Lily and Loropetalum According To Rendering, Soil Will Be Used For New Plant Installation, Mulch Will Be Installed After Plant Installation Is Completed.

Materials & Services	Quantity	Unit Price	Total
Flax Lily . Flax Lily Along Road Frontage Per Rendering	90	\$	859.50
Loropetalum . Loropetalum Behind Flax Lily Per Rendering	110	\$	2,593.80
Top Soil . Soil Will Be Used To Install New Plant Material	30	\$	329.10
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Spray Out Existing Turf To Create Bed Area For Planting	1	\$	74.00
<b>TOTAL PRICE</b>		\$	<b>4,498.37</b>

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Client: \_\_\_\_\_

Prepared by: *Jeff Nunamaker*

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

Date: February 10, 2016

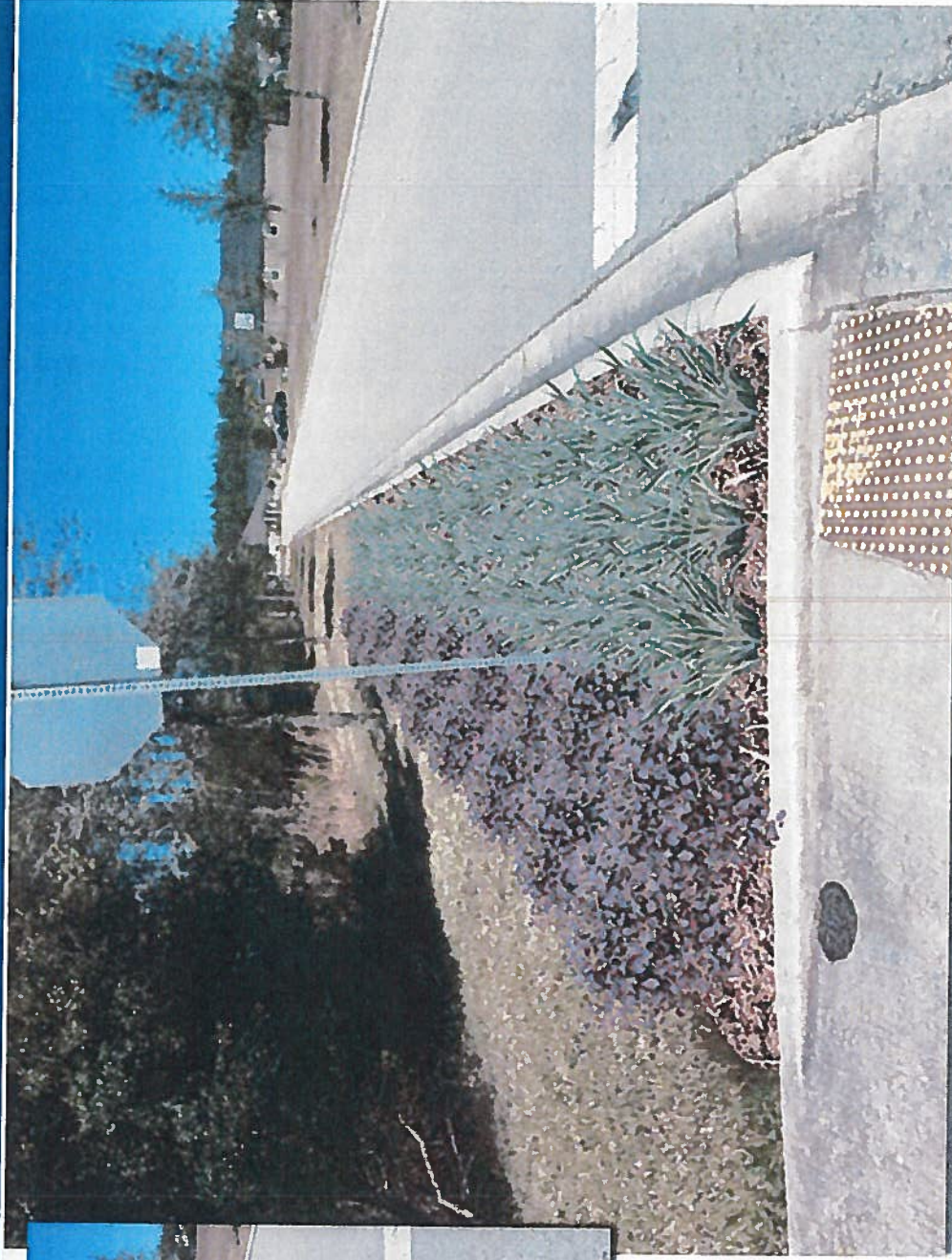
Internal Use Only	
Project Number:	District:
PO Reference:	Date Work Completed:



# Glen at St. Johns

Enhancement Proposal

February 2016



**Proposal:**  
Add Plantings  
Loropetalum, Flax lily

Plant Material Shown at Mature Size





# Glen at St. Johns

Enhancement Proposal

February 2016



**Proposal:**  
Add Plantings  
Loropetalum, Flax lily

Plant Material Shown at Mature Size



# YELLOWSTONE LANDSCAPE

## Enhancement Proposal

Job Name:	Rain / Freeze Sensor Installation	Proposal #	
Property Name:	Glen @ St. Johns	Date:	February 12, 2016
Client:	Melissa Dobbins / Rizzetta & Company Inc.		
Address:	2806 N 5th St. Unit 400		
City/State/Zip:	St. Augustine Fl. 32084		
Phone:	904-436-6270		

Austin Outdoor, LLC will complete the work described below:

### Description

Installation of Rain / Freeze Sensor on the two irrigation clock for Glen @ St. Johns,

Materials & Services	Quantity	Unit Price	Total
Rain / Freeze Sensor.	2	\$	341.52
Irrigation Tech For Installation	1	\$	220.00
<b>TOTAL PRICE</b>		\$	<b>561.52</b>

### ACCEPTANCE OF TERMS

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

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

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

Client:

Prepared by:

*Jeff Nunamaker*

Date:

Date: February 12, 2016

#### Internal Use Only

Project Number:	District:
PO Reference:	Date Work Completed: