

**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 **Wednesday, January 17, 2018 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:

Brian Reese	<b>Board Supervisor, Chairman</b>
David Nabers	<b>Board Supervisor, Vice Chairman</b>
Lynne Snyder	<b>Board Supervisor, Assistant Secretary</b>
Darren Romero	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Lesley Gallagher	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Katie Buchanan	<b>District Counsel, Hopping Green &amp; Sams</b>
Vince Dunn	<b>District Engineer (Via Speakerphone)</b>
Kyle Kubik	<b>Account Manager, Yellowstone Landscape</b>
Cheyne Solsbee	<b>Yellowstone Landscape</b>
Steve Howell	<b>Field Operations Manager, Vesta</b>
Jay King	<b>Manager, Vesta</b>

Audience present

**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 member comments.

**THIRD ORDER OF BUSINESS**

**Consideration of Resignation from  
Maston Crapps**

On a motion by Mr. Reese, seconded by Mr. Nabers, with all in favor, the Board accepted the Resignation of Maston Crapps effective January 8, 2018 and agreed to leave this seat open as it will go through the General Election later this year for Glen St. Johns Community Development District.

**FOURTH ORDER OF BUSINESS**

**Consideration of the Minutes of the Board  
of Supervisors' Regular Meeting held  
October 18, 2017**

On a motion by Mr. Reese, seconded by Mr. Nabers, with all in favor, the Board approved the minutes of the Board of Supervisors' Regular meeting held October 18, 2017 for Glen St. Johns Community Development District.

**FIFTH ORDER OF BUSINESS**

**Ratification of the Operation and  
Maintenance Expenditures for September  
2017, October 2017 and November 2017**

On a motion by Mr. Romero, seconded by Mr. Nabers, with all in favor, the Board ratified the operation and maintenance expenditures for September 2017 in the amount of \$32,611.58, October 2017 in the amount of \$32,062.13 and November 2017 in the amount of \$27,118.58 for Glen St. Johns Community Development District.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

- A. District Counsel  
1.) Review of Memo Regarding Applicability of Sunshine Law and Public Records Law to Social Media and Internet

Ms. Buchanan reviewed the Memo found under Tab 4 of the agenda as a reminder of the obligations that are under the Sunshine Law and Public Records Law and the impacts of social media on each.

Moved to agenda item 5B.

Update Regarding Acceptance of Improvements and or Real Property by Glen St Johns CDD.

Ms. Buchanan reviewed a draft letter to KB Home (Exhibit A), which outlined the property/improvements that the District was contemplating accepting and anticipated responses based on a previous call with the Chairman and District Manager to review. The Board reviewed each Phase listed in the letter. The discussion ensued. The Board approved the letter to KB Home in substantial form and authorized the Chairman to work with District Counsel on modifications and finalize.

On a motion by Mr. Nabers, seconded by Mr. Romero, with all in favor, the Board approved the letter to KB Home in substantial form and authorized the Chairman to work with District Counsel on modifications and finalize for Glen St. Johns Community Development District.

It was also decided that a demand letter be sent to have the fountains that were installed in pond 8 of Phase 2B be removed immediately as these were not authorized by the District.

The District Engineer exits the meeting.

B. District Engineer  
No Report

C. Landscape Report

1.) Yellowstone Landscape Report, January 2018

Mr. Kubik briefly reviewed his report found under Tab 5 of the agenda. He also updated the Board that there is an emergency pump repair needed at the Amenity Center. The Board authorized Yellowstone Landscape to move forward with the repair at a cost of \$2,060.00.

D. Amenity Manager Report

1.) Field Operations Report, January 17, 2018

Mr. Howell reviewed his report found under Tab 6 of the agenda which included the need to repair or replace some of the pool furniture in the future.

The Board directed Ms. Gallagher to obtain proposals for a Reserve Study.

On a motion by Mr. Nabers, seconded by Mr. Reese, with all in favor, the Board authorized Mr. Howell to get pricing for No Parking signs at the Zoysia Field to match the existing signage and authorized Ms. Snyder to provide the final review and approval for Glen St. Johns Community Development District.

E. District Manager

1.) Ms. Gallagher reviewed that her office has received a request from Jacksonville Electric Authority to have a Notice of Commencement executed by the District to allow an emergency generator to be installed at the Jacksonville Electric Authority lift station located on West Teague. Ms. Buchanan noted that additional verbiage will need to be added for the District, prior to the Chairman executing. Ms. Gallagher also updated the Board that Sampson Creek Community Development District had moved forward with the camera installation that their Chairman had reached out to the Board on previously.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Proposals for Pool  
Chemical Provider**

Ms. Gallagher reviewed the proposal from Poolsure, who is the current vendor for pool chemicals. Jay King reviewed a proposal (Exhibit B) from Vesta that outline options for the Board to consider outside of Poolsure. The discussion ensued. The Board approved option #2 from Vesta which would be for Vesta to work directly with Hawkins as the supplier of chemicals and Vesta to then contract with the District as the pool chemical service provider and take over any maintenance or repair responsibility of chemical equipment that they would need to install to provide this service for a total annual cost of \$4920.00.

On a motion by Mr. Romero, seconded by Ms. Snyder, with all in favor, the Board approved option #2 from Vesta which would be for Vesta to work directly with Hawkins as the supplier of chemicals and Vesta to then contract with the District as the pool chemical service provider and take over any maintenance or repair responsibility of chemical equipment that they would need to install to provide this service for a total annual cost of \$4,920.00 for Glen St. Johns Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Florida Power & Light  
Streetlight LED Conversion**

This item was tabled while additional information is obtained regarding the current agreements and obligation of the District to provide street lighting on county roads.

**NINTH ORDER OF BUSINESS**

**Consideration of Engagement Letter from  
LLS Tax Solution Inc for Arbitrage  
Services**

On a motion by Mr. Reese, seconded by Mr. Romero, with all in favor, the Board approved for a three (3) year term at a cost of \$500.00 per year for Special Assessment Bonds Series 2006 with LLS Tax Solutions for Arbitrage Services for Glen St. Johns Community Development District.

**TENTH ORDER OF BUSINESS**

**Consideration of Resolution 2018-01,  
Regarding the General Election**

On a motion by Mr. Reese, seconded by Ms. Snyder, with all in favor, the Board adopted Resolution 2018-01, Regarding the General Election for Glen St. Johns Community Development District.

**ELEVENTH ORDER OF BUSINESS**

**Discussion Regarding the Landscape  
Maintenance Agreement**

Ms. Gallagher noted that during the October 2017 Community Development District Meeting the Board had requested that VerdeGo hold their pricing until the January meeting and she had confirmed this was still the case. Mr. Reese expressed concerns regarding Yellowstone Landscape and while he appreciated Mr. Kubik efforts and commended his level of communication he did feel that a change was needed. The discussion ensued. The Board approved terminating services with Yellowstone and entering into an agreement with VerdeGo based on the proposal they previously provided dated August 15, 2017, as amended, to reflect change in scope for mulched versus pinestraw areas.

On a motion by Mr. Reese, seconded by Mr. Nabers, with all in favor, the Board approved terminating services with Yellowstone and entering into an agreement with VerdeGo based on the proposal they previously provided dated August 15, 2017, as amended, to reflect change in scope for mulched versus pinestraw areas for Glen St. Johns Community Development District.

**TWELFTH ORDER OF BUSINESS**

**Audience Comments and Supervisor  
Requests**

There were no audience member comments.

There were no supervisor comments.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

On a motion by Mr. Reese, seconded by Mr. Nabers, with all in favor, the Board adjourned the Board of Supervisors' Meeting at 12:10 p.m. for Glen St. Johns Community Development District.



Secretary/Assistant Secretary



Chairman/Vice Chairman

# **Exhibit A**

January 17, 2018

Via Overnight Delivery and Email

KB Home Jacksonville LLC  
10475 Fortune Parkway  
Suite 100  
Jacksonville, Florida 32256

Dear \_\_\_\_\_,

On behalf of the Glen St. Johns Community Development District (the "District"), I am writing you regarding the proposed conveyance of real property and infrastructure improvements from KB Home Jacksonville LLC (the "Developer") to the District as identified on the Glen St. Johns Phase 1A Plat recorded in Map Book 71, Page 63 ("Phase 1A Plat"), Glen St. Johns Phase 2A Plat recorded in Map Book 71, Page 63 ("Phase 2A Plat"), Glen St. Johns Phase 2B Plat recorded in Map Book 70, Page 66 ("Phase 2B Plat"), and Glen St. Johns Phase 2C Plat recorded in Map Book 84, Page 74 ("Phase 2C Plat") of the Official Records of St. Johns County, Florida. Although these plats contemplate dedication of certain tracts and improvements to the District, in order to transfer of ownership to the District, the District must formally accept (1) conveyance of the tracts by special warranty deed, (2) certification of the District Engineer that, among other things, the improvements were properly constructed and are currently functioning in accordance the District's *Engineering Report, Capital Improvements for Infrastructure*, dated September 9, 2006 ("Capital Improvement Plan"), and (3) a bill of sale for the improvements. The District's Board of Supervisors (the "Board") has reviewed the conveyances contemplated by plat and determined that it is willing to accept such conveyances subject to the following exceptions:

Phase 2A Plat

- The District will accept Tract D, the field across from the amenity center, upon certification by the District Engineer that the Developer has sufficiently resolved all existing drainage issues within the subject tract and the field has been re-sodded.
- The District will not accept Tract E which includes landscaping and irrigation that was not contemplated by the District's Capital Improvement Plan.

Phase 2B Plat

- The District will accept Tracts C, D, and J, and the stormwater improvements contained therein upon certification by the District Engineer that the fountain(s) installed by the Developer without authorization by the District has been properly removed and that all stormwater pond bank erosion has been repaired and sufficiently addressed on adjacent vacant lots so as to prevent future erosion.



Phase 2C Plat

- The District will accept Tract D and the stormwater improvement contained therein upon certification by the District Engineer that the fountain(s) installed by the Developer without authorization by the District has been properly removed and all stormwater pond bank erosion has been repaired and sufficiently addressed on adjacent vacant lots so as to prevent future erosion. In addition, the District's acceptance of Tract D is conditioned upon the District being granted perpetual easements across all adjacent lots and/or parcels for access to and maintenance of the stormwater pond improvement.
- The District will not accept Tracts A, C, and H which include landscaping that was not contemplated by the District's Capital Improvement Plan.

In accordance with the Board's direction, District staff will begin preparation of the appropriate documents for conveyance of those tracts and improvements not noted in the exceptions outlined above. Please feel free to contact either Ms. Buchanan or myself should you have any questions or would like to discuss this matter further.

Sincerely,

Lesley Gallagher  
District Manager

cc: Board of Supervisors, Glen St. Johns Community Development District  
Katie S. Buchanan, District Counsel  
Vince Dunn, District Engineer

# **Exhibit B**

### Glen St Johns Pool Chemistry Annual Options:

1. Current Poolsure Contract: \$5,139 includes all chemicals and equipment
  - a. Pro: set amount to budget against
  - b. Con: most expensive option
  
2. Go with Hawkins and Vesta leases to own equipment (and Vesta maintains and replaces equipment as needed).
  - a. Years 1-2 \$4,920 (to accommodate leasing to own the equipment w/ sales tax) (**\$219 annual savings vs Poolsure**)
  - b. Years 3+ \$4,330 (to cover chemicals and contingency for repairs and replacement of the equipment) (**\$809 annual vs Poolsure**)
  - c. Total Savings over 5 years: **\$2,865/11.2%** vs Poolsure
  - d. Pros: relatively clean budgeting since it is just two amounts, and both are less than the current budget
  - e. Cons: potential for less savings then if CDD purchases equipment
  
3. Go with Hawkins and CDD leases to own equipment (5yr warranty)
  - a. Years 1-2 (\$3,985 chemicals (estimate) +\$1,324.20 for 24 month lease to own equipment (chemical controller, 2 Stenner Pumps and storage tank): \$5,309 annual total (**\$170 more than Poolsure**)
  - b. Years 3+ \$3,985 (**\$1,154 annual savings vs Poolsure**)
  - c. Total Savings over 5 years: **\$3,122/12.1%** vs Poolsure
  - d. Pros: potential for greater savings over the long term
  - e. Cons: some uncertainty with costs to maintain/replace the equipment and more expensive than budgeted for the first two years.