



Rizzetta & Company

Trails Community Development District

**Board of Supervisors'
Continued Meeting
June 14, 2023**

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

www.trailscdd.org

TRAILS COMMUNITY DEVELOPMENT DISTRICT

Winchester Ridge Amenity Center 15431 Spotted Stallion Trail, Jacksonville, Florida 32234

www.trailscdd.org

Board of Supervisors	Terence Douglas Douglas Pope Patricia Acree Corina Buck Ashley Guioa	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	Vince Dunn	Dunn & 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.

TRAILS COMMUNITY DEVELOPMENT DISTRICT

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

Board of Supervisors
Trails Community Development District

June 7, 2023

FINAL AGENDA

Dear Board Members:

The continued meeting of the Board of Supervisors of the Trails Community Development District will be held on **June 14, 2023, at 5:30 p.m.**, at the Winchester Ridge Amenity Center, located at 15431 Spotted Stallion Trail, Jacksonville, Florida 32234.

1. **CALL TO ORDER/ROLL CALL**
2. **AUDIENCE COMMENTS ON AGENDA ITEMS**
3. **BUSINESS ITEMS**
 - A. Consideration of Proposals for Amenity and Field Services – *(Under Separate Cover)*
4. **STAFF REPORTS**
 - A. District Counsel
 - B. Amenity Manager.....Tab 1
 - 1.) Amenity Manager Report dated June 14, 2023
 - C. Field Operations Manager.....Tab 2
 - 1.) Facility Manager Report dated June 1, 2023
 - D. District Manager
 - 1.) Update on Pool
5. **BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Regular Meeting held May 9, 2023.....Tab 3
6. **AUDIENCE COMMENTS**
7. **SUPERVISOR REQUESTS**
8. **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.

Kindly yours,

Lesley Gallagher

District Manager

Tab 1

Trails CDD

Managers Report

Date of meeting: 6.14.2023

Submitted by: Mark Insel

POOL AND FACILITY:

- Envera cams working well after hours. Monthly system maintenance was done with no issues.
- A couple of Boardwalk boards were replaced.
- We have made progress with recent jobs. David and Raymond have been busy with many small tasks.
- Weekly pressure washing is being done to help get the pollen off the deck and furniture.
- Safety checks on the Playground, Volleyball Court, and Boardwalk are completed daily.
- The pool pump rebuild is tentatively scheduled to begin in July per Board approval. The gym and restrooms will remain accessible.
- QR Codes are placed in Bulletin Board and Playgrounds, which residents have been using to survey each area.
- Touch up painting around the building where needed.
- Door hinge replaced on the men's room door.
- The new push-to-exit button was replaced over the Holiday weekend.
- Pool Line repairs are made often.

GYM AND EQUIPMENT:

- Fitness Pro came out to identify and confirm all pieces of equipment and serial numbers, this should eliminate any billing issues going forward.
- Multi-use machine cables that snapped and were replaced.
- All equipment has been checked; PM was completed last month. The janitorial crew has been cleaning the fitness center when onsite as well.
- The machines are in great shape and all working properly!

COMPLETED PROJECTS / No Board action required:

- Lane line has been replaced again.
- Pressure washing completed on the playground, deck tables, and chairs.
- Rentals for the clubhouse have been good.
- Routine maintenance and janitorial continue throughout the facility.
- Ongoing checks on the playground for safety and functionality.
- We continue to ride the community monitoring signs, drains, road conditions, etc.
- David has been doing a lot of pond trash cleanup when he can, they have been looking much better.
- Minor Repairs made to Boardwalk, ongoing.
- Fence install/replacement when pool pump work is going on; pricing to replace should be quoted.

POND AND LAKE MANAGEMENT:

- The technician has been onsite monthly. Derek was onsite May 15th. His report had no major issues and treatments were focused basically on shoreline growth. They fill us in on which have algae, grass and weed issues, which needed dye and the ponds seeing the most trash. Our Tech is very attentive and always doing a great job.
- We have inquired about the need for carp or tilapia and requirements. Nothing mentioned at this point.

LANDSCAPE MANAGEMENT:

- Fertilizing has been done, tags received prior from Brightview.
- Spring Flowers installed look great.
- Mulching at the facility and on the property has been done.
- Weeded the beds at the entrance.
- The crews trimmed all the pool area shrubs and grasses. Outside fence and parking lot.
- The crews are working the summer schedule and mowing more. Picking up more trash around ponds. They are prioritizing work throughout the community and are keeping things maintained. The last report reflected basic rotations completed, blew the property, and picked up trash. They mowed and line trimmed all the lakes.

WHAT SHOULD BE LOOKED INTO IN THE UPCOMING MONTHS:

- Pressure washing on deck gutters, pavers and building where needed.
- Pool equipment replacement.
- Pool lights replacement. If they pull out again. Fine now!
- Landscape proposals for repairs if needed.
- Fence proposals.

Its been a pleasure to serve your community these past two years, reach out if you ever need anything from me!

Mark Insel 904-408-7716



Tab 2

Winchester Ridge Trails

Manager's Report

Date of meeting: 6-1-2023

Submitted by: David Anderson

POOL AND FACILITY:

- Perform daily duties as necessary.
- Crown has requested a start date of July 7.
- Board needs to decide whether to start then or delay till later in year
- All pumps are online and operating properly
- Cleaning of parking lot and playground as needed.
- Installed door closure on men's restroom.

GYM AND EQUIPMENT:

- All equipment has been checked; PM was completed last month. The janitorial crew has been cleaning the fitness center when onsite as well.
- Waiting on repairs to be completed to overhead pres

COMPLETED PROJECTS:

- Checks on playground for safety and functionality.
- Monitoring road signs, and debris cleanup multi times weekly.

POND AND LAKE MANAGEMENT:

- The technician has been onsite monthly. Derek was on site May His report had no major issues and treatments were focused basically on shoreline growth. They fill us in on which have algae, grass and weed issues. Our Tech is very attentive and always doing a great job.
- Signs around ponds replaced or repaired.
- Timers to pond lights have been adjusted to daylight savings.
- Cleaned around ponds on Chuck Wagon at cul-de-sac.
- Engineer report forwarded to contractor for quote on repairs to overflows as suggested. Left message today 6/1/2023

LANDSCAPE MANAGEMENT:

- Hedge and bush trimming around the facility has been completed.
- I communicate with Jeremiah about issues as they arise.
- The Landscaping Management Tool, and weekly drive checklist are in place for reporting. Greenpoint's tasks are being completed daily. The crews are working the winter schedule. Picking up more trash around ponds. They are prioritizing work throughout the community and are keeping things maintained. The last report reflected basic rotations completed, blew the property, and picked up

trash. They mowed and line trimmed all the lakes.

WHAT TO EXPECT IN THE UPCOMING MONTHS:

- Will continue sending Policy Highlight reminders and updates.
- Continued diligence on a clean facility, pool, and grounds.
- Pool pump replacement delayed. Waiting on filter assembly.

- Continued oversight on landscaping and irrigation.
- Continuing to knock out items on punch list of projects both small and large not needing Board approval.
- Landscape proposals for repairs if needed.
- Food Trucks will be monthly or more and have been well attended.

Should you have any comments or questions feel free to contact me directly.

David Anderson 904-884-2432



Tab 3

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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.

**TRAILS
COMMUNITY DEVELOPMENT DISTRICT**

The meeting of the Board of Supervisors of Trails Community Development District was held on **May 9, 2023, at 6:30 p.m.** at the Winchester Ridge Amenity Center, located at 15431 Spotted Stallion Trail, Jacksonville, Florida 32234.

Present and constituting quorum include:

Douglas Pope	Board Supervisor, Chairman
Corina Buck	Board Supervisor, Vice Chairperson (speakerphone)
Patty Acree	Board Supervisor, Assistant Secretary
Terence Douglas	Board Supervisor, Assistant Secretary
Ashley Guioa	Board Supervisor, Assistant Secretary

Also present were:

Lesley Gallagher	District Manager, Rizzetta & Co., Inc.
Katie Buchanan	District Counsel, Kutak Rock, LLP (speakerphone)
Dan Fagen	Director of Amenity Operations, Vesta Inc.
Mark Insel	Director of Amenity Manager, Vesta Inc.
David Anderson	Operations Manager, Vesta Inc.

JSO Off Duty Deputy Present.

Audience members present.

FIRST ORDER OF BUSINESS

Call to Order

Ms. Gallagher called the meeting to order at 6:30 p.m.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

An audience member had comments regarding the behavior of the Board members during the last meeting.

46 Ms. Guioa then made a motion to redesignate officers. It was explained that since this
47 was not on the agenda and the Board could potentially take action, a motion to amend the
48 agenda would be needed to add this item and take audience comments.
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On a motion by Ms. Acree, seconded by Ms. Guioa, with all in favor, the Board approved amending the agenda to add Consideration of Redesignating Officers, for Trails Community Development District.

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51 There were no audience comments on this item.
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On a motion by Ms. Guioa, seconded by Ms. Acree, with a 3-2 vote, opposed by Mr. Douglas and Mr. Pope, the Board approved designating Mr. Pope as Chairman, for Trails Community Development District.

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54 Discussion ensued regarding Civil Matters and JSO requests.
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On a motion by Ms. Guioa, seconded by Ms. Acree, with all in favor, the Board appointed Mr. Pope as Chairman, Ms. Buck as Vice Chairperson, Mr. Douglas as Assistant Secretary, Ms. Guioa as Assistant Secretary, Ms. Acree as Assistant Secretary, Ms. Gallagher as Assistant Secretary, and Ms. Brown as Assistant Secretary, for Trails Community Development District.

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57 **THIRD ORDER OF BUSINESS** **Consideration of Vesta Termination**
58 **and Proposal for Optional Services**
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60 The Board reviewed Vesta's termination letter, (Exhibit A), and offer to continue services at
61 a reduced scope and fee, (Exhibit B). Discussion ensued regarding the scope not meeting
62 the needs of the District at this time
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On a motion by Ms. Acree, seconded by Ms. Guioa, with all in favor, the Board accepted Vesta's termination letter and request proposals for Amenity and Field Services to have for the Board to review on June 14, 2023, at 5:30 P.M., for Trails Community Development District.

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65 **FOURTH ORDER OF BUSINESS** **Review of Scope for Amenity and Field**
66 **Services**
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68 **1.) Request for Amenity and Field Service Proposals**
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70 The Board reviewed the scope and feedback provided by Supervisor Acree. The Board
71 directed the District Manager to work with Counsel to circulate the RFP taking into account
72 the items in the scope that were discussed and to request proposals be submitted in order
73 for the Board to have them for review on June 14th.

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FIFTH ORDER OF BUSINESS

**Acceptance of Fiscal Year 21-22
Financial Audit**

On a motion by Ms. Guoia, seconded by Ms. Acree, with all in favor, the Board accepted the Audit for Fiscal Year 21-22, for Trails Community Development District.

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SIXTH ORDER OF BUSINESS

**Consideration of Proposal for
Installation of Backflow for Irrigation
Meter**

The Board was updated that JEA had contacted the District Office to make them aware that a backflow was required for an irrigation meter at the back entrance. The Board directed the District Manager to have JEA install one if required.

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SEVENTH ORDER OF BUSINESS

Staff Reports

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A. Landscape Manager

1.) BrightView Landscape Report, Dated April 27, 2023

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BrightView was not required to attend.

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B. District Counsel

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Ms. Buchanan did not have a report, but she was available to answer questions.

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C. District Engineer

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**1.) Update on Easement Variance Application for 15504 Bareback
Drive**

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Ms. Gallagher reviewed the District Engineer's recommendation to allow the fence but deny the double gate. Discussion ensued as to what the gate could be potentially used for. The Board then approved the easement variance as submitted to allow the double gate and not as recommended by the District Engineer.

On a motion by Ms. Acree, seconded by Ms. Guoia, with all in favor, the Board approved the easement variance as submitted to allow the double gate and not as recommended by the District Engineer, for Trails Community Development District.

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112 **D. Amenity Manager**

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114 **1.) Amenity Manager Report, Dated May 9, 2023**

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116 Mr. Insel was available to answer any questions regarding his report under Tab 3 of the
117 agenda.

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119 **E. Field Operations Manager**

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121 **1.) Facility Operations Manager Report, Dated May 9, 2023**

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123 Mr. Anderson was available to answer any questions the Board may have regarding his
124 report found under Tab 4 of the agenda.

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126 **2.) Future Horizons EOM Report**

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128 **F. District Manager**

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130 Ms. Gallagher updated the Board that all supervisors requesting Intacct licenses have
131 been set up and that going forward the Board would see the check register only in the
132 agenda. Should there be any questions regarding invoices, please let her know and she
133 would be happy to forward copies and answer any questions.

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135 **EIGHTH ORDER OF BUSINESS**

**Consideration of the Minutes of the
Regular Meeting held
April 11, 2023**

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On a motion by Ms. Acree, seconded by Ms. Guioa, with all in favor, the Board approved the minutes of the regular meeting held April 11, 2023, for Trails Community Development District.

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140 **NINTH ORDER OF BUSINESS**

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

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On a motion by Ms. Acree, seconded by Ms. Guioa, with all in favor, the Board ratified the operation and maintenance expenditures for February 2023, in the amount of \$33,928.27, for Trails Community Development District.

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145 **TENTH ORDER OF BUSINESS**

Audience Comments

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147 An audience member had comments about financial reports being available at meetings.

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149 An audience member had comments regarding JSO.

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The Board moved into the closed session of the meeting. **Florida law requires Board discussions related to the District's security system, as well as any discussions that would reveal the operations of the security system, types of equipment, and/or locations, to be held in a closed session, per Section 119.07138 and Section 281.301 of the Florida Statutes. Only the Board and staff can be present for discussion of this agenda item.*

ELEVENTH ORDER OF BUSINESS Discussion Regarding Security*

The Board reviewed the motion that had previously been made regarding security and the funds used to participate which included that the Board allocate \$5,500 in the funds that would have been applied toward the facility attendant services that Vesta had noted they would no longer be offering to enter into a cost share agreement with the HOAs if they matched funds for JSO off duty services.

Discussion then ensued regarding the need for facility attendants and the cost of which would be unknown until proposals would be received in June and that there was still no formal commitment from the HOAs to enter into an agreement with the CDD for JSO off duty services.

On a motion by Ms. Guioa, seconded by Ms. Acree, with all in favor, the Board approved option #1, using the \$5,500 from the reduced Vesta costs with the facility attendant removed through June and identified the areas for the JSO Off Duty Deputy to patrol, for Trails Community Development District.

Ms. Buck was no longer on the line, but it is unknown when the call was disconnected.

TWELFTH ORDER OF BUSINESS Supervisor Requests

No supervisor requests.

THIRTEENTH ORDER OF BUSINESS Adjournment

On a motion by Ms. Guioa, seconded by Ms. Acree, with all in favor, the Board is continuing the meeting to June 14, 2023, at 5:30 P.M., for Trails Community Development District.

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Secretary/Assistant Secretary

Chairman/Vice Chairman

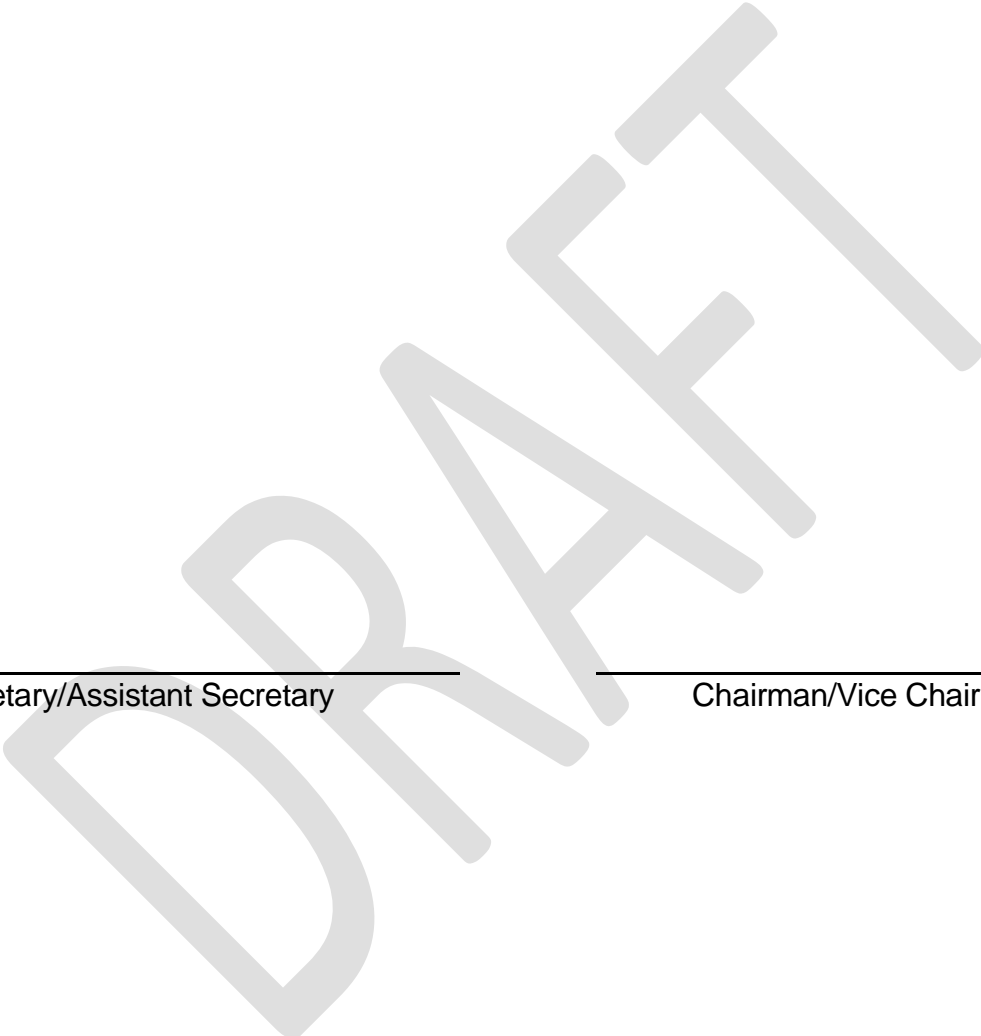


Exhibit A

Trails Community Development District

Mrs. Lesley Gallagher

District Manager

2806 N. 5th Street, Unit 403

St. Augustine, Florida 32084

5/1/2023

Termination of Services

Due to ongoing challenges and evolving community needs along with our desire to provide our customers with the very best service Vesta has come to the decision that we are unable to continue to provide the current scope of services. We have provided an alternate proposal, which we believe best lines up with staffing, budget and critical scope constraints. Should the Board decide to go in a different direction this will serve as formal notice that Vesta will terminate all services with Trails CDD. Per the current contract Vesta is required to provide a sixty (60) day notice of termination, therefore our contract will expire 6/30/2023.

On behalf of Vesta Property Services, I want to thank you for your partnership over the years and wish you the very best should we not be able to agree on a modification of the current scope of services.

Respectfully,

Dan Fagen

Director of Amenity Operations

Vesta Property Services

Exhibit B

Trails Community Development District

Mrs. Lesley Gallagher

District Manager

2806 N. 5th Street, Unit 403

St. Augustine, Florida 32084

Trails CDD Field Services and Maintenance Scope of Service

Note: This proposal includes field management and maintenance services only.

Contract Personnel will be on site 40 hours weekly (5 days) to provide the following Field Operations Management and Maintenance Services.

1. General Facility Maintenance

- A. *Building*: monitor and repair fitness equipment as able; monitor condition of all doors, adjoining fencing and gates and resolve any problems, either through repairs or adjustments or securing services of door/gate contractor; touch-up painting as needed; control cobwebs and prevent other debris from accumulating on exterior walls; and replace interior lights and AC filters as needed. Report any extraordinary repairs to District Manager as needed.
- B. *Pool Deck*: Blow off entire deck area regularly; empty and replace waste receptacles around pool area; control algae growth around pool deck.
- C. *Playground Park Area*: Check equipment, periodically clean equipment and remove debris on and around equipment as needed.
- D. *Parking Lot*: Blow off debris; pick up trash and debris as needed.
- E. Assess and advise the district of any necessary repairs, extraordinary cleaning, or replacement items that may be required due to “normal wear and tear,” “acts of God,” or vandalism, and secure cost estimates for same. Such work shall be billed separately, upon approval of the district. These services may be provided by Vesta or outside service contractors.

2. Swimming Pool Maintenance

- A. Conduct necessary tests for proper pool chemicals as required in order to maintain water quality levels within requirements of Chapter 64E-9.004(d).
- B. Check pool water quality and complete equivalent to *DH Form 921 3/98 Swimming Pool Report*, as required by Chapter 64E-9.004(13), FAC
- C. Operate filtration and recirculation systems, backwashing as needed. Clean all strainers. Maintain pool at proper water level, and maintain filtration rates. Check valves for leaks, as well as other components, and maintain in proper condition.
- D. Manually skim, brush and vacuum pools as necessary.
- E. Advise the C.D.D. of any necessary repairs, cleaning, or replacement items required due to “normal wear & tear,” “acts of God,” or vandalism. Such repairs shall be billed separately, upon approval of the C.D.D.

3. Janitorial Services:

- A. Dust and damp mop all tiled areas including baseboards.
- B. Dust window ledges, blinds, air condition vents and returns.
- C. Clean all windows.
- D. Empty and remove all trash from receptacles.
- E. Bathrooms: clean and disinfect floors, counters, mirrors, toilets, urinals and all surrounding areas. Paper and soap dispensers shall be cleaned and filled as needed.
- F. Fitness room: Clean flooring, ceiling fans, baseboards, and provide light cleaning to all fitness equipment.

4. Field Management

- A. Provide general oversight of all district common grounds and assets.
- B. Conduct site inspections and provide oversight of district service providers.
- C. Advise the District of any necessary repairs, extraordinary cleaning, or replacement of assets.
- D. Remain aware of potential safety or security hazards within district property, communicate with the appropriate district personnel regarding possible corrective action to resolve a safety or security matter, and implement such action when necessary, for the safety and security of the district.
- E. Maintain full knowledge/awareness of all aspects of residential community maintenance to include landscaping, lake and wetland maintenance, carpentry, electrical, plumbing, painting, and management and/or monitoring of recreational facilities.
- F. Assess property damage, neglect and/or depreciation and report to District staff.
- G. Advise the District of any necessary repairs, extraordinary cleaning, or replacement items that may be required due to “normal wear-and-tear,” “acts of God,” or vandalism, and secure cost estimates for the same.
- H. Maintain inventory control of maintenance items, including preparation of preventative maintenance programs.
- I. Remain available during posted times to assist residents with access cards and room rentals.

Annual Fee:

\$83,461 (\$6,955.08 monthly)