



Rizzetta & Company

River Glen Community Development District

**Board of Supervisors' Meeting
September 21, 2023**

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

www.riverglencdd.org

RIVER GLEN COMMUNITY DEVELOPMENT DISTRICT

River Glen Amenity Center, 65084 River Glen Parkway, Yulee, Florida 32097

www.riverglencdd.org

Board of Supervisors	Charles Moore Steven Bryant Steve Nix Kimberly Gershowitz Debra Jones	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Lesley Gallagher	Rizzetta & Company, Inc.
District Counsel	Katie Buchanan	Kutak Rock, LLP
District Engineer	Dan McCranie	McCranie & Associates

All cellular phones must be placed on mute while in the meeting room.

The Audience Comments portion, **on Agenda Items Only**, will be held at the beginning of the meeting. The Audience Comments portion of the agenda, **on General Items**, will be held at the end of the meeting. During these portions of the agenda, audience members may make comments on matters that concern the District (CDD) and will be limited to a total of three (3) minutes to make their comments.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (239) 936-0913. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

RIVER GLEN COMMUNITY DEVELOPMENT DISTRICT

District Office · St. Augustine, Florida · (904) 436-6270
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
www.riverglencdd.org

Board of Supervisors
River Glen Community
Development District

September 14, 2023

AGENDA

Dear Board Members:

The **regular** meeting of the Board of Supervisors of the River Glen Community Development District will be held on **September 21, 2023 at 2:00 p.m.** at the River Glen Amenity Center, located at 65084 River Glen Parkway, Yulee, Florida 32097. Following is the tentative agenda for the meeting.

1. **CALL TO ORDER/ROLL CALL**
2. **AUDIENCE COMMENTS ON AGENDA ITEMS**
3. **BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors' Regular Meeting held August 17, 2023.....Tab 1
 - B. Ratification of Operation and Maintenance Expenditures for June, July and August 2023Tab 2
4. **STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. Landscape Inspection Specialist
 1. Landscape Inspection Report September 2023Tab 3
 2. Acceptance of Landscape Inspection Services Addendum for Fiscal Year 2023-2024.....Tab 4
 - D. Landscape and Irrigation Manager
 1. Brightview Landscape Report
 2. Consideration of Enhancement Proposal.....Tab 5
 - E. Amenity Manager.....Tab 6
 - F. District Manager
 1. Acceptance of Fourth Addendum – Contract for Professional District Services.....Tab 7
5. **BUSINESS ITEMS**
 - A. Discussion Regarding Landscape Maintenance Concerns
 - B. Acceptance of Utility Transfers at Kayak Launch
 - C. Consideration of Policies for Kayak Launch.....Tab 8
 - D. Consideration of Resolution 2023-12; Setting Date, Time and Location for Fiscal Year 2023-2024 Meetings.....Tab 9
 - E. Consideration of District's Fiscal Year 2023-2024 Insurance Policy Renewal (under separate cover)
6. **AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**
7. **ADJOURNMENT**

I look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to contact me at (904) 436-6270.

Very truly yours,
Lesley Gallagher
Lesley Gallagher

Tab 1

MINUTES OF MEETING

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

**RIVER GLEN
COMMUNITY DEVELOPMENT DISTRICT**

The **regular** meeting of the Board of Supervisors of River Glen Community Development District was held on **Thursday, August 17, 2023 at 2:00 p.m.** at the River Glen Amenity Center, located at 65084 River Glen Parkway, Yulee, Florida 32097. The following is the agenda for the meeting.

Present and constituting a quorum:

Charles Moore	Board Supervisor, Chairman
Steven Bryant	Board Supervisor, Vice Chairman
Kimberly Gershowitz	Board Supervisor, Assistant Secretary
Debra Jones	Board Supervisor, Assistant Secretary
Steven Nix	Board Supervisor, Assistant Secretary

Also present were:

Lesley Gallagher	District Manager, Rizzetta & Company, Inc.
Kyle Magee	District Counsel, Kutak Rock, LLP <i>(via speakerphone)</i>
Dan McCranie	District Engineer, McCranie Engineers <i>(via speakerphone)</i>
Bryan Schaub	Landscape Specialist, Rizzetta & Company, Inc.
Tony Shiver	President, First Coast CMS
Richard Craig	BrightView Landscape

Audience members present

FIRST ORDER OF BUSINESS

Call to Order

Ms. Gallagher called the meeting to order at 2:01 p.m. and read the roll call.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

Ms. Gallagher provided an email to the Board from a resident who was not able to attend the meeting, but want to share comments. (exhibit A)

46 **THIRD ORDER OF BUSINESS**

**Consideration of the Board of
Supervisors' Meeting Minutes held on
May 18, 2023**

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48
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On a motion by Mr. Moore, seconded by Mr. Bryant, with all in favor, the Board approved the Minutes of the Board of Supervisors Meeting May 18, 2023, for River Glen Community Development District.

50
51 **FOURTH ORDER OF BUSINESS**

**Ratification of Operation and Maintenance
Expenditures for May 2023**

52
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On a motion by Mr. Moore, seconded by Mr. Bryant, with all in favor, the Board ratified the Operation and Maintenance Expenditures for May 2023 in the amount of \$62,150.84, for River Glen Community Development District.

54
55 **FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-11;
Redesignating Secretary**

56
57
On a motion by Mr. Moore, seconded by Mr. Bryant, with all in favor, the Board adopted Resolution 2023-11; Reappointing Scott Brizendine as Secretary, for River Glen Community Development District.

58
59 **SIXTH ORDER OF BUSINESS**

Ratification of Requisitions

- 60
61 1. Account Series 2021; CR 15 AA1

62
On a motion by Mr. Moore, seconded by Mr. Nix, with all in favor, the Board ratified CR 15 AA1 in the amount of \$6,690.00, for River Glen Community Development District.

63
64 **SEVENTH ORDER OF BUSINESS**

Staff Reports

65
66 A. District Counsel

67 Mr. Magee reviewed that there had been some questions raised since the new
68 golf cart legislation had passed October 1st. He noted that the roads within the
69 district are not designated for golf cart use and people using golf carts on the
70 CDD roads could potentially be subject to non criminal moving traffic violations.
71 The Board requested that counsel look into the steps that it would take to
72 designate the roads for golf cart use and bring this information back to a future
73 meeting.

74
75 B. District Engineer

76 Mr. McCranie noted that he would review the retaining wall behind the amenity

77 center and the landscape and ponds for CDD acceptance further.

78 C. Landscape Inspection Report

79 Mr. Schaub noted that the irrigation at the area around the Edgewater JEA station
80 had been completed but that it was running to frequently upon inspection and
81 the plants around this area had died due to over irrigating. He had adjusted
82 the irrigation back down as had BrightView but upon inspection today it was
83 running too frequently again. It was requested that this be communicated to DR
84 Horton to have reviewed.

85
86 D. Landscape and Irrigation Report

87 1. Brightview Landscape Report

88 Mr. Craig reviewed his report found under tab 6 of the agenda. Mr. Moore
89 requested that the ropes be removed from the entrance, that the grass
90 be cleared from storm drain areas that it is growing over on and noted that
91 the areas near the path between Timber Creek and River Glen and the
92 ponds on Fern Creek are being missed regularly. It was also noted
93 that turf proposals had been requested for two areas at the amenity center
94 and that the area behind the monument sign at the second entry be
95 reviewed. Mr. Nix noted that the area around the phase 1 JEA lift
96 station needed to be reviewed also, that the timbers surrounding this area
97 were rotten.

98
99 E. Amenity Manager Report

100 Mr. Shiver reviewed his report found under tab 7 of the agenda and noted that he
101 will be ordering additional folding chairs for the meeting room and working
102 on obtaining proposals for playground mulch. He also asked for Mr.
103 McCranie to review an area at the entry to the amenity center park lot that a
104 hole had formed. He requested direction about whether to move forward
105 with the bike racks previously approved as he had held off to see if bus traffic
106 changed for the school year. The Board requested that he move forward. It was
107 noted that some areas needed new clean up after your pet signs and that staff
108 needed to begin working on signage for the kayak launch area as it continues to get
109 closer to completion.

110
111 F. District Manager

112 Ms. Gallagher reviewed a request to place a mini library on CDD property.

113
114 1. Discussion Regarding Request for Mini Library

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On a motion by Mr. Moore, seconded by Mr. Nix, with all in favor, the Board approved the request to allow the mini library to be placed on CDD property with the community to provide and maintain and authorized Mr. Bryant to finalize the location., for River Glen Community Development District.

117 2. Solitude Report

118 Ms. Gallagher made the Board aware on concerns regarding construction
119 debris in ponds. Solitude had estimated approximately 4 hours of time to
120 remove the debris and a cost not to exceed \$500 if they were to work on the
121 removal. Ms. Gallagher was going to follow up further with DR Horton
122 regarding this as they have been responsive to concerns in the past
123 regarding any construction related items.

124
125 **EIGHTH ORDER OF BUSINESS**

**Consideration of BrightView Landscape
Renewal Agreement (under separate cover)**

126
127
On a motion by Mr. Moore, seconded by Mr. Nix, with all in favor, the Board approved the BrightView renewal for September 1, 2023 at the terms outlined in their current agreement and with no pricing changes to the addendum previously approved from February 1, 2023, for River Glen Community Development District.

128
129 **NINTH ORDER OF BUSINESS**

**Ratification of Proposal for Outdoor
Furniture**

130
131
On a motion by Mr. Moore, seconded by Ms. Gershowitz, with all in favor, the Board ratified the purchase of the additional 25 lounge chairs from Horizon Casual in the amount of \$5,517.50, for River Glen Community Development District.

132
133 **TENTH ORDER OF BUSINESS**

**Ratification of Proposal for Repairs to
Bollards**

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135
On a motion by Mr. Bryant, seconded by Mr. Moore with all in favor, the Board ratified the All Weather Contractors proposal in the amount of \$2,280.00 for repairs to the bollards along the path between Timber Creek and River Glen., for River Glen Community Development District.

136
137 **ELEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-12;
Setting Date, Time and Location of FY
2023-2024 Meetings**

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139
140 This item was tabled.

141
142 **TWELFTH ORDER OF BUSINESS**

**Public Hearings on Fiscal Year
2023-2024 Budget and Assessments**

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On a motion by Mr. Moore, seconded by Mr. Nix, with all in favor, the Board opened the Public Hearings on Fiscal Year 2023-2024 Budget and Special Assessments, for River Glen Community Development District.

145 Ms. Gallagher reviewed changes that had been made to the budget since it was proposed earlier
146 this year. This included a reduction in the overall budget due to a change in development plans
147 which resulted in 3 fewer lots . In order to not increase assessments beyond what the approved
148 proposed amount, the budget was reduced to offset this change.

149 Public comments were heard on insurance, street lights and reserves.
150
151

On a motion by Mr. Moore, seconded by Mr. Bryant, with all in favor, the Board closed the Public Hearings on Fiscal Year 2023-2024 Budget and Special Assessments, for River Glen Community Development District.

152
153 1. Consideration of Resolution 2023-13; Adopting
154 Fiscal Year 2023-2024 Budget
155

On a motion by Mr. Moore, seconded by Mr. Nix, with all in favor, the Board adopted Resolution 2023-13, Adopting Fiscal Year 2023-2024 Budget as presented, for River Glen Community Development District.

156
157 2. Consideration of Resolution 2023-14; Imposing Special Assessments
158

On a motion by Mr. Moore, seconded by Mr. Nix, with all in favor, the Board adopted Resolution 2023-14; Imposing Special Assessments, for River Glen Community Development District.

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160 **THIRTEENTH ORDER OF BUSINESS**

Consideration of SJRWMD Permit Transfer Requests

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163 The Board reviewed two SJRWMD transfer permits for permit number 96509, phase 2 unit 3 and
164 phase 2 unit 5B including SWMF 5A.
165

On a motion by Mr. Moore, seconded by Mr. Bryant, with all in favor, the Board approved the transfer subject to the District Engineer's review, for River Glen Community Development District.

166
On a motion by Mr. Moore, seconded by Mr. Bryant, with all in favor, the Board approved pond #16 being added to the CDD scope for maintenance following the District Engineer's review at a monthly expense of \$58.00 by Solitude, for River Glen Community Development District.

167
168 **FOURTEENTH ORDER OF BUSINESS**

**Consideration of Conveyances to CDD –
169 Phases 3, 4B, 5A & 5B**

170

On a motion by Mr. Moore, seconded by Mr. Bryant, with all in favor, the Board authorized the conveyances of common areas in phases 3, 4B, 5A and 5B contingent on review by the District Engineer., for River Glen Community Development District.

171

FIFTEENTH ORDER OF BUSINESS

Audience Comments and Supervisor Requests

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Supervisors:

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A supervisor asked if the sidewalk at the entry could be widened and noted that this would be something the District Engineer would need to be involved with should the Board want to explore further.

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A supervisor asked about sunshades at bus stop areas.

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The Chairman reviewed the numerous items that the Board had accomplished throughout the community over the last year and a half that some of the new residents may not be aware of.

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These items included but were not limited to remarketing the pool and replacing the pool equipment, purchasing tables and seating for the pool area, shading the playground and resurfacing and improving the court areas.

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Audience:

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Audience comments were heard on the following: Surplus funds, comments for the Board, limit on meeting time, local ordinances, parking over sidewalks, sidewalks in phase 1, road parking, phase 2 HOA and road parking.

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SIXTEENTH ORDER OF BUSINESS

Adjournment

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On a motion by Mr. Moore, seconded by Mr. Bryant, with all in favor, the Board adjourned the meeting at 4:04 p.m. for River Glen Community Development District.

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Secretary/Assistant Secretary

Chairman/Vice Chairman

DRAFT

From: [Pat Ewouds-Tomford](#)
To: [Lesley Gallagher](#)
Subject: [EXTERNAL]Topics to discuss at tomorrow's meeting
Date: Wednesday, August 16, 2023 11:35:08 AM

NOTICE: This email originated from outside of the organization.
Do not click links or open attachments unless you recognize the sender and know the content is safe. Please use the Phish Alert! button to report suspicious messages.

Hey Lesley,

I would like these comments shared:

- *Addition of irrigation and landscaping in common areas of phase 2 in the development.
- *Better maintenance of pond banks in phase 2, possible removal of dead grass.

Thank you,

Pat Ewouds-Tomford

Sent from [Mail](#) for Windows

Tab 2

RIVER GLEN COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · ST. AUGUSTINE, FL 32084

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

WWW.RIVERGLEN.CDD.ORG

Operation and Maintenance Expenditures

June 2023

Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from June 1, 2023 through June 30, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$77,418.46**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Company name: River Glen Community Development District
Report name: Check register
Created on: 7/7/2023
Location: 765--River Glen

Bank	Date	Vendor	Document no.	Amount	Cleared
765TRUISTOP - Truist Bank	Account no: 1000043924652				
	6/24/2023	V02854--Atlantic Security	100127	1,132.50	In Transit
	6/8/2023	V0369--BrightView Landscape Services, Inc.	100124	11,643.00	In Transit
	6/1/2023	V0369--BrightView Landscape Services, Inc.	100114	18,081.32	In Transit
	6/1/2023	V0450--Charles G. Moore	100115	200.00	In Transit
	6/27/2023	V0550--COMCAST	EFT	286.00	In Transit
	6/1/2023	V03065--Court Surfaces of Florida, LLC	100116	6,360.00	In Transit
	6/1/2023	V03678--Debra A Jones	100117	200.00	In Transit
	6/21/2023	V0876--First Coast Contract Maintenance Service, LLC	100128	4,305.72	In Transit
	6/8/2023	V0876--First Coast Contract Maintenance Service, LLC	100125	4,744.92	In Transit
	6/1/2023	V0876--First Coast Contract Maintenance Service, LLC	100118	11,751.65	In Transit
	6/21/2023	V02863--Florida Power & Light Company	EFT	4,313.45	In Transit
	6/16/2023	V0893--Florida Department of Revenue	EFT	3.32	In Transit
	6/23/2023	V1242--JEA	EFT	1,079.58	In Transit
	6/1/2023	V03432--Kimberly B Gershowitz	100119	200.00	In Transit
	6/30/2023	V1428--Kutak Rock, LLP	100130	1,913.58	In Transit
	6/1/2023	V1428--Kutak Rock, LLP	100120	1,549.50	In Transit
	6/1/2023	V1526--LLS Tax Solutions, Inc.	100121	500.00	In Transit
	6/30/2023	V1626--McCranie & Associates, Inc.	100131	1,650.00	In Transit
	6/8/2023	V1626--McCranie & Associates, Inc.	100126	750.00	In Transit
	6/1/2023	V1996--Republic Services	100122	144.67	In Transit
	6/1/2023	V1954--Rizzetta & Company, Inc.	100113	6,034.25	In Transit
	6/1/2023	V02905--Steven Lee Bryant, Jr.	100123	200.00	In Transit
	6/21/2023	V2605--Web Watchdogs	100129	375.00	In Transit
Total for 765TRUISTOP				77,418.46	

RIVER GLEN COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · ST. AUGUSTINE, FL 32084

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

WWW.RIVERGLEN.CDD.ORG

Operation and Maintenance Expenditures

July 2023

Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from July 1, 2023 through July 31, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$52,348.49**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Company name: River Glen Community Development District

Report name: Check register

Created on: 8/24/2023

Location: 765--River Glen

Bank	Date	Vendor	Document	Amount	Cleared
765TRUISTOP - TruiAccount no: 1000043924652					
	7/3/2023	V02854--Atlantic Security	100132	150.00	7/31/2023
	7/10/2023	V0369--BrightView Landscape Services, Inc.	100137	11,400.19	7/31/2023
	7/7/2023	V0369--BrightView Landscape Services, Inc.	100135	11,643.00	7/31/2023
	7/21/2023	V0550--COMCAST	EFT	286.00	7/31/2023
	7/19/2023	V0876--First Coast Contract Maintenance Service, LLC	100141	4,955.18	7/31/2023
	7/21/2023	V02863--Florida Power & Light Company	EFT	4,035.34	7/31/2023
	7/7/2023	V1168--Innersync Studio, Ltd	100136	384.38	7/31/2023
	7/24/2023	V1242--JEA	EFT	950.09	7/31/2023
	7/28/2023	V02981--News-Leader	100143	272.77	In Transit
	7/12/2023	V02981--News-Leader	100138	1,805.25	7/31/2023
	7/7/2023	V1996--Republic Services	EFT	142.78	7/31/2023
	7/19/2023	V1954--Rizzetta & Company, Inc.	100140	684.51	7/31/2023
	7/3/2023	V1954--Rizzetta & Company, Inc.	100133	6,034.25	7/31/2023
	7/12/2023	V2185--Solitude Lake Management, LLC	100139	997.00	7/31/2023
	7/3/2023	V2185--Solitude Lake Management, LLC	100134	1,994.00	7/31/2023
	7/19/2023	V2513--U.S. Bank	100142	7,003.75	7/31/2023
Total for 765TRUISTOP				52,348.49	

RIVER GLEN COMMUNITY DEVELOPMENT DISTRICT

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Operation and Maintenance Expenditures August 2023 Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from August 1, 2023 through August 31, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$108,018.69**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

River Glen Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2023 Through August 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
All Weather Contractors, Inc.	100167	165629	Remove & Install Bollards 08/23	\$ 2,280.00
Always Improving, LLC	100148	30296	Fitness Equipment Maintenance 05/23-06/23	\$ 707.50
BrightView Landscape Services, Inc.	100158	8515475	Landscape Maintenance 08/23	\$ 11,643.00
Charles G. Moore	100159	CM081723 8495 74 401 0038261 08/23	Board of Supervisors Meeting 08/17/23	\$ 200.00
COMCAST	EFT	Autopay	Clubhouse/TV/Phone/Internet 08/23	\$ 286.00
Debra A Jones	100160	DJ081723	Board of Supervisors Meeting 08/17/23	\$ 200.00
Disclosure Services, LLC	100151	1-Apr	Amortization Schedule Series 2021 AA2 07/23	\$ 100.00
DL Holland Contracting LLC	100155	32783	Irrigation Repairs 03/23	\$ 700.00
DL Holland Contracting LLC	100147	32799	Subdivision Repairs 06/23	\$ 63,500.00
First Coast Contract Maintenance Service, LLC	100153	7763	Management Services 08/23	\$ 4,744.92
First Coast Contract Maintenance Service, LLC	100156	7828	Reimbursable Expenses 07/23	\$ 1,746.32
First Coast Contract Maintenance Service, LLC	100152	7890	Reimbursable Expenses 07/23	\$ 1,351.15

River Glen Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2023 Through August 31, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
First Coast Contract Maintenance Service, LLC	100156	7899	Reset Street Sign 07/23	\$ 75.00
Florida Department of Health in Nassau County	100146	Permit # 45-60-00149	Permit #45-60-00149 Pool Permit 04/23	\$ 125.00
Florida Department of Health in Nassau County	100146	Permit #45-60-00148	Permit #45-60-00148 Pool Permit 04/23	\$ 265.00
Florida Department of Revenue	100157	55-8018810364-5 07/23	Sales Tax 07/23	\$ 68.75
Florida Power & Light Company	EFT	Monthly Summary 07/23 Ach	Electric Services 07/23	\$ 4,435.45
Horizon Casual, Inc.	100161	3991	Chaise Lounge 08/23	\$ 5,517.50
JEA	EFT	4780546006 07/23 Autopay	Water-Irrigation Services 07/23 Board of Supervisors Meeting	\$ 985.55
Kimberly B Gershowitz	100162	KG081723	08/17/23	\$ 200.00
Kutak Rock, LLP	100149	3254268	Legal Services 06/23	\$ 364.00
McCranie & Associates, Inc.	100163	4866	Engineering Services 07/23	\$ 900.00
Nassau County Board of County Commisioners	100150	230512179052001	Annual Inspection Fee 05/23	\$ 25.00
Nassau County Board of County Commisioners	100164	2308213501	Annual Inspection Fee 08/23	\$ 25.00
Republic Services	EFT	0687-001341068	Waste Disposal Services 08/23	\$ 142.30
Rizzetta & Company, Inc.	100145	INV0000082276	District Management Fees 08/23	\$ 6,034.25

River Glen Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2023 Through August 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Solitude Lake Management, LLC	100154	PSI-99551	Lake & Pond Management Services 08/23	\$ 997.00
Steven Brian Nix	100165	SN081723	Board of Supervisors Meeting 08/17/23	\$ 200.00
Steven Lee Bryant, Jr.	100166	SB081723	Board of Supervisors Meeting 08/17/23	\$ 200.00
Report Total				<u>\$ 108,018.69</u>

Tab 3

RIVER GLEN

LANDSCAPE INSPECTION REPORT



September 5, 2023
Rizzetta & Company
Bryan Schaub – Landscape Specialist



Rizzetta & Company
Professionals in Community Management

Summary, Main Entrance & RGP

General Updates, Recent & Upcoming Maintenance Events

- Upcoming fertilization events for turf, beds and Palms.
- Weed all beds, property-wide.

The following are action items for Brightview Landscaping to complete. Please refer to the item # in your response listing action already taken or anticipated time of completion. **Red text** indicates deficient from previous report. **Bold Red text** indicates deficient for more than a month. **Green text** indicates a proposal has been requested. **Blue** indicates irrigation, **Orange** is for Staff issues, **bold, black, underlined** indicates questions or updates for the BOS.

1. At the main entrance median island & at multiple other sites, vendor to discontinue leaving clipping on shrubs. Also, only hand prune the Juniper and prune in cooler weather. (Pic 1)



6. **At the main entrance in both ROWs & the median, diagnose & treat the stressed Magnolias.** (Pic 6)



2. In the same area, weed beds. Hand pull large weeds.
3. In the main entrance island, weed the Crape and Magnolia beds. Set strong bed lines.
4. **In the south ROW of RGP at the main entrance, improve the condition of the newly installed turf & remove all weeds. This turf needs to be replaced.**
5. Property-wide, treat all ant mounds.
7. In the same area, remove all suckers from the Crape Myrtles.
8. **At the main entrance, diagnose & treat the stressed Juniper.**
9. Along Edwards, treat the stressed Privet hedge & **weed beds.**
10. In the median island at the main entrance, there are dry spots in the turf and from the appearance of the drought stress patterns, it is most certainly clogged nozzles or other irrigation maintenance issues. **Correct.**
11. Property-wide, treat all joint crack weeds.



RGP & Amenities Center

- 12. In the north ROW of RGP, remove all fallen branches.
- 13. At the main entrance, remove all vines from the hedges & shrubs. (Pic 13)



- 14. At the main entrance, diagnose & treat the Azaleas.
- 15. In the main entrance median monument planter, several of the Gold Mound Duranta are missing from death or theft. Replace. (Pic 15)



- 16. In the same area, weed all beds. Hand pulling the large weeds.
- 17. The Annual Flower beds have had the last rotation removed.

- 18. In the south ROW of RGP at the main entrance & south along Edwards, the irrigation system is not performing up to standards. Correct. (Pic 18)



- 19. In the beds near the tower at the main entrance, treat the Liriope for Tip Fungus.

20. By the metal fencing in the east ROW of Edwards & near the tower, remove the vines & weeds from the Plant Material. Hand pull the large weeds. Set strong bed lines & replace dead units.

- 21. In the east ROW of Edwards & adjacent to the sidewalk, there is a broken irrigation rotor that is creating a hole that is a tripping hazard. Repair as soon as possible. (Pic 21)



RGP & Amenities Center

- 22. At the main entrance, treat the turf for weeds when hydrated properly.
- 23. At the main entrance, remove plant material contacting structures. (Pic 23)



24. At the main entrance, diagnose & treat the Azaleas.

25. In the south ROW of RGP near the entrance, remove all Vetch & weeds from the bed plants. (Pic 25)



26. Property-wide, lift all trees to the Scope heights & FDOT standards.

27. Prune all dead Pine branches & remove fallen branches in both ROWs of RGP just past the main entrance.

28. In the south ROWs of RGP near the corner of RGP & Fern Creek, there is a possible irrigation break & a hole from a tree removal that needs to be filled.

29. In the same beds, remove all weeds, hand pulling the larger weeds. (Pic 29)



30. In the median island in front of the homes on RGP from 65029-65051, diagnose & treat the Azaleas.

31. In the median island on RGP near the main entrance & in the north ROW, remove all vines & weeds from the hedges. (Pic 31)



32. Along RGP and property-wide, clear and keep clear all utility and irrigation boxes and covers.



RGP & Amenities Center

33. In the maintained area along the large entrance pond & directly behind 75060 Fern Creek, a Wax Myrtle was uprooted by the storm. It needs to be secured and removed. (Pic 33)



34. In the same area, detail all beds including weeding, pruning for plant separation and setting strong bed lines. (Pic 34)

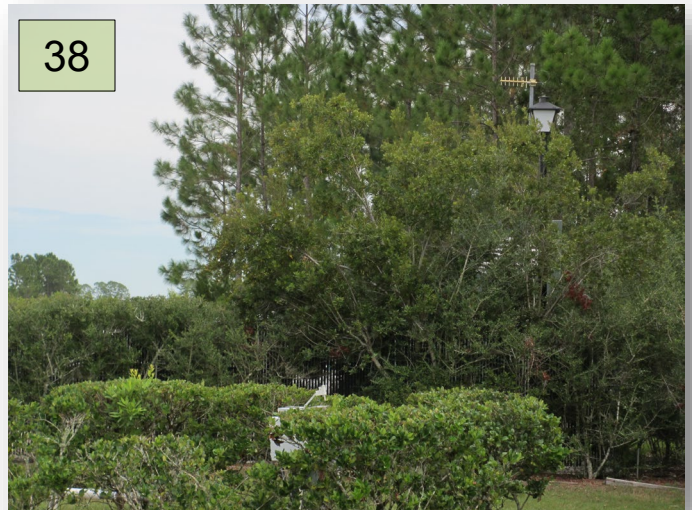


35. Mow, line trim, edge & blow the area around the pond & sidewalks in the south ROW of Fern Creek at Glen Springs.

36. Along RGP, the turf areas look to be regressing. Correct.

37. Along RGP at the ball field, treat the Schilling's Holly and prune out dead material. Also, remove vines. (Pic 37 >)

38. Part of the hedges were pruned at the lift station. Remove the volunteer Wax Myrtles. Date? (Pic 38)



39. Across the street from the lift station, prune out dead material from the plants, remove the vines & weeds.

40. In the bed adjacent to the courts and in between the parking lot and the court fencing, there is a dead Loropetalum. Determine cause of death and report. This should be removed. When?

41. In the same area, remove all weeds, volunteer Wax Myrtle & vines. Some of the Wax Myrtle are over growing existing shrubs and beds.



Amenities Center & RGP

42. Diagnose & treat the Magnolias at the Amenities Center. They are declining & should be removed, in my opinion.

43. At the Amenities Center, prune back all overgrowing natural area plant material.

44. The newly installed turf at the Amenities Center is showing signs of stress in smaller areas. Diagnose & take any corrective actions possible to correct.

45. In the area adjacent to the splash pad & pool vac area, weed the beds and vac area.

46. In the pool vac area & pool deck, prune the shrubs & roses, prune dead material out of the hedges & treat stressed Privet.

47. In the Round About at the Amenities Center, treat the Nile Lily for Tip Fungus.

48. Near the playground, diagnose & treat the Juniper for Mites. There should be 3 consecutive monthly treatments if using a broad-spectrum insecticide or one treatment with a miticide. Remove dead material from bed. It is my opinion that the Juniper at the Amenities Center are aging out & should be removed and replaced. Either with turf or low-profile plants. (Pic 48)



49. Weed the beds near the Playground equipment area.

50. Diagnose & treat the Privet hedges near the courts. They appear to have Cylindrocladium Leaf Spot.

51. Around the court and ball field, the plant material contacting the fences on the court & field needs to be pruned.

52. The maintenance strips were installed around the fencing for the ball fields & courts. The strips weren't beveled. The mulch is under an inch in depth. Correct & Weed. (Pic 52)



53. At the Amenities Center & ball field area, there are several irrigation spray heads to repair.

54. Treat the ball field infield for weeds, hand pulling larger weeds.

55. On the east side of the parking area at the Amenities Center, treat the Muhly Grasses for Cottony Scale. (Pic 55 >)

56. There were several ponds that look to have been missed on multiple mowing rotations. Please, correct this week.



Edgewater, Lagoon Forest & Edwards

57. The new area on Edgewater appears to have been skipped on at least one mowing rotation.

58. At the newest lift station, the drip irrigation has been installed. More plants are dead and/or dying. It's getting worse. It appears to be too much water. Check & correct. (Pic 58)



59. In the same area, maintenance & mowing rotations appear to have been missed.

60. Beds with plants have been installed at the kayak launch along with irrigation. (Pic 60 >)

61. In the same area, remove the weeds on the retention stones.

62. The turf along Bridgewater has not been replaced. Not acceptable for turnover.



63. The lift station on Lagoon Forest, needs to have the hedge pruned, beds weeded, and strong bed lines established.

64. At the Lagoon Forest entrance, weed the beds in the median island.

65. At the Lagoon Forest entrance, improve the color, coverage & vigor of the turf. It is my opinion that this median island turf bed be replaced with new St. Augustine sod.

66. At the Lagoon Forest entrance median island, treat the turf for Sedge & weeds.

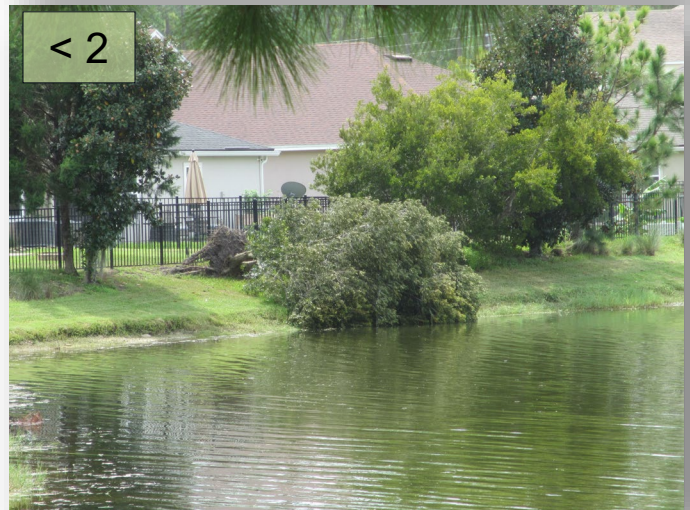
67. At the Lagoon Forest entrance & along Edwards up to the large pond, weed the beds in the west ROW.

68. Property-wide, trim & edge all grates and structures.



Proposals

1. Brightview to generate a proposal to prune all trees at the main entrance that over the regular maintenance height and are contacting any structures. Include prep, clean up, disposal, soil, mulch and any irrigation repairs or adjustments. (Pic 1 >)
2. Brightview to generate a proposal to remove the uprooted tree behind 75060 Fern Creek and replace with a 30 gal. Ornamental Tree. Provide the board with multiple replacement options with separate pricing. Include prep, demolition, clean up, disposal, soil, sod, mulch and any irrigation repairs or adjustments. (Pic 2 >)
3. Brightview to generate a proposal to remove the old bed wood boarder and replace with new material. Include prep, clean up, disposal, soil, mulch and any irrigation repairs or adjustments. (Pic 3 >)



Tab 4

**SECOND ADDENDUM TO THE CONTRACT
FOR
PROFESSIONAL LANDSCAPE INSPECTION SERVICES**

This Second Addendum to the Contract for Professional Landscape Inspection Services (this “**Addendum**”), is made and entered into as of the _____ day of _____, 20____ (the “**Effective Date**”), by and between **River Glen Community Development District**, a local unit of special purpose government established pursuant to Chapter 190, Florida Statutes, located in Nassau County, Florida (the “**District**”), and **Rizzetta & Company, Inc.**, a Florida corporation (the “**Consultant**”).

RECITALS

WHEREAS, the District and the Consultant entered into the contract for Professional Landscape Inspection Services dated July 19, 2018 (the “**Contract**”), incorporated by reference herein; and

WHEREAS, the District and the Consultant desire to amend **Exhibit A** – Schedule of Fees of the Fees and Expenses section of the Contract as further described in this Addendum; and

WHEREAS, the District and the Consultant each has the authority to execute this Addendum and to perform its obligations and duties hereunder, and each party has satisfied all conditions precedent to the execution of this Addendum so that this Addendum constitutes a legal and binding obligation of each party hereto.

NOW, THEREFORE, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which is hereby acknowledged, the District and the Consultant agree to the changes to amend **EXHIBIT A** – Schedule of Fees attached.

The amended **Exhibit A** – Schedule of Fees are hereby ratified and confirmed. All other terms and conditions of the Contract remain in full force and effect.

IN WITNESS WHEREOF the undersigned have executed this Addendum as of the Effective Date.

Therefore, the Consultant and the District each intend to enter this Addendum, understand the terms set forth herein agree to those terms.

ACCEPTED BY:

RIZZETTA & COMPANY, INC.

BY:

PRINTED NAME:

William J. Rizzetta

TITLE:

President

DATE:

COMMUNITY:

River Glen Community Development District

BY:

PRINTED NAME:

TITLE:

DATE:

EXHIBIT A

Schedule of Fees

STANDARD ON-GOING SERVICES:

Standard On-Going Services will be billed in advance monthly pursuant to the following schedule:

MONTHLY

\$900

ADDITIONAL AND LITIGATION SUPPORT SERVICES:

Additional and Litigation Support Services will be billed hourly pursuant to the current hourly rates shown below:

Job Title:	Hourly Rate:
Principal	\$500.00
VP/CFO/COO	\$450.00
Director	\$250.00
Information Technology Manager	\$225.00
Regional District Manager	\$225.00
Financial Services Manager	\$225.00
Accounting Manager	\$225.00
Regional Licensed Community Association Manager	\$200.00
District Manager	\$175.00
Licensed Community Association Manager	\$175.00
Amenity Services Manager	\$175.00
Clubhouse Manager	\$175.00
Senior Helpdesk Support Engineer	\$175.00
Financial Analyst	\$150.00
Division Manager Landscape Inspection Services	\$150.00
Senior Accountant	\$150.00
Collections Manager	\$125.00
Landscape Specialist	\$125.00
Financial Associate	\$125.00
Community Association Coordinator	\$100.00
Staff Accountant	\$100.00
Information Technology	\$100.00
Accounting Clerk	\$85.00
Administrative Assistant	\$85.00

Tab 5

Proposal for Extra Work at River Glen CDD

Property Name	River Glen CDD	Contact	Lesley Gallagher
Property Address	65137 River Glen Pkwy Yulee, FL 32097	To	River Glen CDD
		Billing Address	3434 Colwell Ave Ste 200 Tampa, FL 33614

Project Name Clubhouse Enhancement

Project Description enhancements in two areas at the front of the clubhouse

Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
1.00	EACH	Mobilization, demo and site prep - includes disposal of debris	\$820.80	\$820.80
125.00	SQUARE FEET	St Augustine - Floratam Turf Installed	\$1.39	\$174.26
20.00	EACH	Liriope - Big Blue, Super Blue or Emerald Goddess - 1 gal. Ground Cover Installed	\$9.23	\$184.58
6.00	EACH	Rosa - Rose Drift Asst'd Colors 3 gal. Shrub/perennial Installed	\$47.26	\$283.54
10.00	BAG	Mulch Installed	\$13.62	\$136.17
1.00	EACH	Irrigation Check and modifications to ensure proper coverage of newly installed plant material	\$125.00	\$125.00

For internal use only

SO# 8230638
JOB# 346700393
Service Line 130

Total Price \$1,724.35

THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President
1854 West Road, Jacksonville, FL 32216 ph. (904) 725-2552 fax (904) 725-0188

TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
2. **Work Force:** Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. **License and Permits:** Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
4. **Taxes:** Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
5. **Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. **Liability:** Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
7. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
8. **Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
9. **Additional Services:** Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
10. **Access to Jobsite:** Customer shall provide all utilities to perform the work. Customer shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the Customer makes the site available for performance of the work.
11. **Payment Terms:** Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise, agreed to in writing.
12. **Termination:** This Work Order may be terminated by the either party with or without cause, upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
13. **Assignment:** The Customer and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
14. **Disclaimer:** This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

15. **Cancellation:** Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Customer will be liable for a minimum travel charge of \$150.00 and billed to Customer.

The following sections shall apply where Contractor provides Customer with tree care services:

16. **Tree & Stump Removal:** Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting the appropriate underground utility locator company to locate and mark underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Customer's expense.
17. **Waiver of Liability:** Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (International Society of Arboricultural) standards will require a signed waiver of liability.

Acceptance of this Contract

By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Customer. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 15 days after billing.

NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY

Customer

Property Manager	
Signature	Title
Lesley Gallagher	September 14, 2023
Printed Name	Date

BrightView Landscape Services, Inc. "Contractor"

Branch Manager	
Signature	Title
Richard Craig	September 14, 2023
Printed Name	Date

Job #:	346700393		
SO #:	8230638	Proposed Price:	\$1,724.35

Tab 6



First Coast
CMS

River Glen Community Development District

Field Report
Sept 2023

First Coast CMS LLC
09/14/2023

Swimming Pools

At this time, there are no mechanical issues to report.

Facility Maintenance

We received a request to perform walk through with builder of new kayak launch pavilion. Once District takes over ownership, we will need to install combination locks and a light timer before we can open to residents.

Our staff has explored some drainage issues around the activity pool and believe to be making headway.

There is a broken partition in the men's bathroom and we are currently trying to source a replacement door. Unfortunately, it may result in a full partition replacement if one can not be sourced. The partitions are made of a compressed particle material that typically does not last as long as the new recycled plastic varieties.

Tab 7

**FOURTH ADDENDUM TO THE CONTRACT FOR
PROFESSIONAL DISTRICT SERVICES**

This Fourth Addendum to the Contract for Professional District Services (this “**Addendum**”), is made and entered into as of the 1st day of October, 2023 (the “**Effective Date**”), by and between **River Glen Community Development District**, a local unit of special purpose government established pursuant to Chapter 190, Florida Statutes, located in Nassau County, Florida (the “**District**”), and **Rizzetta & Company, Inc.**, a Florida corporation (the “**Consultant**”).

RECITALS

WHEREAS, the District and the Consultant entered into the Contract for Professional District Services dated October 1, 2018 (the “**Contract**”), incorporated by reference herein; and

WHEREAS, the District and the Consultant desire to amend **Exhibit B** - Schedule of Fees of the Fees and Expenses, section of the Contract as further described in this Addendum; and

WHEREAS, the District and the Consultant each has the authority to execute this Addendum and to perform its obligations and duties hereunder, and each party has satisfied all conditions precedent to the execution of this Addendum so that this Addendum constitutes a legal and binding obligation of each party hereto.

NOW, THEREFORE, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which is hereby acknowledged, the District and the Consultant agree to the changes to amend **Exhibit B** - Schedule of Fees attached.

The amended **Exhibit B** - Schedule of Fees are hereby ratified and confirmed. All other terms and conditions of the Contract remain in full force and effect.

IN WITNESS WHEREOF the undersigned have executed this Addendum as of the Effective Date.

(Remainder of this page is left blank intentionally)

Therefore, the Consultant and the District each intend to enter this Addendum, understand the terms set forth herein, and hereby agree to those terms.

ACCEPTED BY:

RIZZETTA & COMPANY, INC.

BY: _____

PRINTED NAME: William J. Rizzetta

TITLE: President

DATE: _____

RIVER GLEN COMMUNITY DEVELOPMENT DISTRICT

BY: _____

PRINTED NAME: _____

TITLE: Chairman/Vice Chairman

DATE: _____

ATTEST:

 Vice Chairman/Assistant Secretary
 Board of Supervisors

 Print Name

Exhibit B – Schedule of Fees

EXHIBIT B
Schedule of Fees

STANDARD ON-GOING SERVICES:

Standard On-Going Services will be billed in advance monthly pursuant to the following schedule:

	MONTHLY	ANNUALLY
Management:	\$2,795.50	\$33,546
Administrative:	\$468.67	\$5,624
Accounting:	\$1,687.17	\$20,246
Financial & Revenue Collections:	\$492.17	\$5,906
Assessment Roll ⁽¹⁾		\$5,906
Total Standard On-Going Services:	\$5,443.50	\$71,228

(1) Assessment Roll is paid in one lump-sum at the time the roll is completed.

ADDITIONAL SERVICES:	FREQUENCY	RATE
Extended and Continued Meetings	Hourly	\$ 175
Additional Meetings (includes meeting prep, attendance and drafting of minutes)	Hourly	\$ 175
Estoppel Requests (billed to requestor):		
One Lot (on tax roll)	Per Occurrence	\$ 100
Two+ Lots (on tax roll)	Per Occurrence	\$ 125
One Lot (direct billed by the District)	Per Occurrence	\$ 100
Two–Five Lots (direct billed by the District)	Per Occurrence	\$ 150
Six-Nine Lots (direct billed by the District)	Per Occurrence	\$ 200
Ten+ Lots (direct billed by the District)	Per Occurrence	\$ 250
Long Term Bond Debt Payoff Requests	Per Occurrence	\$ 100/Lot
Two+ Lots	Per Occurrence	Upon Request
Short Term Bond Debt Payoff Requests & Long Term Bond Debt Partial Payoff Requests		
One Lot	Per Occurrence	\$ 125
Two – Five Lots	Per Occurrence	\$ 200
Six – Ten Lots	Per Occurrence	\$ 300
Eleven – Fifteen Lots	Per Occurrence	\$ 400
Sixteen+ Lots	Per Occurrence	\$ 500
Special Assessment Allocation Report	Per Occurrence	Upon Request
True-Up Analysis/Report	Per Occurrence	Upon Request
Re-Financing Analysis	Per Occurrence	Upon Request
Bond Validation Testimony	Per Occurrence	Upon Request
Bond Issue Certifications/Closing Documents	Per Occurrence	Upon Request
Electronic communications/E-blasts	Per Occurrence	Upon Request
Special Information Requests	Hourly	Upon Request
Amendment to District Boundary	Hourly	Upon Request
Grant Applications	Hourly	Upon Request
Escrow Agent	Hourly	Upon Request
Continuing Disclosure/Representative/Agent	Annually	Upon Request
Community Mailings	Per Occurrence	Upon Request
Response to Extensive Public Records Requests	Hourly	Upon Request
Litigation Support Services	Hourly	Upon Request

PUBLIC RECORDS REQUESTS FEES:

Public Records Requests will be billed hourly to the District pursuant to the current hourly rates shown below:

JOB TITLE:	HOURLY RATE:
Regional Manager	\$ 52.00
District Manager	\$ 40.00
Accounting & Finance Staff	\$ 28.00
Administrative Support Staff	\$ 21.00

LITIGATION SUPPORT SERVICES:

Litigation Support Services will be billed hourly to the District pursuant to the current hourly rates shown below:

JOB TITLE:	HOURLY RATE:
President	\$ 300.00
Chief Financial Officer	\$ 250.00
Vice President	\$ 225.00
Regional District Manager	\$ 200.00
Accounting Manager	\$ 200.00
Finance Manager	\$ 200.00
District Manager	\$ 175.00
Amenity Services Manager	\$ 175.00
Clubhouse Manager	\$ 150.00
Field Services Manager/Landscape Specialist	\$ 150.00
Senior Accountant	\$ 150.00
Staff Accountant	\$ 100.00
Financial Associate	\$ 100.00
Administrative Assistant	\$ 85.00
Accounting Clerk	\$ 85.00

Tab 8

River Glen Community Development District

Kayak Launch Policies

- Use of the launch and associated activities should take place between dawn and dusk
- Launch area and activities are unsupervised and should be used at your own risk
- Users should beware of hazards such as branches, submerged obstacles, and natural wildlife including alligators and snakes
- Follow all Florida Fish and Wildlife regulations when fishing
- Per State Law, all boats including canoes and kayaks must be equipped with U.S. Coast Guard Approved Personal Flotation Devices for each person on board
- No swimming
- Adult supervision for minors is strongly encouraged
- Refrain from boating with pets as they may attract wildlife
- No alcoholic beverages

These policies adopted by the River Glen Community Development Board of Supervisors on this day the 21st of September 2023.

Assistant Secretary

Chairman/Vice Chairman

Tab 9

RESOLUTION 2023-12

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE RIVER GLEN COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIME AND LOCATION FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT, FOR FISCAL YEAR 2023/2024, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, River Glen Community Development District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within the Nassau County, Florida; and

WHEREAS, the District's Board of Supervisors (hereinafter the "Board") is statutorily authorized to exercise the powers granted to the District; and

WHEREAS, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, Florida Statutes; and

WHEREAS, the Board is statutorily required to file annually, with the local governing authority or authorities a schedule of its regular meetings; and

WHEREAS, the District is required by Florida law to prepare an annual schedule of its regular public meetings which designates the date, time, and location of the District's meetings.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE RIVER GLEN COMMUNITY DEVELOPMENT DISTRICT:

1. The Fiscal Year 2023/2024 annual public meeting schedule attached hereto and incorporated by reference herein as Exhibit A is hereby approved and will be published and filed in accordance with Section 189.015(1), Florida Statutes.

2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 21st DAY OF SEPTEMBER, 2023.

**RIVER GLEN COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRMAN / VICE CHAIRMAN

ATTEST:

SECRETARY / ASST. SECRETARY

EXHIBIT "A"

**BOARD OF SUPERVISORS MEETING DATES
RIVER GLEN COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2023/2024**

October 19, 2023

January 18, 2024

March 14, 2024

April 18, 2024

May 16, 2024

June 13, 2024

August 15, 2024

September 19, 2024

All meetings will convene at _____
and will be held at the River Glen Amenity Center, 65084
River Glen Parkway, Yulee Florida 32097.