



Rizzetta & Company

Trails Community Development District

**Board of Supervisors' Meeting
September 12, 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	Vacant Corina Buck Terence Douglas Vacant Ashley Guioa	Board Supervisor Vice Chairman Assistant Secretary Board Supervisor 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**

September 5, 2023

FINAL AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Trails Community Development District will be held on **September 12, 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. Consideration of BrightView Renewal Agreement.....Tab 1
 - B. Consideration of Renewal Proposal from Future Horizons.....Tab 2
 - C. Acceptance of Fourth Addendum to the Professional District Services Agreement.....Tab 3
 - D. Acceptance of Resignation from Douglas Pope
 - E. Consideration of Appointment to Vacant Seats.....Tab 4
 - F. Administration of Oath of Office.....Tab 5
 - G. Consideration of Resolution 2023-08; Redesignating Officers.....Tab 6
 - H. Consideration of Adopting Resolution 2023-09; Setting Fiscal Year 2024 Meeting Schedule.....Tab 7
- 4. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. Landscape.....Tab 8
 - 1.) Landscape Manager Report
 - D. Amenity/Field Operations.....Tab 9
 - 1.) Discussion Regarding Holiday Lighting
 - 2.) Future Horizon Report
 - E. District Manager
- 5. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Regular Meeting held July 17, 2023.....Tab 10
 - B. Ratification of Operation and Maintenance Expenditures for June & July 2023.....Tab 11
- 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

Competitive Pricing Trails CDD

COMPETITIVE PRICING THAT FITS YOUR BUDGET

We are committed to fulfilling the specific landscape needs of **Trails Community Development District Renewal 2023** while providing the service you expect at a price point that fits your budget.

Base Management Monthly Price	\$ 4,415.00
Base Management Yearly Fee	\$ 52,980.00

Base Management pricing includes:

- 52 Grounds Maintenance Visits
- Mowing, Weeding, Edging
- Blowing Debris
- Bed Weed Control
- Shrubs and Groundcover Pruning

Fertilizer/Pest Control/Weed Control Monthly Price	\$ 552.00
Fertilizer/Pest Control/Weed Control Yearly Fee	\$ 6,624.00

Agronomics Management pricing includes:

- Turf Fertilization (6)
- Turf Insect Control
- Turf Weed Control
- Shrub and Groundcover Fertilization (2)
- Shrub and Groundcover Insect Control

Irrigation Inspection Service Monthly Price	\$ 330.00
Irrigation Inspection Service Yearly Fee	\$ 3,960.00

Irrigation Inspection pricing includes:

- Monthly check and adjust all zones
- Monthly cleaning irrigation heads
- Monthly Irrigation report

Palm Pruning Monthly Fee	\$ 66.00
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Palm Pruning Yearly Fee	\$ 792.00
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Palm Pruning pricing includes:

- Removing dead fronds and bloom spikes 1x per year (16 palms Pool only)
- Equipment
- Dump Fees

Annual Installation Monthly Price	\$ 476.00
Annual Installation Yearly Fee	\$ 5,712.00

Annual Installation pricing Includes:

- Install 648 - 4" annuals 4x/year
- Prep and cleanup is included in price

Mulch Application Monthly Price	\$ 411.00
Mulch Application Yearly Fee	\$ 4,932.00

Mulch Application pricing includes:

- 1x/year full application of Mulch to the property
- 85 cy Grade A certified Mulch
- Prep and cleanup is included in the price

Total Management Monthly Price \$ 6,250.00
Total Management Yearly Fee Total \$ 75,000.00

Tab 2

Without Trash Removal

FUTURE HORIZONS, INC.
"Tomorrow's Products & Services Today"
P.O. Box 1115
HASTINGS, FL 32145
Phone: 1-800-682-1187

PROPOSAL SUBMITTED BY Rizzetta and Co.	PHONE 904-436-6270	DATE 7/18/23
STREET 2806 N. Fifth Street	JOB NAME Aerator and Aquatics	
CITY STATE and ZIP CODE St. Augustine, FL 32084	JOB LOCATION Trails CDD	
ARCHITECT Lesley Gallagher	DATE OF PLANS October 2023	JOB PHONE

We Propose hereby to furnish material and labor complete in accordance with specifications below, for the sum of:

Thirteen Thousand Three Hundred Twenty One and 84/100----- dollars (\$ 13,321.84)

Payment to be made as follows:

Twelve monthly payments of \$951.82 and Four Quarterly payments of \$475.00; invoiced the last day of each month/quarter and payable within thirty days.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications below involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature

Note: This proposal may be withdrawn by us if not accepted within 30 days.

We hereby submit specifications and estimates for:

FUTURE HORIZONS, INC. will continue to maintain a monthly aquatic plant management program in twenty eight lakes (approximately 32.14 surface acres) within Trails CDD (Winchester Ridge) in Jacksonville, Florida.

FUTURE HORIZONS, INC. will provide all labor, equipment, herbicides and technology to control chara, pennywort, needlerush, torpedograss, and cattails in the designated areas.

FUTURE HORIZONS, INC will inspect and/or apply the herbicides once each month to control and prevent the vegetation from reestablishing in the designated areas.

FUTURE HORIZONS, INC. will continue to provide all service and materials to perform quarterly maintenance on four fountains located within Trails CDD in Jacksonville, Florida.

SCOPE OF WORK FOR QUARTERLY MAINTENANCE: All units will be cleaned and visually inspected every three months. Power control centers will be tested for correct voltage, amperage and corrosion. Time clocks will be checked and reset, if needed.

FUTURE HORIZONS, INC. will replace any bulbs that need to be replaced in the lights. There will be no additional labor charge for changing the bulb. The cost of the bulb only will be billed separately from this contract.

If any repairs are indicated as a result of a quarterly maintenance inspection, Future Horizons, Inc. will notify Rizzetta and Co. of the estimated cost of repairs and repairs will be performed upon approval of estimate. The charge for all repair work, not associated with quarterly maintenance, will be billed separately from this contract.

FUTURE HORIZONS, INC. will use only State approved herbicides, application techniques and certified applicators in treating the designated areas.

FUTURE HORIZONS, INC. will furnish proof of one million dollars liability and vehicle insurance and workers compensation upon request.

FUTURE HORIZONS, INC. reserves the right to stop the aquatic management program should customer fail to pay two consecutive monthly invoices. Once delinquent invoices are paid in full, there will be an additional start up fee of ten percent of the remaining contract balance. This start up fee will be paid before additional treatments are made by the Contractor. This start up fee is necessary because of regrowth of aquatic vegetation.

This contract maybe canceled by either party with a sixty day written notice. Should legal services become necessary in collection of the outstanding debt of this contract, it would become the financial obligation of the proposed client.

Upon acceptance, please sign and return this Proposal and retain a copy for your files. 1.5 % interest will be added to payments for every thirty days past the due date.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance _____

Signature _____

With Trash Removal

FUTURE HORIZONS, INC.
"Tomorrow's Products & Services Today"
P.O. Box 1115
HASTINGS, FL 32145
Phone: 1-800-682-1187

PROPOSAL SUBMITTED BY: Rizzetta and Co.
PHONE: 904-436-6270
DATE: 7/18/23
STREET: 2806 N. Fifth Street
JOB NAME: Aerator and Aquatics
CITY, STATE and ZIP CODE: St. Augustine, FL 32084
JOB LOCATION: Trails CDD
ARCHITECT: Lesley Gallagher
DATE OF PLANS: October 2023
JOB PHONE:

We Propose hereby to furnish material and labor complete in accordance with specifications below, for the sum of:

Sixteen Thousand Six Hundred Eighty One and 84/100----- dollars (\$ 16,681.84):

Payment to be made as follows:

Twelve monthly payments of \$1,231.82 and Four Quarterly payments of \$475.00;
invoiced the last day of each month/quarter and payable within thirty days.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications below involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation insurance.

Authorized Signature

Note: This proposal may be withdrawn by us if not accepted within 30 days.

We hereby submit specifications and estimates for:

FUTURE HORIZONS, INC. will continue to maintain a monthly aquatic plant management program in twenty eight lakes (approximately 32.14 surface acres) within Trails CDD (Winchester Ridge) in Jacksonville, Florida.

FUTURE HORIZONS, INC. will provide all labor, equipment, herbicides and technology to control chara, pennywort, needlerush, torpedograss, and cattails in the designated areas. Price also includes trash pickup on all ponds, including disposal of garbage.

FUTURE HORIZONS, INC will inspect and/or apply the herbicides once each month to control and prevent the vegetation from reestablishing in the designated areas.

FUTURE HORIZONS, INC. will continue to provide all service and materials to perform quarterly maintenance on four fountains located within Trails CDD in Jacksonville, Florida.

SCOPE OF WORK FOR QUARTERLY MAINTENANCE: All units will be cleaned and visually inspected every three months. Power control centers will be tested for correct voltage, amperage and corrosion. Time clocks will be checked and reset, if needed.

FUTURE HORIZONS, INC. will replace any bulbs that need to be replaced in the lights. There will be no additional labor charge for changing the bulb. The cost of the bulb only will be billed separately from this contract.

If any repairs are indicated as a result of a quarterly maintenance inspection, Future Horizons, Inc. will notify Rizzetta and Co. of the estimated cost of repairs and repairs will be performed upon approval of estimate. The charge for all repair work, not associated with quarterly maintenance, will be billed separately from this contract.

FUTURE HORIZONS, INC. will use only State approved herbicides, application techniques and certified applicators in treating the designated areas.

FUTURE HORIZONS, INC. will furnish proof of one million dollars liability and vehicle insurance and workers compensation upon request.

FUTURE HORIZONS, INC. reserves the right to stop the aquatic management program should customer fail to pay two consecutive monthly invoices. Once delinquent invoices are paid in full, there will be an additional start up fee of ten percent of the remaining contract balance. This start up fee will be paid before additional treatments are made by the Contractor. This start up fee is necessary because of regrowth of aquatic vegetation.

This contract maybe canceled by either party with a sixty day written notice. Should legal services become necessary in collection of the outstanding debt of this contract, it would become the financial obligation of the proposed client.

Upon acceptance, please sign and return this Proposal and retain a copy for your files. 1.5 % interest will be added to payments for every thirty days past the due date.

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature

Date of Acceptance

Signature

Tab 3

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

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

RECITALS

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

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

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

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

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

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

(Remainder of this page is left blank intentionally)

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

ACCEPTED BY:

RIZZETTA & COMPANY, INC.

BY: _____

PRINTED NAME: William J. Rizzetta

TITLE: President

DATE: _____

TRAILS COMMUNITY DEVELOPMENT DISTRICT

BY: _____

PRINTED NAME: _____

TITLE: Chairman/Vice Chairman

DATE: _____

ATTEST:

 Vice Chairman/Assistant Secretary
 Board of Supervisors

 Print Name

Exhibit B – Schedule of Fees

EXHIBIT B
Schedule of Fees

STANDARD ON-GOING SERVICES:

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

	MONTHLY	ANNUALLY
Management:	\$2,558.83	\$30,706
Administrative:	\$506.17	\$6,074
Accounting:	\$1,940.25	\$23,283
Financial & Revenue Collections:	\$492.17	\$5,906
Assessment Roll ⁽¹⁾		\$5,906
Total Standard On-Going Services:	\$5,497.42	\$71,875

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

ADDITIONAL SERVICES:	FREQUENCY	RATE
Extended and Continued Meetings	Hourly	\$ 185
Additional Meetings (includes meeting prep, attendance and drafting of minutes)	Hourly	\$ 185
Estoppel Requests (billed to requestor):		
One Lot (on tax roll)	Per Occurrence	\$ 100
Two+ Lots (on tax roll)	Per Occurrence	\$ 125
One Lot (direct billed by the District)	Per Occurrence	\$ 100
Two–Five Lots (direct billed by the District)	Per Occurrence	\$ 150
Six-Nine Lots (direct billed by the District)	Per Occurrence	\$ 200
Ten+ Lots (direct billed by the District)	Per Occurrence	\$ 250
Long Term Bond Debt Payoff Requests	Per Occurrence	\$ 100/Lot
Two+ Lots	Per Occurrence	Upon Request
Short Term Bond Debt Payoff Requests & Long Term Bond Debt Partial Payoff Requests		
One Lot	Per Occurrence	\$ 125
Two – Five Lots	Per Occurrence	\$ 200
Six – Ten Lots	Per Occurrence	\$ 300
Eleven – Fifteen Lots	Per Occurrence	\$ 400
Sixteen+ Lots	Per Occurrence	\$ 500
Special Assessment Allocation Report	Per Occurrence	Upon Request
True-Up Analysis/Report	Per Occurrence	Upon Request
Re-Financing Analysis	Per Occurrence	Upon Request
Bond Validation Testimony	Per Occurrence	Upon Request
Bond Issue Certifications/Closing Documents	Per Occurrence	Upon Request
Electronic communications/E-blasts	Per Occurrence	Upon Request
Special Information Requests	Hourly	Upon Request
Amendment to District Boundary	Hourly	Upon Request
Grant Applications	Hourly	Upon Request
Escrow Agent	Hourly	Upon Request
Continuing Disclosure/Representative/Agent	Annually	Upon Request
Community Mailings	Per Occurrence	Upon Request
Response to Extensive Public Records Requests	Hourly	Upon Request
Litigation Support Services	Hourly	Upon Request

PUBLIC RECORDS REQUESTS FEES:

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

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

LITIGATION SUPPORT SERVICES:

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

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

Tab 4

TRAILS COMMUNITY DEVELOPMENT DISTRICT

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

Trails CDD Vacant Board Seat

The Trails CDD Board is seeking qualified electors to fill a vacant CDD Board Seat. The requirements to service in this position follow:

The Board

The District is a special purpose unit of local government that is established pursuant to and governed by Chapter 190, Florida Statutes. The District is governed by a five-member Board of Supervisors (“Board”). The District’s Board typically meets six (6) times per year but may meet more often if necessary. Board meetings typically last up to three hours, depending on the business to be conducted by the Board. Prior to the meeting, each Supervisor is supplied with a link to the agenda package that will contain the documents pertaining to the business to be considered by the Board at a particular meeting. A Supervisor should be willing to spend time reviewing these agenda packages prior to each meeting and may consult with District Staff (legal, management and engineering) concerning business to be addressed.

Qualifications of Supervisors

To be considered a qualified elector, the Supervisor must be at least 18 years of age, a citizen of the United States, a legal resident of Florida and of the District, and must be registered to vote with the Duval County Supervisor of Elections.

Compensation

By statute, Board Members are entitled to be paid a maximum of \$200 per meeting for their service, up to an annual cap of \$4,800 per year.

Responsibilities of Supervisors

The position of Supervisor is that of an elected local public official. As such, each Supervisor, upon taking office, subscribes to an oath of office. Each Supervisor is subject to the same financial disclosure requirements and code of ethics as any other local elected official. Specific responsibilities differ but the basic requirements to act in the District’s best interest when making policy decisions affecting the landowners within the District.

How to Apply

To apply to serve on the District’s Board, please submit your statement of interest and/or resume to the attention of the District Manager, Lesley Gallagher, at 3434 Colwell Ave., Suite 200, Tampa, Florida 33614 or email to Lgallagher@rizzetta.com by noon on August 31st, 2023 . Please note that any document submitted to the District is subject to Florida’s public records laws. **PLEASE CONFIRM RECEIPT OF YOUR STATEMENT OF INTEREST SUBMITTED.**

The current Board will review the resumes at its September 12, 2023 Board meeting at 6:30 pm and requests that all applicants attend this meeting at the Winchester Ridge Amenity Center located at 15431 Spotted Stallion Trail, Jacksonville, Florida 32234.

If you have any questions about the information contained in this notice, please contact the District Manager’s Office at 904-436-6270.

Tab 5

**TRAILS COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
OATH OF OFFICE**

I, _____, A CITIZEN OF THE STATE OF FLORIDA AND OF THE UNITED STATES OF AMERICA, AND BEING EMPLOYED BY OR AN OFFICER OF TRAILS COMMUNITY DEVELOPMENT DISTRICT AND A RECIPIENT OF PUBLIC FUNDS AS SUCH EMPLOYEE OR OFFICER, DO HEREBY SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND OF THE STATE OF FLORIDA.

Board Supervisor

ACKNOWLEDGMENT OF OATH BEING TAKEN

STATE OF FLORIDA
COUNTY OF DUVAL

The foregoing oath was administered before me by means of physical presence or online notarization this _____ day of _____, 20____, by _____, who personally appeared before me, and is personally known to me or has produced _____ as identification, and is the person described in and who took the aforementioned oath as a Member of the Board of Supervisors of Trails Community Development District and acknowledged to and before me that he/she took said oath for the purposes therein expressed.

(NOTARY SEAL)

Notary Public, State of Florida

Print Name: _____

Commission No.: _____ Expires: _____

Tab 6

RESOLUTION 2023-08

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

WHEREAS, Trails Community Development District (hereinafter the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within the City of Jacksonville, Florida; and

WHEREAS, the Board of Supervisors of the District desires to re-designate certain Officers of the District.

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

- SECTION 1.** _____ is appointed Chairman.
- SECTION 2.** _____ is appointed Vice Chairman.
- SECTION 3.** _____ is appointed Assistant Secretary.
- _____ is appointed Assistant Secretary.
- _____ is appointed Assistant Secretary.
- _____ is appointed Assistant Secretary.
- _____ is appointed Assistant Secretary.

SECTION 4. This Resolution supersedes any prior appointments made by the Board for Chairman, Vice-Chairman, and Assistant Secretaries; however, prior appointments by the Board for Secretary, Treasurer and Assistant Treasurer(s) remain unaffected by this Resolution.

SECTION 5. This Resolution shall become effective immediately upon its adoption. **APPROVED AND ADOPTED** this 12th day of September 2023.

ATTEST:

TRAILS COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary

Chairman/Vice Chairman,
Board of Supervisors

Tab 7

RESOLUTION 2023-09

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TRAILS COMMUNITY DEVELOPMENT DISTRICT ADOPTING THE ANNUAL MEETING SCHEDULE FOR FISCAL YEAR 2023/2024; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Trails Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Duval County, Florida; and

WHEREAS, the District is required by Section 189.015, *Florida Statutes*, to file quarterly, semi-annually, or annually a schedule (including date, time, and location) of its regular meetings with local governing authorities; and

WHEREAS, further, in accordance with the above-referenced statute, the District shall also publish quarterly, semi-annually, or annually the District’s regular meeting schedule in a newspaper of general paid circulation in the county in which the District is located; and

WHEREAS, the Board desires to adopt the Fiscal Year 2023/2024 annual meeting schedule attached as **Exhibit A**.

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

SECTION 1. The Fiscal Year 2023/2024 annual meeting schedule attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and shall be published in accordance with the requirements of Florida law and also provided to applicable governing authorities.

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

PASSED AND ADOPTED this 12th day of September, 2023.

ATTEST:

TRAILS COMMUNITY DEVELOPMENT DISTRICT

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: Fiscal Year 2023/2024 Annual Meeting Schedule

Exhibit A: Fiscal Year 2023/2024 Annual Meeting Schedule

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

The Board of Supervisors of the Trails Community Development District will hold their regular meetings for Fiscal Year 2023/2024 at Winchester Ridge Amenity Center, located at 15431 Spotted Stallion Trail, Jacksonville, Florida 32234 at 6:30 p.m., unless otherwise indicated as follows:

November 14, 2023

January 9, 2024

March 12, 2024

April 9, 2024

July 9, 2024

September 10, 2024

All meetings will convene at 6:30 p.m.

The meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. The meetings may be continued to a date, time, and place to be specified on the record at the meeting. A copy of the agenda for these meetings may be obtained from Rizzetta & Company, Inc., 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614 or by calling (904) 436-6270.

There may be occasions when one or more Supervisors or staff will participate by telephone. Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (904) 436-6270 at least 48 hours prior to the meeting. 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), for aid in contacting the District Office.

A person who decides to appeal any decision made at the meeting with respect to any matter considered at the meeting 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 such appeal is to be based.

District Manager

Tab 8



Quality Site Assessment

Prepared for: Trails Community Development D

General Information

- DATE:** Wednesday, Aug 30, 2023
- NEXT QSA DATE:** Monday, Aug 19, 2024
- CLIENT ATTENDEES:**
- BRIGHTVIEW ATTENDEES:** Royce Peaden

Customer Focus Areas

All focal areas and pond banks

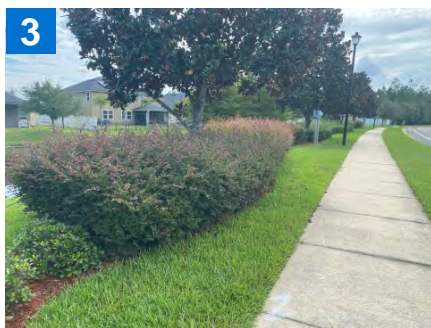
Quality you can count on.

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

QUALITY SITE ASSESSMENT

Trails Community Development D

Maintenance Items



1 Invasive torpedograss is present in plant material at the clubhouse area. Due to root structure/vegetative propagation this is very hard to eradicate. Crew should hand pull these dispose of off-site. We will work to control through selective herbicide.

2 Summer annuals rotation is holding up well and showing good color throughout beds. Fall annuals rotation will be scheduled for planting in October.

3 Plant material along boulevard will need to be pruned in upcoming maintenance visits.

4 Clubhouse area plant material is all trimmed and shaped nicely. Bed weeds need to be treated/removed throughout area. Storm uncertainly disrupted our maintenance schedule and pushed maintenance back further. We will put together a plan to get maintenance deficiencies throughout site corrected quickly.

Maintenance Items



- 5** Weeds within plantings along boulevard recently removed by hand.
- 6** Weeds in open bed spaces along boulevard are a concern. We are planning to provide additional labor to get these items addressed quickly.
- 7** Turf areas throughout site are showing good color and health. Edging is being completed in rotation and tree canopies have been trimmed away from sidewalks.
- 8** Pond bank mowing and weedeating are being completed in rotation throughout District.

Maintenance Items



9 Crack weeds in asphalt and sidewalks are forming up in some areas. We will chemically treat these during maintenance rotations.

10 Secondary entrance mowing and detail are being completed in rotation.

11 Bahia ditch/swale area on exit side of main entrance has gotten tall due to wet turf conditions. We have avoided these areas to avoid damage but will make it a priority to get these mowed as soon as we can.

Tab 9

Trails CDD (Winchester)

Date Treated: 7-18-23

Water Temperature: 88

Weather: Partly Cloudy

Winds: 0-5 MPH

Lake No	Plants Treated	Chemicals Used
1	Algae, Plankton	FL 909
2	None	None
3	None	None
4	None	None
5	None	None
6	None	None
7	None	None
8	None	None
9	None	None
10	Algae	Copper Sulfate
11	None	None
12	None	None
13	None	None
14	Algae, Sago Pondweed	Copper Sulfate, Diquat
15	Algae, Sago Pondweed	FL 909, Diquat
16	None	None
17	None	None
18	None	None
19	None	None
20	Algae	Copper Sulfate
21	Algae, Sago Pondweed	FL 909, Diquat
22	Algae, Sago Pondweed	Copper Sulfate, Diquat
23	Algae	Copper Sulfate
24	Algae, Sago Pondweed	Copper Sulfate, Diquat
25	Plankton	FL 909
26	None	None
29	None	None
30	Algae, Chara, Sago Pondweed	Copper Sulfate, Diquat

Comments: None

Tab 10

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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 regular meeting of the Board of Supervisors of Trails Community Development District was 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.

Present and constituting quorum include:

Douglas Pope	Board Supervisor, Chairman
Corina Buck	Board Supervisor, Vice Chairperson
Terence Douglas	Board Supervisor, Assistant Secretary
Ashley Guioa	Board Supervisor, Assistant Secretary

Also present were:

Lesley Gallagher	District Manager, Rizzetta & Co., Inc.
Kyle Magee	Kutak Rock, LLP
Mark Insel	Director of Amenity Manager, Vesta Inc.
David Anderson	Operations Manager, Vesta Inc.
Janice Davis	Inframark

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

Audience comments were heard on Vesta resignation, Inframark, budget, gym changes and ponds.

45 **THIRD ORDER OF BUSINESS**

Public Hearings on Fiscal Year 2023-2024 Proposed Budget & Imposing Special Assessments

46
47
48
On a motion by Mr. Pope, seconded by Ms. Guioa, with all in favor, the Board opened the public hearings on both of the fiscal year 2023/2024 budget and assessments, for Trails Community Development District.

49
50 Ms. Gallagher reviewed the updates since the proposed budget was approved, noting
51 that the assessment increase was still being presented at \$396.16 per assessment as
52 proposed. Public comments were heard on reserves, a desire to eliminate the pool
53 completely, pond conditions and treatments.

54
55 Ms. Guioa made the motion to reduce the increase to \$245.91 per assessment by
56 reducing reserves, and special events, seconded by Ms. Buck. This motion failed with a
57 2-2 vote. The public hearings for the fiscal year 2023/2024 budget and assessments
58 were closed.

59
On a motion by Mr. Pope, seconded by Mr. Douglas, the public hearings for the fiscal year 2023/2024 budget and assessments were closed, for Trails Community Development District.

60
61 **1.) Consideration of Resolution 2023-05, Approving Fiscal**
62 **Year 2023-2024 Proposed Budget**

63
64 The Board adjusted the reserve budget to reduce the increase to \$275.00 per
65 assessment.

66
On a motion by Mr. Douglas, seconded by Ms. Guioa, the Board of Supervisors adopted Resolution 2023-05, approving the fiscal year 2023/2024 budget, as amended, for Trails Community Development District.

67
68 **FOURTH ORDER OF BUSINESS**

Consideration of Resolution 2023-06 Imposing Special Assessments

69
70
On a motion by Ms. Guioa, seconded by Ms. Buck, the Board of Supervisors adopted Resolution 2023-06, imposing special assessments, for Trails Community Development District.

71
72 **FIFTH ORDER OF BUSINESS**

Ratification of Vesta Weekend Staffing

73
74

On a motion by Mr. Douglas, seconded by Ms. Guioa, the Board of Supervisors ratified the approved Vesta facility attendant weekend staffing for July at 5 hours Saturday and 5 hours Sunday, totaling \$1,495.00, for Trails Community Development District.

75
76 The Board was updated that the draft agreement had been received from Inframark and
77 it was currently under review.
78

On a motion by Ms. Guioa, seconded by Mr. Pope, the Board of Supervisors authorized the Chairman to review and execute the final version and also to set the start date. The Board also allowed him to modify and expand the Vesta month to month agreement if needed through August, as Vesta has agreed to stay on for one more additional month at the full staffing that was in place for July at the same fees which were \$6,955.08, plus weekend staffing of \$1,495.00, as Inframark will likely not be in a position to transition by August 1st, for Trails Community Development District.

79
80 **SIXTH ORDER OF BUSINESS** **Consideration of Adopting Resolution**
81 **2023-07, Redesignating Secretary**
82

On a motion by Mr. Douglas, seconded by Ms. Guioa, the Board of Supervisors adopted Resolution 2023-07, redesignating Scott Brizendine as Secretary, for Trails Community Development District.

83
84 **SEVENTH ORDER OF BUSINESS** **Staff Reports**

85
86 **A. Landscape Manager**

87
88 **1.) BrightView Quality Assessment, dated July 7, 2023**

89
90 The Landscape Manager was not requested to attend. Concerns were raised regarding
91 the second entrance. Ms. Gallagher noted that she would follow up on these concerns
92 with BrightView.

93
94 **B. District Counsel**

95
96 Mr. Magee did not have a report but was available to answer questions.
97

98
99 **C. District Engineer**

100 The District Engineer was not required to attend.

101
102 **D. Amenity Manager**

103
104 **1.) Amenity Manager Report dated July 17, 2023**

105
106 Mr. Insel was available to answer questions.

107
108 **E. Field Operations Manager**

109
110 **1.) Facility Operations Manager Report, dated June 13, 2023**

111
112 Mr. Anderson updated the Board regarding a pool pump that had gone down over the
113 Fourth of July. Due to the pool equipment replacement project taking place in the near
114 future, the Board directed the Staff to continue operating with the existing equipment and
115 not replace the motor at this time.

116
117 **F. District Manager**

118
119 Ms. Gallagher updated the Board that her office had received a couple of statements of
120 interest for the open Board seat and reminded the audience that statements of interest
121 should be directed to her by August 31st for the Board to consider at their September 12th
122 meeting. She also noted that she would confirm receipt of any statements received to
123 each individual submitting one. She then reviewed that she was looking for clarification
124 from the Board as to whether they wished for the HOAs to have use of the amenity room
125 for HOA meetings and HOA events at no charge if the room was available.

126

On a motion by Ms. Guioa, seconded by Mr. Pope, with all in favor, the Board confirmed use of the amenity room for HOA meetings and events at no cost and that the room should be open at full capacity at this time as there are no longer COVID restrictions, for Trails Community Development District.
--

127
128 **EIGHTH ORDER OF BUSINESS**

**Consideration of the Minutes of the
Continued Meeting held
June 14, 2023**

129
130
131
132 Ms. Guioa noted that although she understands that the vote would not change, she
133 would like to note her opposition to discontinuing the off-duty deputies for the record at
134 this time.

135

On a motion by Ms. Guioa, seconded by Mr. Pope, with all in favor, the Board approved the minutes as presented for June 14, 2023, for Trails Community Development District.
--

136
137 **NINTH ORDER OF BUSINESS**

**Ratification of Operation &
Maintenance Expenditures for March,
April & May 2023**

138
139
140

On a motion by Mr. Pope, seconded by Ms. Guioa, with all in favor, the Board ratified March 2023, in the amount of \$117,621.46, April 2023, in the amount of \$26,343.78, and May 2023, in the amount of \$30,968.61, for Trails Community Development District.

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TENTH ORDER OF BUSINESS

Supervisor Requests

Ms. Guioa updated the Board that she has reached out to the City regarding crosswalk and speed bumps.

ELEVENTH ORDER OF BUSINESS

Audience Comments

Audience comments were heard on the budget, reserves and the pool.

TWELFTH ORDER OF BUSINESS

Adjournment

On a motion by Ms. Guioa, seconded by Ms. Buck, with all in favor, the Board adjourned the meeting at 8:26 p.m., for Trails Community Development District.

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Secretary/Assistant Secretary

Chairman/Vice Chairman

DRAFT

Tab 11

TRAILS COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · RIVERVIEW, FLORIDA

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

Operation and Maintenance Expenditures Presented For Board Approval June 2023

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

The total items being presented: **\$43,175.37**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

**Trails CDD
Check Register**

Company Name: Trails Community Development District
Report Name: Check Register
Location: 525-001--525 General Fund

Account	Payment date	Vendor name	Document /check no	Payment Amount
525TRUISTOP				
525TRUISTOP	06/21/2023	Ashley Guioa	100179	\$ 200.00
525TRUISTOP	06/29/2023	BrightView Landscape Services, Inc.	100186	\$ 6,729.00
525TRUISTOP	06/21/2023	City of Jacksonville	100180	\$ 22.00
525TRUISTOP	06/14/2023	COMCAST	061423-1	\$ 352.63
525TRUISTOP	06/23/2023	Constant Contact, Inc	062323-1	\$ 45.00
525TRUISTOP	06/21/2023	Corina Buck	100181	\$ 200.00
525TRUISTOP	06/21/2023	Douglas Pope	100182	\$ 200.00
525TRUISTOP	06/29/2023	Dunn & Associates, Inc.	100187	\$ 413.75
525TRUISTOP	06/09/2023	Future Horizons, Inc.	100172	\$ 951.82
525TRUISTOP	06/20/2023	Future Horizons, Inc.	100175	\$ 475.00
525TRUISTOP	06/09/2023	Glen J Karst	100173	\$ 200.00
525TRUISTOP	06/06/2023	IT Systems of Jacksonville, LLC	100169	\$ 240.00
525TRUISTOP	06/20/2023	Jacksonville Daily Record	100176	\$ 994.76
525TRUISTOP	06/27/2023	JEA	062723-1	\$ 2,658.55
525TRUISTOP	06/06/2023	Kutak Rock, LLP	100170	\$ 2,685.22
525TRUISTOP	06/09/2023	Michael Tomberg	100174	\$ 300.00
525TRUISTOP	06/07/2023	Poolsure	100171	\$ 1,119.69
525TRUISTOP	06/06/2023	Republic Services	060623-1	\$ 274.42
525TRUISTOP	06/05/2023	Rizzetta & Company, Inc.	100167	\$ 5,507.50
525TRUISTOP	06/29/2023	Rizzetta & Company, Inc.	100185	\$ 924.12
525TRUISTOP	06/28/2023	State of FL Dept of Health	062823-1	\$ 325.35
525TRUISTOP	06/26/2023	Terence William Douglas	100184	\$ 200.00
525TRUISTOP	06/20/2023	U.S. Bank	100177	\$ 4,040.63
525TRUISTOP	06/05/2023	Vesta Property Services, Inc.	100168	\$ 6,260.95
525TRUISTOP	06/20/2023	Vesta Property Services, Inc.	100178	\$ <u>7,854.98</u>
Report Total				\$ <u>43,175.37</u>

TRAILS COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · RIVERVIEW, FLORIDA

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

Operation and Maintenance Expenditures Presented For Board Approval July 2023

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

The total items being presented: **\$31,859.84**

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: 08/10/2023
Location: 525-001--525 General Fund

	Account	Payment date	Vendor name	Document/check	Payment Amount
525TRUISTOP					
	525TRUISTOP	07/28/2023	Alfredrick T Tyson II	100201	\$ 200.00
	525TRUISTOP	07/24/2023	Ashley Guioa	100195	\$ 200.00
	525TRUISTOP	07/10/2023	BrightView Landscape Services, Inc.	100193	\$ 6,729.00
	525TRUISTOP	07/24/2023	City of Jacksonville	100196	\$ 22.00
	525TRUISTOP	07/14/2023	COMCAST	071423-1	\$ 356.49
	525TRUISTOP	07/24/2023	Constant Contact, Inc	072423-1	\$ 45.00
	525TRUISTOP	07/24/2023	Corina Buck	100197	\$ 200.00
	525TRUISTOP	07/28/2023	Dean Thomas Fallis	100202	\$ 350.00
	525TRUISTOP	07/24/2023	Douglas Pope	100198	\$ 200.00
	525TRUISTOP	07/05/2023	Florida Department of Revenue	100189	\$ 18.75
	525TRUISTOP	07/24/2023	Future Horizons, Inc.	100199	\$ 951.82
	525TRUISTOP	07/03/2023	Hidden Eyes, LLC	100188	\$ 623.92
	525TRUISTOP	07/27/2023	JEA	072723-1	\$ 2,243.96
	525TRUISTOP	07/06/2023	Kutak Rock, LLP	100192	\$ 3,415.00
	525TRUISTOP	07/10/2023	Poolsure	100194	\$ 1,119.69
	525TRUISTOP	07/07/2023	Republic Services	070723-1	\$ 270.83
	525TRUISTOP	07/05/2023	Rizzetta & Company, Inc.	100190	\$ 5,335.50
	525TRUISTOP	07/05/2023	Rizzetta & Company, Inc.	100191	\$ 793.48
	525TRUISTOP	07/24/2023	Terence William Douglas	100200	\$ 200.00
	525TRUISTOP	07/28/2023	Vesta Property Services, Inc.	100203	\$ 8,584.40
	Report Total				\$ 31,859.84