



Rizzetta & Company

# Trails Community Development District

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## Board of Supervisors' Meeting July 17, 2023

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

[www.trailscdd.org](http://www.trailscdd.org)

**TRAILS  
COMMUNITY DEVELOPMENT DISTRICT**

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

[www.trailscdd.org](http://www.trailscdd.org)

<b>Board of Supervisors</b>	Douglas Pope Corina Buck Terence Douglas Vacant Ashley Guioa	Chairman Vice Chairman Assistant Secretary Board Supervisor Assistant Secretary
<b>District Manager</b>	Lesley Gallagher	Rizzetta & Company, Inc.
<b>District Counsel</b>	Katie Buchanan	Kutak Rock, LLP
<b>District Engineer</b>	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**

**July 10, 2023**

## FINAL AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Trails Community Development District will be held on **July 17, 2023, at 6:30 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. Public Hearing on Fiscal Year 2023-2024 Proposed Budget.....Tab 1
    - 1.) Consideration of Resolution 2023-05, Approving Fiscal Year 2023-2024 Proposed Budget
  - B. Public Hearing on Fiscal Year 2023-2024 Assessments.....Tab 2
    - 1.) Consideration of Resolution 2023-06 Imposing Special Assessments
  - C. Ratification of Vesta Weekend Staffing
  - D. Consideration of Adopting Resolution 2023-07, Redesignating Secretary.....Tab 3
- 4. STAFF REPORTS**
  - A. Landscape Manager.....Tab 4
    - 1.) BrightView Quality Assessment dated July 7, 2023
  - B. District Counsel
  - C. District Engineer
  - D. Amenity Manager.....Tab 5
    - 1.) Amenity Manager Report dated July 17, 2023
  - E. Field Operations Manager.....Tab 6
    - 1.) Future Horizons Report dated June 13, 2023
  - F. District Manager
- 5. BUSINESS ADMINISTRATION**
  - A. Consideration of the Minutes of the Continued Meeting held June 14, 2023.....Tab 7
  - B. Ratification of Operation and Maintenance Expenditures for March 2023, April 2023 & May 2023.....Tab 8
- 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**

## RESOLUTION 2023-05

### THE ANNUAL APPROPRIATION RESOLUTION OF THE TRAILS COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET(S) FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023, AND ENDING SEPTEMBER 30, 2024; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

**WHEREAS**, the District Manager has, prior to the fifteenth (15<sup>th</sup>) day in June, 2023, submitted to the Board of Supervisors (“**Board**”) of the Trails Community Development District (“**District**”) proposed budget(s) (“**Proposed Budget**”) for the fiscal year beginning October 1, 2023 and ending September 30, 2024 (“**Fiscal Year 2023/2024**”) along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

**WHEREAS**, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

**WHEREAS**, the Board set a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

**WHEREAS**, the District Manager posted the Proposed Budget on the District’s website at least two days before the public hearing; and

**WHEREAS**, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1<sup>st</sup> of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

**WHEREAS**, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

### **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE TRAILS COMMUNITY DEVELOPMENT DISTRICT:**

#### **SECTION 1. BUDGET**

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.

- b. The Proposed Budget, attached hereto as **Exhibit "A,"** as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes ("Adopted Budget")*, and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District's Local Records Office and identified as "The Budget for the Trails Community Development District for the Fiscal Year Ending September 30, 2024."
- d. The Adopted Budget shall be posted by the District Manager on the District's official website within thirty (30) days after adoption, and shall remain on the website for at least 2 years.

**SECTION 2. APPROPRIATIONS**

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2023/2024, the sum of \$\_\_\_\_\_ to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$_____
DEBT SERVICE FUND SERIES 2007A	\$_____
RESERVE FUND	\$_____
TOTAL ALL FUNDS	\$_____

**SECTION 3. BUDGET AMENDMENTS**

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2023/2024 or within 60 days following the end of the Fiscal Year 2023/2024 may amend its Adopted Budget for that fiscal year as follows:

- a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may approve an expenditure that would increase or decrease a line-item appropriation for expenditures within a fund if

the total appropriations of the fund do not increase and if either (i) the aggregate change in the original appropriation item does not exceed the greater of \$15,000 or 15% of the original appropriation, or (ii) such expenditure is authorized by separate disbursement or spending resolution.

- c. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must ensure that any amendments to the budget under paragraph c. above are posted on the District’s website within 5 days after adoption and remain on the website for at least 2 years.

**SECTION 4. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 17TH DAY OF JULY 2023.**

ATTEST:

**TRAILS COMMUNITY DEVELOPMENT DISTRICT**

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

\_\_\_\_\_  
Chairperson/Vice Chairperson, Board of Supervisors

**Exhibit A:** Fiscal Year 2023/2024 Budget

# **Exhibit A**





Rizzetta & Company

# Trails Community Development District

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**Approved Proposed Budget  
for  
Fiscal Year 2023/2024**

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**Proposed Budget  
Trails Community Development District  
General Fund  
Fiscal Year 2023/2024**

	Chart of Accounts Classification	Actual YTD through 05/31/23	Projected Annual Totals 2022/2023	Annual Budget for 2022/2023	Projected Budget variance for 2022/2023	Budget for 2023/2024	Budget Increase (Decrease) vs 2022/2023	Comments
1								
2	<b>REVENUES</b>							
3								
4	Special Assessments							
5	Tax Roll	\$ 451,312	\$ 455,262	\$ 455,262	\$ -	\$ 532,980	\$ 77,718	To Be Updated Prior To Public Hearing
6				\$ -				
7	<b>TOTAL REVENUES</b>	<b>\$ 451,312</b>	<b>\$ 455,262</b>	<b>\$ 455,262</b>	<b>\$ -</b>	<b>\$ 532,980</b>	<b>\$ 77,718</b>	
8								
9	Balance Forward from Prior Year		\$ 24,300	\$ 24,300	\$ -	\$ -	\$ (24,300)	
10								
11	<b>TOTAL REVENUES AND BALANCE FORWARD</b>	<b>\$ 451,312</b>	<b>\$ 479,562</b>	<b>\$ 479,562</b>	<b>\$ -</b>	<b>\$ 532,980</b>	<b>\$ 53,418</b>	
12								
13								
14	<b>EXPENDITURES - ADMINISTRATIVE</b>							
15								
16	Legislative							
17	Supervisor Fees	\$ 4,400	\$ 6,800	\$ 12,000	\$ 5,200	\$ 6,000	\$ (6,000)	Based on 6 meetings
18	Financial & Administrative							
19	Administrative Services	\$ 3,856	\$ 5,784	\$ 5,784	\$ -	\$ 6,074	\$ 290	
20	District Management	\$ 19,496	\$ 29,244	\$ 29,244	\$ -	\$ 30,706	\$ 1,462	
21	District Engineer	\$ 5,611	\$ 8,915	\$ 6,000	\$ (2,915)	\$ 10,000	\$ 4,000	
22	Disclosure Report	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	
23	Trustees Fees	\$ 2,357	\$ 3,950	\$ 4,000	\$ 50	\$ 4,000	\$ -	
24	Assessment Roll	\$ 5,624	\$ 5,624	\$ 5,624	\$ -	\$ 5,906	\$ 282	
25	Financial & Revenue Collections	\$ 3,750	\$ 5,624	\$ 5,624	\$ -	\$ 5,906	\$ 282	
26	Accounting Services	\$ 14,783	\$ 22,174	\$ 22,174	\$ -	\$ 23,283	\$ 1,109	
27	Auditing Services	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	\$ 4,200	\$ 200	
28	Arbitrage Rebate Calculation	\$ 500	\$ 500	\$ 500	\$ -	\$ 500	\$ -	
29	Public Officials Liability Insurance	\$ 3,341	\$ 3,341	\$ 3,730	\$ 389	\$ 3,675	\$ (55)	Based on Updated Estimate Received
30	Legal Advertising	\$ 1,213	\$ 3,500	\$ 4,600	\$ 1,100	\$ 4,600	\$ -	
31	Dues, Licenses & Fees	\$ 175	\$ 347	\$ 175	\$ (172)	\$ 520	\$ 345	To Include Additional Intacct License
32	Miscellaneous Fees		\$ 1,872	\$ 750	\$ (1,122)	\$ 1,500	\$ 750	Amortization Schedule & Mailed Notice
33	Website Hosting, Maintenance, Backup	\$ 1,953	\$ 2,749	\$ 2,749	\$ -	\$ 2,749	\$ -	
34	Legal Counsel							
35	District Counsel	\$ 15,792	\$ 33,697	\$ 35,000	\$ 1,303	\$ 35,000	\$ -	
36	<b>Administrative Subtotal</b>	<b>\$ 91,851</b>	<b>\$ 143,121</b>	<b>\$ 146,954</b>	<b>\$ 3,833</b>	<b>\$ 149,619</b>	<b>\$ 2,665</b>	
37								
38	<b>EXPENDITURES - FIELD OPERATIONS</b>							
39								
40	Security Operations							
41	Security Cameras / Access Monitoring	\$ 7,236	\$ 8,064	\$ 8,064		\$ 8,064	\$ -	Envera Camera Monitoring Services & WebWatchdogs Extended Warranty
42	Security Camera Maintenance & Repairs		\$ 1,000	\$ 1,000		\$ 1,000	\$ -	
43	Security Services/Patrols					\$ 3,934	\$ 3,934	New Line Item FY 23/24
44	Electric Utility Services							
45	Utility Services	\$ 18,806	\$ 28,209	\$ 25,000	\$ (3,209)	\$ 32,000	\$ 7,000	
46	Garbage/Solid Waste Control Services							
47	Garbage - Recreation Facility	\$ 2,038	\$ 3,372	\$ 2,848	\$ (524)	\$ 4,000	\$ 1,152	
48	Water-Sewer Combination Services							

**Proposed Budget**  
**Trails Community Development District**  
**General Fund**  
**Fiscal Year 2023/2024**

	Chart of Accounts Classification	Actual YTD through 05/31/23	Projected Annual Totals 2022/2023	Annual Budget for 2022/2023	Projected Budget variance for 2022/2023	Budget for 2023/2024	Budget Increase (Decrease) vs 2022/2023	Comments
49	Utility Services	\$ 5,020	\$ 8,835	\$ 10,000	\$ 1,165	\$ 10,000	\$ -	
50	Stormwater Control							
51	Fountain Service Maintenance Contract	\$ 950	\$ 1,900	\$ 1,900	\$ -	\$ 1,900	\$ -	
52	Lake/Pond Bank Maintenance Contract	\$ 5,711	\$ 11,422	\$ 11,422	\$ -	\$ 11,422	\$ -	Add Trash Removal?
53	Miscellaneous Expense	\$ -	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	\$ -	Repairs Associated with Annual Engineer's Report?
54	Other Physical Environment							
55	General Liability/Property Insurance	\$ 12,688	\$ 12,688	\$ 13,426	\$ 738	\$ 17,293	\$ 3,867	Based on Updated Estimate Received
56	Entry Lighting, Walls & Fence Maintenance	\$ -	\$ 4,000	\$ 4,000	\$ -	\$ 4,000	\$ -	Fence Repairs will be needed during and following pool work.
57	Landscape & Irrigation Maintenance Contract	\$ 53,680	\$ 80,748	\$ 82,868	\$ 2,120	\$ 75,000	\$ (7,868)	Based on Updated Estimate Provided By BrightView on Same Scope
58	Irrigation Repairs	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	
59	Landscape Replacement Plants, Shrubs, Trees	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	Landscape replacements will be needed following pool work.
60	Miscellaneous Expense	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	
61	Parks & Recreation							
62	Amenity Management Contract- Field & Facility	\$ 27,083	\$ 59,566	\$ 51,584	\$ (7,982)	\$ 85,323	\$ 33,739	Based on New Vendor July 2023
63	Amenity Janitorial Contract & Janitorial Supplies	\$ 21,473	\$ 35,570	\$ 36,015	\$ 445	\$ 10,045	\$ (25,970)	Includes Janitorial Contract amount and approx. \$4000 in janitorial supplies. Based on new vendor July 2023.
64	Amenity Facility Attendants	\$ 12,213	\$ 17,918	\$ 12,235	\$ (5,683)	\$ 12,999	\$ 764	FY 23/24 Seasonal Attendants
65	Amenity Maintenance & Repairs	\$ 1,475	\$ 8,000	\$ 8,000	\$ -	\$ 8,000	\$ -	To Also Include Annual Fire Extinguisher Inspection
66	Pool Services -Maintenance Contract/Chemicals/Permits/Supplies	\$ 8,029	\$ 18,459	\$ 11,500	\$ (6,959)	\$ 35,856	\$ 24,356	To Include Maintenance Contract Amount Under New Vendor July 2023. Proposed Includes Estimated Amount of \$13,000 for Chemicals With New Equipment.
67	Cable, Phone & Internet	\$ 2,806	\$ 4,209	\$ 4,050	\$ (159)	\$ 4,300	\$ 250	
68	Amenity Supplies & Equipment	\$ 120	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ -	
69	Pest Control & Termite Bond	\$ 590	\$ 725	\$ 675	\$ (50)	\$ 725	\$ 50	
70	Fitness Equipment Maintenance & Repairs	\$ 555	\$ 1,750	\$ 2,000	\$ 250	\$ 2,000	\$ -	Includes PM Service
71	Amenity Miscellaneous Expenses	\$ 360	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ -	
72	Special Events							
73	Special Events	\$ 1,962	\$ 2,500	\$ 2,500	\$ -	\$ 5,000	\$ 2,500	Proposed Increase to Line for FY 23/24?
74	Contingency							

**Proposed Budget  
Trails Community Development District  
General Fund  
Fiscal Year 2023/2024**

	Chart of Accounts Classification	Actual YTD through 05/31/23	Projected Annual Totals 2022/2023	Annual Budget for 2022/2023	Projected Budget variance for 2022/2023	Budget for 2023/2024	Budget Increase (Decrease) vs 2022/2023	Comments
75	Miscellaneous Contingency	\$ 6,833	\$ 15,000	\$ 17,972	\$ 2,972	\$ 33,000	\$ 15,028	Projected to Include Repairs from DE Annual Report and JSO Off Duty Deputy Services. Wet Engineering Fees in Proposed and Projected. Proposed to Possibly Include Additional Items Associated With Pool Repairs Outside of Crown Contract
76	Capital Outlay	\$ -	\$ -	\$ 8,049	\$ 8,049		\$ (8,049)	Combined with Line 75 for FY 23/24
77								
78	<b>Field Operations Subtotal</b>	<b>\$ 189,628</b>	<b>\$ 341,435</b>	<b>\$ 332,608</b>	<b>\$ (8,827)</b>	<b>\$ 383,361</b>	<b>\$ 50,753</b>	
79								
80								
81	<b>TOTAL EXPENDITURES</b>	<b>\$ 281,479</b>	<b>\$ 484,556</b>	<b>\$ 479,562</b>	<b>\$ (4,994)</b>	<b>\$ 532,980</b>	<b>\$ 53,418</b>	
82								
83	<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$ 169,833</b>	<b>\$ (4,994)</b>	<b>\$ -</b>	<b>\$ (4,994)</b>	<b>\$ -</b>	<b>\$ -</b>	

**Proposed Budget  
Trails Community Development District  
Reserve Fund  
Fiscal Year 2023/2024**

	Chart of Accounts Classification	Actual YTD through 05/31/23	Projected Annual Totals 2022/2023	Annual Budget for 2022/2023	Projected Budget variance for 2022/2023	Budget for 2023/2024	Budget Increase (Decrease) vs 2022/2023	Comments
1								
2	<b>REVENUES</b>							
3								
4	Special Assessments							
5	Tax Roll	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	\$ 187,672	\$ 162,672	Proposed based on Reserve Study Balance Recommendation for End Of FY 23/24
6								
7	<b>TOTAL REVENUES</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ 187,672</b>	<b>\$ 162,672</b>	
8								
9	Balance Forward from Prior Year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
10								
11	<b>TOTAL REVENUES AND BALANCE FORWARD</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ 187,672</b>	<b>\$ 162,672</b>	
12								
13	<b>EXPENDITURES</b>							
14								
15	Contingency							
16	Capital Reserves	\$ -	\$ 77,339	\$ 25,000	\$ (52,339)	\$ 187,672	\$ 162,672	Projected Total Reflects 1st Draw to Crown Pools (Balance of Contract is \$116,008.20)
17								
18	<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 77,339</b>	<b>\$ 25,000</b>	<b>\$ (52,339)</b>	<b>\$ 187,672</b>	<b>\$ 162,672</b>	
19								
20	<b>EXCESS OF REVENUES</b>	<b>\$ 25,000</b>	<b>\$ (52,339)</b>	<b>\$ -</b>	<b>\$ (52,339)</b>	<b>\$ -</b>	<b>\$ -</b>	

**Trails Community Development District**  
**Debt Service**  
**Fiscal Year 2023/2024**

Chart of Accounts Classification	Series 2007A	Budget for 2023/2024
<b>REVENUES</b>		
Special Assessments		
Net Special Assessments <sup>(1)</sup>	\$459,898.24	\$459,898.24
<b>TOTAL REVENUES</b>	<b>\$459,898.24</b>	<b>\$459,898.24</b>
<b>EXPENDITURES</b>		
<b>Administrative</b>		
Financial & Administrative		
Debt Service Obligation	\$459,898.24	\$459,898.24
<b>Administrative Subtotal</b>	<b>\$459,898.24</b>	<b>\$459,898.24</b>
<b>TOTAL EXPENDITURES</b>	<b>\$459,898.24</b>	<b>\$459,898.24</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$0.00</b>	<b>\$0.00</b>

Collection Costs (3.5%) and Early Payment Discount (4%) applicable to the county: 7.5%

**Gross assessments** **\$497,187.29**

**Notes:**  
Tax Roll Collection Costs and Early Payment Discount percentages are 7.5% of Tax Roll. Budgeted net tax roll assessments. See Assessment Table.

<sup>(1)</sup> Maximum Annual Debt Service less Prepaid Assessments received.

**TRAILS COMMUNITY DEVELOPMENT DISTRICT**

**FISCAL YEAR 2023/2024 O&M & DEBT SERVICE ASSESSMENT SCHEDULE**

2023/2024 O&M Budget		\$720,652.00
Duval County Collection Cost	3.5%	\$27,267.91
Early Payment Discounts	4%	\$31,163.33
<b>2023/2024 Total</b>		<b>\$779,083.24</b>

2022/2023 O&M Budget	\$480,262.00
2023/2024 O&M Budget	\$720,652.00
<b>Total Difference</b>	<b>\$240,390.00</b>

	PER UNIT ANNUAL ASSESSMENT		Proposed Increase / Decrease	
	2022/2023	2023/2024	\$	%
<b>Debt Service - Single Family</b>	\$1,219.36	\$1,219.36	\$0.00	0.00%
<b>Operations/Maintenance - Single Family</b>	\$791.47	\$1,187.63	\$396.16	50.05%
<b>Total</b>	<b>\$2,010.83</b>	<b>\$2,406.99</b>	<b>\$396.16</b>	<b>19.70%</b>
<b>Debt Service - Single Family (SF.P)</b>	\$615.39	\$615.39	\$0.00	0.00%
<b>Operations/Maintenance - Single Family (SF.P)</b>	\$791.47	\$1,187.63	\$396.16	50.05%
<b>Total</b>	<b>\$1,406.86</b>	<b>\$1,803.02</b>	<b>\$396.16</b>	<b>28.16%</b>
<b>Debt Service - Single Family (SF.T)</b>	\$760.62	\$760.62	\$0.00	0.00%
<b>Operations/Maintenance - Single Family (SF.T)</b>	\$791.47	\$1,187.63	\$396.16	50.05%
<b>Total</b>	<b>\$1,552.09</b>	<b>\$1,948.25</b>	<b>\$396.16</b>	<b>25.52%</b>



**TRAILS COMMUNITY DEVELOPMENT DISTRICT**

**FISCAL YEAR 2023/2024 O&M & DEBT SERVICE ASSESSMENT SCHEDULE**

TOTAL O&M BUDGET		\$720,652.00
COLLECTION COSTS @	3.5%	\$27,267.91
EARLY PAYMENT DISCOUNTS @	4.0%	\$31,163.33
TOTAL O&M ASSESSMENT		<u>\$779,083.24</u>

LOT SIZE	UNITS ASSESSED		ALLOCATION OF O&M ASSESSMENT			SERIES 2007		
	O&M	SERIES 2007 DEBT SERVICE <sup>(1)</sup>	TOTAL EAU'S	% TOTAL EAU'S	TOTAL O&M BUDGET	O&M	DEBT SERVICE <sup>(2)</sup>	TOTAL <sup>(3)</sup>
SINGLE FAMILY	392	257	392.00	59.76%	\$465,549.74	\$1,187.63	\$1,219.36	\$2,406.99
SINGLE FAMILY	117	117	117.00	17.84%	\$138,952.35	\$1,187.63	\$615.39	\$1,803.02
SINGLE FAMILY	147	147	147.00	22.41%	\$174,581.15	\$1,187.63	\$760.62	\$1,948.25
<b>Total Community</b>	<b>656</b>	<b>521</b>	<b>656.00</b>	<b>100.00%</b>	<b>\$779,083.24</b>			

LESS: Duval County Collection Costs (3.5%) and Early Payment Discount Costs (4%) (\$58,431.24)

**Net Revenue to be Collected** \$720,652.00

<sup>(1)</sup> Reflects the number of total lots with Series 2007 debt outstanding.

<sup>(2)</sup> Annual debt service assessment per lot adopted in connection with the Series 2007 bond issue. Annual assessment includes principal, interest, Duval County collection costs and early payment discount costs.

<sup>(3)</sup> Annual assessment that would appear on November 2023 Duval County property tax bill. Amount shown includes all applicable collection costs. Property owner is eligible for a discount of up to 4% if paid early.

## GENERAL FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The General Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all General Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

### REVENUES:

**Interest Earnings:** The District may earn interest on its monies in the various operating accounts.

**Tax Roll:** The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

**Off Roll:** For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

**Developer Contributions:** The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

**Event Rental:** The District may receive monies for event rentals for such things as weddings, birthday parties, etc.

**Miscellaneous Revenues:** The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

**Facilities Rentals:** The District may receive monies for the rental of certain facilities by outside sources, for such items as office space, snack bar/restaurants etc.



## EXPENDITURES – ADMINISTRATIVE:

**Supervisor Fees:** The District may compensate its supervisors within the appropriate statutory limits of \$200.00 maximum per meeting within an annual cap of \$4,800.00 per supervisor.

**Administrative Services:** The District will incur expenditures for the day to today operation of District matters. These services include support for the District Management function, recording and preparation of meeting minutes, records retention and maintenance in accordance with Chapter 119, Florida Statutes, and the District's adopted Rules of Procedure, preparation and delivery of agenda, overnight deliveries, facsimiles and phone calls.

**District Management:** The District as required by statute, will contract with a firm to provide for management and administration of the District's day to day needs. These service include the conducting of board meetings, workshops, overall administration of District functions, all required state and local filings, preparation of annual budget, purchasing, risk management, preparing various resolutions and all other secretarial duties requested by the District throughout the year is also reflected in this amount.

**District Engineer:** The District's engineer provides general engineering services to the District. Among these services are attendance at and preparation for monthly board meetings, review of construction invoices and all other engineering services requested by the district throughout the year.

**Disclosure Report:** The District is required to file quarterly and annual disclosure reports, as required in the District's Trust Indenture, with the specified repositories. This is contracted out to a third party in compliance with the Trust Indenture.

**Trustee's Fees:** The District will incur annual trustee's fees upon the issuance of bonds for the oversight of the various accounts relating to the bond issues.

**Assessment Roll:** The District will contract with a firm to prepare, maintain and certify the assessment roll(s) and annually levy a non-ad valorem assessment for operating and debt service expenses.

**Financial & Revenue Collections:** Services of the Collection Agent include all functions necessary for the timely billing and collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations. The Collection Agent also maintains and updates the District's lien book(s) annually and provides for the release of liens on property after the full collection of bond debt levied on particular properties.

**Accounting Services:** Services include the preparation and delivery of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity.

**Auditing Services:** The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting firm, once it reaches certain revenue and expenditure levels, or has issued bonds and incurred debt.



**Arbitrage Rebate Calculation:** The District is required to calculate the interest earned from bond proceeds each year pursuant to the Internal Revenue Code of 1986. The Rebate Analyst is required to verify that the District has not received earnings higher than the yield of the bonds.

**Travel:** Each Board Supervisor and the District Staff are entitled to reimbursement for travel expenses per Florida Statutes 190.006(8).

**Public Officials Liability Insurance:** The District will incur expenditures for public officials' liability insurance for the Board and Staff.

**Legal Advertising:** The District will incur expenditures related to legal advertising. The items for which the District will advertise include, but are not limited to meeting schedules, special meeting notices, and public hearings, bidding etc. for the District based on statutory guidelines

**Bank Fees:** The District will incur bank service charges during the year.

**Dues, Licenses & Fees:** The District is required to pay an annual fee to the Department of Economic Opportunity, along with other items which may require licenses or permits, etc.

**Miscellaneous Fees:** The District could incur miscellaneous throughout the year, which may not fit into any standard categories.

**Website Hosting, Maintenance and Email:** The District may incur fees as they relate to the development and ongoing maintenance of its own website along with possible email services if requested.

**District Counsel:** The District's legal counsel provides general legal services to the District. Among these services are attendance at and preparation for monthly board meetings, review of operating and maintenance contracts and all other legal services requested by the district throughout the year.

## EXPENDITURES - FIELD OPERATIONS:

**Deputy Services:** The District may wish to contract with the local police agency to provide security for the District.

**Security Services and Patrols:** The District may wish to contract with a private company to provide security for the District.

**Electric Utility Services:** The District will incur electric utility expenditures for general purposes such as irrigation timers, lift station pumps, fountains, etc.

**Street Lights:** The District may have expenditures relating to street lights throughout the community. These may be restricted to main arterial roads or in some cases to all street lights within the District's boundaries.



**Utility - Recreation Facility:** The District may budget separately for its recreation and or amenity electric separately.

**Gas Utility Services:** The District may incur gas utility expenditures related to district operations at its facilities such as pool heat etc.

**Garbage - Recreation Facility:** The District will incur expenditures related to the removal of garbage and solid waste.

**Solid Waste Assessment Fee:** The District may have an assessment levied by another local government for solid waste, etc.

**Water-Sewer Utility Services:** The District will incur water/sewer utility expenditures related to district operations.

**Utility - Reclaimed:** The District may incur expenses related to the use of reclaimed water for irrigation.

**Aquatic Maintenance:** Expenses related to the care and maintenance of the lakes and ponds for the control of nuisance plant and algae species.

**Fountain Service Repairs & Maintenance:** The District may incur expenses related to maintaining the fountains within throughout the Parks & Recreational areas

**Lake/Pond Bank Maintenance:** The District may incur expenditures to maintain lake banks, etc. for the ponds and lakes within the District's boundaries, along with planting of beneficial aquatic plants, stocking of fish, mowing and landscaping of the banks as the District determines necessary.

**Wetland Monitoring & Maintenance:** The District may be required to provide for certain types of monitoring and maintenance activities for various wetlands and waterways by other governmental entities.

**Mitigation Area Monitoring & Maintenance:** The District may be required to provide for certain types of monitoring and maintenance activities for various mitigation areas by other governmental entities.

**Aquatic Plant Replacement:** The expenses related to replacing beneficial aquatic plants, which may or may not have been required by other governmental entities.

**General Liability Insurance:** The District will incur fees to insure items owned by the District for its general liability needs

**Property Insurance:** The District will incur fees to insure items owned by the District for its property needs

**Entry and Walls Maintenance:** The District will incur expenditures to maintain the entry monuments and the fencing.

**Landscape Maintenance:** The District will incur expenditures to maintain the rights-of-way, median strips, recreational facilities including pond banks, entryways, and similar planting areas within the District. These services include but are not limited to monthly landscape maintenance, fertilizer, pesticides, annuals, mulch, and irrigation repairs.

**Irrigation Maintenance:** The District will incur expenditures related to the maintenance of the irrigation systems.

**Irrigation Repairs:** The District will incur expenditures related to repairs of the irrigation systems.

**Landscape Replacement:** Expenditures related to replacement of turf, trees, shrubs etc.

**Field Services:** The District may contract for field management services to provide landscape maintenance oversight.

**Miscellaneous Fees:** The District may incur miscellaneous expenses that do not readily fit into defined categories in field operations.

**Gate Phone:** The District will incur telephone expenses if the District has gates that are to be opened and closed.

**Street/Parking Lot Sweeping:** The District may incur expenses related to street sweeping for roadways it owns or are owned by another governmental entity, for which it elects to maintain.

**Gate Facility Maintenance:** Expenses related to the ongoing repairs and maintenance of gates owned by the District if any.

**Sidewalk Repair & Maintenance:** Expenses related to sidewalks located in the right of way of streets the District may own if any.

**Roadway Repair & Maintenance:** Expenses related to the repair and maintenance of roadways owned by the District if any.

**Employees - Salaries:** The District may incur expenses for employees/staff members needed for the recreational facilities such as Clubhouse Staff.

**Employees - P/R Taxes:** This is the employer's portion of employment taxes such as FICA etc.

**Employee - Workers' Comp:** Fees related to obtaining workers compensation insurance.

**Management Contract:** The District may contract with a firm to provide for the oversight of its recreation facilities.

**Maintenance & Repair:** The District may incur expenses to maintain its recreation facilities.

**Facility Supplies:** The District may have facilities that required various supplies to operate.



**Gate Maintenance & Repairs:** Any ongoing gate repairs and maintenance would be included in this line item.

**Telephone, Fax, Internet:** The District may incur telephone, fax and internet expenses related to the recreational facilities.

**Office Supplies:** The District may have an office in its facilities which require various office related supplies.

**Clubhouse - Facility Janitorial Service:** Expenses related to the cleaning of the facility and related supplies.

**Pool Service Contract:** Expenses related to the maintenance of swimming pools and other water features.

**Pool Repairs:** Expenses related to the repair of swimming pools and other water features.

**Security System Monitoring & Maintenance:** The District may wish to install a security system for the clubhouse

**Clubhouse Miscellaneous Expense:** Expenses which may not fit into a defined category in this section of the budget

**Athletic/Park Court/Field Repairs:** Expense related to any facilities such as tennis, basketball etc.

**Trail/Bike Path Maintenance:** Expenses related to various types of trail or pathway systems the District may own, from hard surface to natural surfaces.

**Special Events:** Expenses related to functions such as holiday events for the public enjoyment

**Miscellaneous Fees:** Monies collected and allocated for fees that the District could incur throughout the year, which may not fit into any standard categories.

**Miscellaneous Contingency:** Monies collected and allocated for expenses that the District could incur throughout the year, which may not fit into any standard categories.

**Capital Outlay:** Monies collected and allocated for various projects as they relate to public improvements.



## RESERVE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The Reserve Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Reserve Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

### REVENUES:

**Tax Roll:** The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

**Off Roll:** For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

**Developer Contributions:** The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

**Miscellaneous Revenues:** The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

### EXPENDITURES:

**Capital Reserve:** Monies collected and allocated for the future repair and replacement of various capital improvements such as club facilities, swimming pools, athletic courts, roads, etc.

**Capital Outlay:** Monies collected and allocated for various projects as they relate to public improvements.



Rizzetta & Company



## DEBT SERVICE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The Debt Service Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Debt Service Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

### REVENUES:

**Special Assessments:** The District may levy special assessments to repay the debt incurred by the sale of bonds to raise working capital for certain public improvements. The assessments may be collected in the same fashion as described in the Operations and Maintenance Assessments.

---

### EXPENDITURES – ADMINISTRATIVE:

**Bank Fees:** The District may incur bank service charges during the year.

**Debt Service Obligation:** This would a combination of the principal and interest payment to satisfy the annual repayment of the bond issue debt.



## **Tab 2**

## RESOLUTION 2023-06

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TRAILS COMMUNITY DEVELOPMENT DISTRICT MAKING A DETERMINATION OF BENEFIT AND IMPOSING SPECIAL ASSESSMENTS FOR FISCAL YEAR 2023/2024; PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Trails Community Development District ("**District**") is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

**WHEREAS**, the District is located in Duval County, Florida ("**County**"); and

**WHEREAS**, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District's adopted capital improvement plan and Chapter 190, *Florida Statutes*; and

**WHEREAS**, the Board of Supervisors ("**Board**") of the District hereby determines to undertake various operations and maintenance and other activities described in the District's budget ("**Adopted Budget**") for the fiscal year beginning October 1, 2023 and ending September 30, 2024 ("**Fiscal Year 2023/2024**"), attached hereto as **Exhibit "A"** and incorporated by reference herein; and

**WHEREAS**, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the Adopted Budget; and

**WHEREAS**, the provision of such services, facilities, and operations is a benefit to lands within the District; and

**WHEREAS**, Chapter 190, *Florida Statutes*, provides that the District may impose special assessments on benefitted lands within the District; and

**WHEREAS**, it is in the best interests of the District to proceed with the imposition of the special assessments for operations and maintenance in the amount set forth in the Adopted Budget; and

**WHEREAS**, the District has previously levied an assessment for debt service, which the District desires to collect for Fiscal Year 2023/2024; and

**WHEREAS**, Chapter 197, *Florida Statutes*, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector (“**Uniform Method**”), and the District has previously authorized the use of the Uniform Method by, among other things, entering into agreements with the Property Appraiser and Tax Collector of the County for that purpose; and

**WHEREAS**, it is in the best interests of the District to adopt the Assessment Roll of the Trails Community Development District (“**Assessment Roll**”) attached to this Resolution as **Exhibit “B”** and incorporated as a material part of this Resolution by this reference, and to certify the Assessment Roll to the County Tax Collector pursuant to the Uniform Method; and

**WHEREAS**, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll, certified to the County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for the County, for such time as authorized by Florida law.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE TRAILS COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1. BENEFIT & ALLOCATION FINDINGS.** The Board hereby finds and determines that the provision of the services, facilities, and operations as described in **Exhibit “A”** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the cost of the assessments. The allocation of the assessments to the specially benefitted lands, as shown in **Exhibits “A” and “B,”** is hereby found to be fair and reasonable.

**SECTION 2. ASSESSMENT IMPOSITION.** Pursuant to Chapters 190 and 197, *Florida Statutes*, and using the procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for operation and maintenance is hereby imposed and levied on benefitted lands within the District, and in accordance with **Exhibits “A” and “B.”** The lien of the special assessments for operations and maintenance imposed and levied by this Resolution shall be effective upon passage of this Resolution. Moreover, pursuant to Section 197.3632(4), *Florida Statutes*, the lien amount shall serve as the “maximum rate” authorized by law for operation and maintenance assessments.

**SECTION 3. COLLECTION.** The collection of the operation and maintenance special assessments and previously levied debt service assessments shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method, as indicated on **Exhibits “A” and “B.”** The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

**SECTION 4. ASSESSMENT ROLL.** The Assessment Roll, attached to this Resolution as **Exhibit “B,”** is hereby certified to the County Tax Collector and shall be collected by the County

Tax Collector in the same manner and time as County taxes. The proceeds therefrom shall be paid to the District.

**SECTION 5. ASSESSMENT ROLL AMENDMENT.** The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll. After any amendment of the Assessment Roll, the District Manager shall file the updates in the District records.

**SECTION 6. SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

**SECTION 7. EFFECTIVE DATE.** This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

**PASSED AND ADOPTED** this 17th day of July 2023.

ATTEST:

**TRAILS COMMUNITY DEVELOPMENT  
DISTRICT**

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

\_\_\_\_\_  
Chair / Vice Chair, Board of Supervisors

**Exhibit A:** Budget

**Exhibit B:** Assessment Roll

**The Fiscal Year 2023-2024  
Adopted Budget will be attached as  
Exhibit A**

**EXHIBIT B**  
Assessment Roll

Assessment roll is maintained in the District's official records and is available upon request. Certain exempt information may be redacted prior to release in compliance with Chapter 119, Florida Statutes.

## **Tab 3**



**RESOLUTION 2023-07**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TRAILS  
COMMUNITY DEVELOPMENT DISTRICT REDESIGNATING THE  
SECRETARY OF THE DISTRICT, AND PROVIDING FOR AN  
EFFECTIVE DATE**

WHEREAS, the Trails Community Development District (the "District") is a local unit of special-purpose government organized and existing in accordance with Chapter 190, Florida Statutes, and situated entirely within Duval County, Florida; and

WHEREAS, the Board of Supervisors (hereinafter the "Board") previously designated Bob Schleifer as Secretary pursuant to Resolution 2020-06; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF  
THE TRAILS COMMUNITY DEVELOPMENT DISTRICT:**

Section 1.      Scott Brizendine is appointed Secretary

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

**PASSED AND ADOPTED THIS 17<sup>th</sup> DAY OF JULY, 2023.**

**ATTEST:**

**TRAILS COMMUNITY DEVELOPMENT  
DISTRICT**

\_\_\_\_\_  
**ASSISTANT SECRETARY**

\_\_\_\_\_  
**CHAIRMAN/VICE CHAIRMAN**

## **Tab 4**



# Quality Site Assessment

Prepared for: Trails Community Development D

## General Information

**DATE:** Friday, Jul 07, 2023  
**NEXT QSA DATE:** Wednesday, Jun 26, 2024  
**CLIENT ATTENDEES:**  
**BRIGHTVIEW ATTENDEES:** Royce Peaden

## Customer Focus Areas

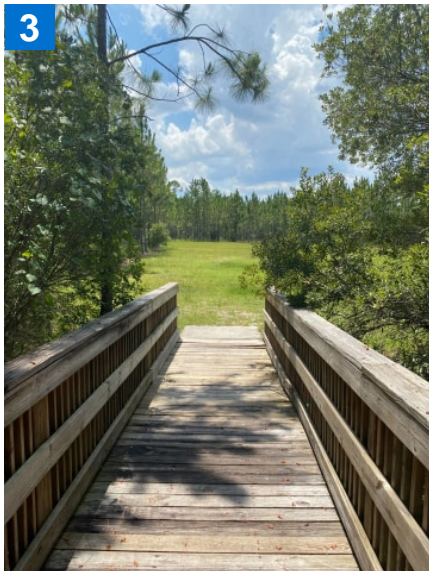
All focal areas and pond banks

### Quality you can count on.

<b>7</b> Seven Standards of Excellence	<b>1</b>  Site Cleanliness	<b>2</b>  Weed Free	<b>3</b>  Green Turf
	<b>4</b>  Crisp Edges	<b>5</b>  Spectacular Flowers	<b>6</b>  Uniformly Mulched Beds



### Maintenance Items



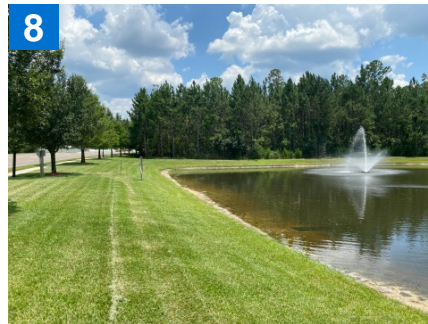
**1** Spring annuals are continuing to hold up well and showing good color. Summer flowers are scheduled to be installed the last part of July.

**2** ADA playground mulch could use a refresh for increased depth and color.

**3** Maintenance crew should trim plants for clearance at boardwalk area behind clubhouse.

**4** Maintenance crew should continue removing tree straps from established trees at clubhouse area.

### Maintenance Items



- 5** Maintenance crew should remove dead azalea at entrance to clubhouse
- 6** Clubhouse and entry area is pruned and mulch is holding up well.
- 7** Boulevard plant beds will need to be serviced and sprayed within the next couple of weeks.
- 8** Lakes are being mowed and string trimmed in proper rotation.



### Maintenance Items



**9** Back entrance is trimmed and neat.

**10** Sabal Palms at clubhouse recently pruned under contract.



## **Tab 5**

# *Trails CDD*

## Managers Report

*Date of meeting: 7.17.2023*

*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.
- QR Codes are placed in Bulletin Board and Playgrounds, which residents have been using to survey each area. These will be taken down this week.
- Pool Line repairs are made often.

### **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.
- 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.



## **POND AND LAKE MANAGEMENT:**

- The technician has been onsite monthly. Derek was onsite last. 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. He will notify if anything is needed.

## **LANDSCAPE MANAGEMENT:**

- Flowers installed are still looking great.
- 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.

*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 6**

## Trails CDD (Winchester)

**Date Treated:** 6-13-23

**Water Temperature:** 82

**Weather:** Partly Cloudy

**Winds:** 2-8 MPH

Lake No	Plants Treated	Chemicals Used
1	Shoreline	Aquaneat, Trycera
2	Shoreline	Aquaneat, Trycera
3	Shoreline	Aquaneat, Trycera
4	Shoreline	Aquaneat, Trycera
5	None	None
6	Shoreline	Aquaneat, Trycera
7	Shoreline	Aquaneat, Trycera
8	None	None
9	Shoreline	Aquaneat, Trycera
10	Shoreline	Aquaneat, Trycera
11	Shoreline	Aquaneat, Trycera
12	Shoreline	Aquaneat, Trycera
13	Shoreline	Aquaneat, Trycera
14	Shoreline	Aquaneat, Trycera
15	Shoreline	Aquaneat, Trycera
16	None	None
17	Shoreline	Aquaneat, Trycera
18	Shoreline	Aquaneat, Trycera
19	Shoreline	Aquaneat, Trycera
20	Shoreline	Aquaneat, Trycera
21	Shoreline	Aquaneat, Trycera
22	Shoreline	Aquaneat, Trycera
23	Shoreline	Aquaneat, Trycera
24	Shoreline	Aquaneat, Trycera
25	Shoreline	Aquaneat, Trycera
26	Shoreline	Aquaneat, Trycera
29	Shoreline	Aquaneat, Trycera
30	Shoreline	Aquaneat, Trycera

**Comments:** Sprayed or spot treated most all ponds on site for shoreline vegetation. Will have to treat Pond 30 for Chara and Roadgrass next trip.

## **Tab 7**

**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 continued meeting of the Board of Supervisors of Trails Community Development District was held on **June 14, 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	<b>Board Supervisor, Chairman</b>
Corina Buck	<b>Board Supervisor, Vice Chairperson</b>
Terence Douglas	<b>Board Supervisor, Assistant Secretary</b>
Ashley Guioa	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Lesley Gallagher	<b>District Manager, Rizzetta &amp; Co., Inc.</b>
Katie Buchanan	<b>District Counsel, Kutak Rock, LLP (speakerphone)</b>
Dan Fagen	<b>Director of Amenity Operations, Vesta Inc.</b>
Mark Insel	<b>Director of Amenity Manager, Vesta Inc.</b>
David Anderson	<b>Operations Manager, Vesta Inc.</b>
Bob Koncar	<b>Inframark</b>
Darrin Mossing	<b>GMS</b>
Alison Mossing	<b>GMS</b>
Jerry Lambert	<b>GMS</b>
Jay Soriano	<b>GMS</b>

Audience members present.

**FIRST ORDER OF BUSINESS**

**Call to Order**

Ms. Gallagher called the meeting to order at 5:30 p.m.

**SECOND ORDER OF BUSINESS**

**Audience Comments on Agenda Items**

No audience comments.

**46 THIRD ORDER OF BUSINESS****47 Consideration of Proposals for  
48 Amenity and Field Services**

49 Ms. Gallagher updated the Board that District Counsel had circulated the RFP as  
50 requested and three proposals were received in response, one however was incomplete.  
51 The Board then heard presentations from GMS and Inframark and had the opportunity to  
52 ask questions. Following the presentations, Board discussion ensued regarding the  
53 limited budget and financial impact of each proposal. The GMS proposal reflected. The  
54 Board then selected the proposal from Inframark with pricing as follows: Year 1 -  
55 \$126,137; Year 2 - \$129,921; and Year 3 - \$133,819

56

On a motion by Ms. Guioa, seconded by Ms. Buck, with all in favor, the Board approved the Inframark proposal with pricing as follows: Year 1 - \$126,137; Year 2 - \$129,921; and Year 3 - \$133,819, for Trails Community Development District.

57

**58 FOURTH ORDER OF BUSINESS****Staff Reports**

59

**60 A. District Counsel**

61

62 Ms. Buchanan updated the Board that there will be 4 hours of ethics training for Board  
63 Supervisors annually effective January 1, 2024 and her firm will be sharing additional  
64 information with the Board regarding this in the future.

65

**66 B. Amenity Manager**

67

**68 1.) Amenity Manager Report dated June 14, 2023**

69

70 There were no questions regarding the amenity manager or field operations manager  
71 reports.

72

**73 C. Field Operations Manager**

74

**75 1.) Facility Operations Manager Report, Dated June 1, 2023**

76

**77 D. District Manager**

78

79 Ms. Gallagher reviewed that the equipment Crown Pools was waiting for had come in and  
80 they were prepared to start on July 7<sup>th</sup>, which would close the pool for 30 to 45 days during  
81 peak swim season. Alternatively, they could schedule the work to begin in October. The  
82 Board directed the District Manager to request that Crown schedule the work for October,  
83 following the swim season and not begin July 7<sup>th</sup>.

84

85 Ms. Gallagher noted that per correspondence received from the Duval County Supervisor  
86 of Elections there were 1085 registered voters within the District as of April 15, 2023.

87

On a motion by Ms. Guioa, seconded by Ms. Buck, with all in favor, the Board ratified Resolution 2023-04, Redesignating Officers, formalizing the action taken by motion at the last meeting, for Trails Community Development District.

88

89 Ms. Gallagher updated the Board that Patty Acree had confirmed her resignation from  
90 the Trails CDD Board, effective June 15, 2023. The Board also approved transferring  
91 the Intacct License purchased for Ms. Acree to Mr. Douglas.

92

93 The Board discussed the JSO off duty deputy services that were approved at the last  
94 meeting, which began in June and whether or not to continue past this month. At this  
95 time, the Board decided to discontinue these services after the month of June due to the  
96 increased amenity management costs that were approved earlier in the meeting.

97

On a motion by Mr. Douglas, seconded by Ms. Guioa, with all in favor, the Board approved to discontinue JSO off duty deputy services after the month of June, for Trails Community Development District.

98

99 **FIFTH ORDER OF BUSINESS**

**Consideration of the Minutes of the  
Regular Meeting held May 9, 2023**

100

101

On a motion by Ms. Buck, seconded by Ms. Guioa, with all in favor, the Board approved minutes of the regular meeting held May 9, 2023, for Trails Community Development District.

102

103 Dan Fagen joined the meeting in progress.

104

105 The Board approved Vesta continuing services through July at a monthly cost of  
106 \$6,955.08 while the transition to Inframark is made.

107

108 **SIXTH ORDER OF BUSINESS**

**Audience Comments**

109

110 An audience member had comments about road repairs for the City of Jacksonville.

111

112 An audience member inquired about the vacant seat on the CDD Board. Ms. Gallagher  
113 noted that her office will post a notice with the qualification and instructions to submit a  
114 statement of interest or resume. This can also be posted at the facility and sent out via E-  
115 blast. The Board requested statements of interest be included on the September agenda  
116 for consideration.

117

118 **SEVENTH ORDER OF BUSINESS**

**Supervisors**

119

120 No supervisor comments.

121  
122  
123

**EIGHTH ORDER OF BUSINESS**

**Adjournment**

On a motion by Mr. Douglas, seconded by Ms. Guioa, with all in favor, the Board adjourned the meeting at 6:36 P.M., for Trails Community Development District.

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

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

DRAFT

## **Tab 8**

# TRAILS COMMUNITY DEVELOPMENT DISTRICT

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DISTRICT OFFICE · RIVERVIEW, FLORIDA

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

## **Operation and Maintenance Expenditures Presented For Board Approval March 2023**

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

The total items being presented:                   **\$117,621.46**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

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

**Trails CDD  
Check Register**

**Company Name:** Trails CDD  
**Report Name:** Check Register  
**Created on:** 05/01/2023  
**Location:** 525 Entity--525 Trails All Funds

<b>525TRUISTOP</b>	<b>Account</b>	<b>Payment date</b>	<b>Vendor name</b>	<b>Document/ID</b>	<b>Payment Amount</b>
	525TRUISTOP	03/28/2023	Ashley Guioa	100124	\$ 200.00
	525TRUISTOP	03/06/2023	BrightView Landscape Services, Inc.	100118	\$ 6,729.00
	525TRUISTOP	03/30/2023	BrightView Landscape Services, Inc.	100132	\$ 6,729.00
	525TRUISTOP	03/14/2023	COMCAST	031423-1	\$ 354.69
	525TRUISTOP	03/23/2023	Constant Contact, Inc	032323-1	\$ 45.00
	525TRUISTOP	03/28/2023	Corina Buck	100125	\$ 200.00
	525TRUISTOP	03/14/2023	Crown Pools, Inc.	100121	\$ 77,338.80
	525TRUISTOP	03/28/2023	Douglas Pope	100126	\$ 200.00
	525TRUISTOP	03/28/2023	Dunn & Associates, Inc.	100127	\$ 3,481.25
	525TRUISTOP	03/28/2023	Hidden Eyes, LLC	100128	\$ 623.92
	525TRUISTOP	03/06/2023	Jacksonville Daily Record	100119	\$ 123.50
	525TRUISTOP	03/15/2023	Jacksonville Daily Record	100122	\$ 86.38
	525TRUISTOP	03/28/2023	JEA	032823-1	\$ 3,107.16
	525TRUISTOP	03/28/2023	Kutak Rock, LLP	100129	\$ 1,172.50
	525TRUISTOP	03/15/2023	LLS Tax Solutions, Inc.	100123	\$ 500.00
	525TRUISTOP	03/28/2023	Michael Tomberg	100130	\$ 400.00
	525TRUISTOP	03/06/2023	Poolsure	100120	\$ 1,119.69
	525TRUISTOP	03/30/2023	Poolsure	100133	\$ 1,119.69
	525TRUISTOP	03/09/2023	Republic Services	030923-1	\$ 281.88
	525TRUISTOP	03/01/2023	Rizzetta & Company, Inc.	100117	\$ 5,335.50
	525TRUISTOP	03/28/2023	Terence William Douglas	100131	\$ 200.00
	525TRUISTOP	03/30/2023	Vesta Property Services, Inc.	100134	\$ 8,273.50
	Report Total				<u>\$ 117,621.46</u>

# TRAILS COMMUNITY DEVELOPMENT DISTRICT

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DISTRICT OFFICE · RIVERVIEW, FLORIDA

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

## Operation and Maintenance Expenditures Presented For Board Approval April 2023

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

The total items being presented:                   **\$26,343.78**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

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

**Trails Community  
Development District  
Check Register**

**Company Name:** Trails Community  
**Report Name:** Development District  
**Check Register**  
**Created on:** 05/03/2023  
**Location:** 525-001--525 General Fund

<b>Account</b>	<b>Payment date</b>	<b>Vendor name</b>	<b>Document/ check no</b>	<b>Payment Amount</b>
<b>525TRUISTOP</b>				
525TRUISTOP	04/17/2023	Ashley Guioa	100142	\$ 200.00
525TRUISTOP	04/17/2023	Berger, Toombs, Elam, Gaines & Frank CPA	100143	\$ 4,000.00
525TRUISTOP	04/04/2023	Bob's Backflow & Plumbing Services, Inc.	100137	\$ 90.00
525TRUISTOP	04/14/2023	BrightView Landscape Services, Inc.	100140	\$ 6,729.00
525TRUISTOP	04/12/2023	COMCAST	041223-5	\$ 354.69
525TRUISTOP	04/17/2023	Corina Buck	100144	\$ 200.00
525TRUISTOP	04/17/2023	Douglas Pope	100145	\$ 200.00
525TRUISTOP	04/04/2023	Future Horizons, Inc.	100138	\$ 475.00
525TRUISTOP	04/17/2023	Future Horizons, Inc.	100146	\$ 951.82
525TRUISTOP	04/20/2023	Hidden Eyes, LLC	100151	\$ 623.92
525TRUISTOP	04/17/2023	Innersync Studio, Ltd	100147	\$ 384.38
525TRUISTOP	04/03/2023	Jacksonville Daily Record	100135	\$ 96.50
525TRUISTOP	04/26/2023	Jacksonville Daily Record	100154	\$ 123.50
525TRUISTOP	04/24/2023	JEA	042423-1	\$ 2,656.01
525TRUISTOP	04/17/2023	Kutak Rock, LLP	100148	\$ 1,209.50
525TRUISTOP	04/21/2023	Michael Tomberg	100152	\$ 200.00
525TRUISTOP	04/14/2023	Poolsure	100141	\$ 1,119.69
525TRUISTOP	04/12/2023	Republic Services	041223-4	\$ 278.31
525TRUISTOP	04/04/2023	Rizzetta & Company, Inc.	100136	\$ 5,335.50
525TRUISTOP	04/17/2023	Terence William Douglas	100149	\$ 200.00
525TRUISTOP	04/17/2023	Turner Pest Control, LLC	100150	\$ 325.00
525TRUISTOP	04/24/2023	Turner Pest Control, LLC	100153	\$ 90.96
525TRUISTOP	04/04/2023	Web Watchdogs	100139	\$ 500.00
Report Total				\$ 26,343.78



# TRAILS COMMUNITY DEVELOPMENT DISTRICT

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DISTRICT OFFICE · RIVERVIEW, FLORIDA

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

## **Operation and Maintenance Expenditures Presented For Board Approval May 2023**

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

The total items being presented:                    **\$30,968.61**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

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



**Trails Community  
Development District  
Check Register**

**Company Name:** Trails Community Development District  
**Report Name:** Check Register  
**Created on:** 06/09/2023  
**Location:** 525-001--525 General Fund

	<b>Account</b>	<b>Payment date</b>	<b>Vendor name</b>	<b>Document/ check no</b>	<b>Payment Amount</b>
<b>525TRUISTOP</b>					
	525TRUISTOP	05/18/2023	Ashley Guioa	100157	\$ 200.00
	525TRUISTOP	05/09/2023	BrightView Landscape Services, Inc.	100156	\$ 6,729.00
	525TRUISTOP	05/15/2023	COMCAST	051523-2	\$ 354.56
	525TRUISTOP	05/23/2023	Constant Contact, Inc	052323-1	\$ 45.00
	525TRUISTOP	05/18/2023	Corina Buck	100158	\$ 200.00
	525TRUISTOP	05/18/2023	Douglas Pope	100159	\$ 200.00
	525TRUISTOP	05/18/2023	Future Horizons, Inc.	100160	\$ 951.82
	525TRUISTOP	05/18/2023	Hidden Eyes, LLC	100161	\$ 623.92
	525TRUISTOP	05/18/2023	IT Systems of Jacksonville, LLC	100162	\$ 515.00
	525TRUISTOP	05/26/2023	JEA	052623-1	\$ 2,537.88
	525TRUISTOP	05/18/2023	Kutak Rock, LLP	100163	\$ 2,884.12
	525TRUISTOP	05/18/2023	Poolsure	100164	\$ 1,119.69
	525TRUISTOP	05/09/2023	Republic Services	050923-1	\$ 275.46
	525TRUISTOP	05/02/2023	Rizzetta & Company, Inc.	100155	\$ 5,335.50
	525TRUISTOP	05/18/2023	Terence William Douglas	100165	\$ 200.00
	525TRUISTOP	05/30/2023	Vesta Property Services, Inc.	100166	\$ 8,796.66
	<b>Report Total</b>				<b><u>\$ 30,968.61</u></b>