



Rizzetta & Company

Trails Community Development District

**Board of Supervisors' Meeting
November 14, 2023**

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

www.trailsccd.org

TRAILS COMMUNITY DEVELOPMENT DISTRICT

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

www.trailscdd.org

Board of Supervisors	Emilio Gonzalez Corina Buck Terence Douglas Ashley Guioa Brandon Pires	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Lesley Gallagher	Rizzetta & Company, Inc.
District Counsel	Katie Buchanan	Kutak Rock, LLP
District Engineer	Vince Dunn	Dunn & Associates

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

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

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

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

TRAILS COMMUNITY DEVELOPMENT DISTRICT

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

**Board of Supervisors
Trails Community Development District**

November 7, 2023

FINAL AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Trails Community Development District will be held on **November 14, 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 Proposal for Playground Mulch.....Tab 1
 - B. Ratification of Fiscal Year 2023/2024 EGIS Insurance Proposal.....Tab 2
 - C. Consideration of Resolution 2024-01, Amending Fiscal Year 2022-2023 Budget.....Tab 3
 - D. Consideration of Special Event Proposal from Inframark.....Tab 4
 - E. Consideration of Proposals for Bridge Repairs.....Tab 5
- 4. STAFF REPORTS**
 - A. District Counsel.....Tab 6
 - 1.) New Supervisor Letter
 - 2.) Letter Regarding Applicability to Sunshine Law and Public Records Law to Social Media and Internet
 - 3.) Review of Amended Ethics Policy
 - B. District Engineer
 - C. Landscape Manager.....Tab 7
 - 1.) BrightView Quality Site Assessment
 - D. Amenity/Field Operations Manager.....Tab 8
 - 1.) Amenity/Field Operations Manager Report (*Under Separate Cover*)
 - 2.) Update on Pool Equipment Project
 - 3.) Future Horizons Pond Report, dated October 9, 2023
 - E. District Manager
- 5. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Regular Meeting held September 12, 2023.....Tab 9
 - B. Ratification of Operation and Maintenance Expenditures for August & September 2023.....Tab 10
- 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

Proposal for Extra Work at Trails Community Development D

Property Name	Trails Community Development D	Contact	Lesley Gallagher
Property Address	15431 Spotted Stallion Trail Jacksonville, FL 32234	To	Trails Community Development District
		Billing Address	c/o Rizzetta & Co 8529 S Park Cir Ste 330 Orlando, FL 32819
Project Name	Trails CDD Community Center - Playground ADA mulch install		
Project Description	Install of ADA compliant mulch in playground.		

Scope of Work

QTY	UoM/Size	Material/Description
45.00	CUBIC YARD	Install ADA compliant mulch in Playground at 8' in depth.

Other

Trails CDD Playgroud2



Trails CDD Playgroud



For internal use only

SO# 8256435
JOB# 346100459
Service Line 160

Total Price \$3,784.50

THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President
11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014

TERMS & CONDITIONS

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

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

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

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

Acceptance of this Contract

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

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

Customer

Signature	Title
Lesley Gallagher	District Manager
Printed Name	Date
	November 03, 2023

BrightView Landscape Services, Inc. "Contractor"

Account Manager

Signature	Title
Yaniel Rojas	November 03, 2023
Printed Name	Date

Job #:	346100459	
SO #:	8256435	Proposed Price: \$3,784.50

Tab 2



Egis Insurance & Risk Advisors

Is pleased to provide a

Proposal of Insurance Coverage for:

Trails Community Development District

Please review the proposed insurance coverage terms and conditions carefully.

Written request to bind must be received prior to the effective date of coverage.

The brief description of coverage contained in this document is being provided as an accommodation only and is not intended to cover or describe all Coverage Agreement terms. For more complete and detailed information relating to the scope and limits of coverage, please refer directly to the Coverage Agreement documents. Specimen forms are available upon request.

About FIA

Florida Insurance Alliance (“FIA”), authorized and regulated by the Florida Office of Insurance Regulation, is a non-assessable, governmental insurance Trust. FIA was created in September 2011 at a time when a large number of Special Taxing Districts were having difficulty obtaining insurance.

Primarily, this was due to financial stability concerns and a perception that these small to mid-sized Districts had a disproportionate exposure to claims. Even districts that were claims free for years could not obtain coverage. FIA was created to fill this void with the goal of providing affordable insurance coverage to Special Taxing Districts. Today, FIA proudly serves and protects nearly 1,000 public entity members.

Competitive Advantage

FIA allows qualifying Public Entities to achieve broad, tailored coverages with a cost-effective insurance program. Additional program benefits include:

- Insure-to-value property limits with no coinsurance penalties
- First dollar coverage for “alleged” public official ethics violations
- Proactive in-house claims management and loss control department
- Risk management services including on-site loss control, property schedule verification and contract reviews
- Complimentary Property Appraisals
- Online Risk Management Education & Training portal
- Online HR & Benefits Support portal
- HR Hotline
- Safety Partners Matching Grant Program

How are FIA Members Protected?

FIA employs a conservative approach to risk management. Liability risk retained by FIA is fully funded prior to the policy term through member premiums. The remainder of the risk is transferred to reinsurers. FIA’s primary reinsurers, Lloyds of London and Hudson Insurance Company, both have AM Best A XV (Excellent) ratings and surplus of \$2Billion or greater.

In the event of catastrophic property losses due to a Named Storm (i.e., hurricane), the program bears no risk as all losses are passed on to the reinsurers.

What Are Members Responsible For?

As a non-assessable Trust, our members are only responsible for two items:

- Annual Premiums
- Individual Member Deductibles

FIA Bylaws prohibit any assessments or other fees.

Additional information regarding FIA and our member services can be found at www.fia360.org.

Quotation being provided for:

**Trails Community Development District
c/o Rizzetta & Company
3434 Colwell Ave, Suite 200
Tampa, FL 33614**

Term: October 1, 2023 to October 1, 2024

Quote Number: 100123642

PROPERTY COVERAGE

SCHEDULE OF COVERAGES AND LIMITS OF COVERAGE

COVERED PROPERTY	
Total Insured Values –Building and Contents – Per Schedule on file totalling	\$1,804,423
Loss of Business Income	\$1,000,000
Additional Expense	\$1,000,000
Inland Marine	
Scheduled Inland Marine	\$39,000

It is agreed to include automatically under this Insurance the interest of mortgagees and loss payees where applicable without advice.

	Valuation	Coinsurance
Property	Replacement Cost	None
Inland Marine	Actual Cash Value	None

DEDUCTIBLES:		
	\$2,500	Per Occurrence, All other Perils, Building & Contents and Extensions of Coverage.
	5 %	Total Insured Values per building, including vehicle values, for “Named Storm” at each affected location throughout Florida subject to a minimum of \$10,000 per occurrence, per Named Insured.
	Per Attached Schedule	Inland Marine

Special Property Coverages		
Coverage	Deductibles	Limit
Earth Movement	\$2,500	Included
Flood	\$2,500 *	Included
Boiler & Machinery	\$2,500	Included
TRIA		Included

*Except for Zones A & V see page 8 (Terms and Conditions) excess of NFIP, whether purchased or not

TOTAL PROPERTY PREMIUM

\$12,486

Extensions of Coverage

If marked with an "X" we will cover the following EXTENSIONS OF COVERAGE under this Agreement, These limits of liability do not increase any other applicable limit of liability.

(X)	Code	Extension of Coverage	Limit of Liability
X	A	Accounts Receivable	\$500,000 in any one occurrence
X	B	Animals	\$1,000 any one Animal \$5,000 Annual Aggregate in any one agreement period
X	C	Buildings Under Construction	As declared on Property Schedule, except new buildings being erected at sites other than a covered location which is limited to \$250,000 estimated final contract value any one construction project.
X	D	Debris Removal Expense	\$250,000 per insured or 25% of loss, whichever is greater
X	E	Demolition Cost, Operation of Building Laws and Increased Cost of Construction	\$500,000 in any one occurrence
X	F	Duty to Defend	\$100,000 any one occurrence
X	G	Errors and Omissions	\$250,000 in any one occurrence
X	H	Expediting Expenses	\$250,000 in any one occurrence
X	I	Fire Department Charges	\$50,000 in any one occurrence
X	J	Fungus Cleanup Expense	\$50,000 in the annual aggregate in any one occurrence
X	K	Lawns, Plants, Trees and Shrubs	\$50,000 in any one occurrence
X	L	Leasehold Interest	Included
X	M	Air Conditioning Systems	Included
X	N	New locations of current Insureds	\$1,000,000 in any one occurrence for up to 90 days, except 60 days for Dade, Broward, Palm Beach from the date such new location(s) is first purchased, rented or occupied whichever is earlier. Monroe County on prior submit basis only
X	O	Personal property of Employees	\$500,000 in any one occurrence
X	P	Pollution Cleanup Expense	\$50,000 in any one occurrence
X	Q	Professional Fees	\$50,000 in any one occurrence
X	R	Recertification of Equipment	Included
X	S	Service Interruption Coverage	\$500,000 in any one occurrence
X	T	Transit	\$1,000,000 in any one occurrence
X	U	Vehicles as Scheduled Property	Included
X	V	Preservation of Property	\$250,000 in any one occurrence
X	W	Property at Miscellaneous Unnamed Locations	\$250,000 in any one occurrence
X	X	Piers, docs and wharves as Scheduled Property	Included on a prior submit basis only

X	Y	Glass and Sanitary Fittings Extension	\$25,000 any one occurrence
X	Z	Ingress / Egress	45 Consecutive Days
X	AA	Lock and Key Replacement	\$2,500 any one occurrence
X	BB	Awnings, Gutters and Downspouts	Included
X	CC	Civil or Military Authority	45 Consecutive days and one mile

CRIME COVERAGE

<u>Description</u>	<u>Limit</u>	<u>Deductible</u>
Forgery and Alteration	Not Included	Not Included
Theft, Disappearance or Destruction	Not Included	Not Included
Computer Fraud including Funds Transfer Fraud	Not Included	Not Included
Employee Dishonesty, including faithful performance, per loss	Not Included	Not Included

Deadly Weapon Protection Coverage

Coverage	Limit	Deductible
Third Party Liability	\$1,000,000	\$0
Property Damage	\$1,000,000	\$0
Crisis Management Services	\$250,000	\$0

AUTOMOBILE COVERAGE

Coverages	Covered Autos	Limit	Premium
Covered Autos Liability	8,9	\$1,000,000	Included
Personal Injury Protection	N/A		Not Included
Auto Medical Payments	N/A		Not Included
Uninsured Motorists including Underinsured Motorists	N/A		Not Included
Physical Damage Comprehensive Coverage	N/A	Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus Applicable Deductible (See Attached Schedule) For Each Covered Auto, But No Deductible Applies To Loss Caused By Fire or Lightning. See item Four for Hired or Borrowed Autos.	Not Included
Physical Damage Specified Causes of Loss Coverage	N/A	Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus Applicable Deductible (See Attached Schedule) For Each Covered Auto For Loss Caused By Mischief Or Vandalism See item Four for Hired or Borrowed Autos.	Not Included
Physical Damage Collision Coverage	N/A	Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus Applicable Deductible (See Attached Schedule) For Each Covered Auto See item Four for Hired or Borrowed Autos.	Not Included
Physical Damage Towing And Labor	N/A	\$0 For Each Disablement Of A Private Passenger Auto	Not Included

GENERAL LIABILITY COVERAGE (Occurrence Basis)

Bodily Injury and Property Damage Limit	\$1,000,000
Personal Injury and Advertising Injury	Included
Products & Completed Operations Aggregate Limit	Included
Employee Benefits Liability Limit, per person	\$1,000,000
Herbicide & Pesticide Aggregate Limit	\$1,000,000
Medical Payments Limit	\$5,000
Fire Damage Limit	Included
No fault Sewer Backup Limit	\$25,000/\$250,000
General Liability Deductible	\$0

PUBLIC OFFICIALS AND EMPLOYMENT PRACTICES LIABILITY (Claims Made)

Public Officials and Employment Practices Liability Limit	Per Claim	\$1,000,000
	Aggregate	\$2,000,000
Public Officials and Employment Practices Liability Deductible		\$0

Supplemental Payments: Pre-termination \$2,500 per employee - \$5,000 annual aggregate.
Non-Monetary \$100,000 aggregate.

Cyber Liability sublimit included under POL/EPLI

Media Content Services Liability
Network Security Liability
Privacy Liability
First Party Extortion Threat
First Party Crisis Management
First Party Business Interruption
Limit: \$100,000 each claim/annual aggregate



PREMIUM SUMMARY

Trails Community Development District
c/o Rizzetta & Company
3434 Colwell Ave, Suite 200
Tampa, FL 33614

Term: October 1, 2023 to October 1, 2024

Quote Number: 100123642

PREMIUM BREAKDOWN

Property (Including Scheduled Inland Marine)	\$12,486
Crime	Not Included
Automobile Liability	Not Included
Hired Non-Owned Auto	Included
Auto Physical Damage	Not Included
General Liability	\$4,086
Public Officials and Employment Practices Liability	\$3,458
Deadly Weapon Protection Coverage	Included
TOTAL PREMIUM DUE	\$20,030

IMPORTANT NOTE

Defense Cost - Outside of Limit, Does Not Erode the Limit for General Liability, Public Officials Liability, and Employment related Practices Liability.

Deductible does not apply to defense cost. Self-Insured Retention does apply to defense cost.

Additional Notes:

(None)



PARTICIPATION AGREEMENT

Application for Membership in the Florida Insurance Alliance

The undersigned local governmental entity, certifying itself to be a public agency of the State of Florida as defined in Section 163.01, Florida Statutes, hereby formally makes application with the Florida Insurance Alliance ("FIA") for continuing liability and/or casualty coverage through membership in FIA, to become effective 12:01 a.m., 10/01/2023, and if accepted by the FIA's duly authorized representative, does hereby agree as follows:

- (a) That, by this reference, the terms and provisions of the Interlocal Agreement creating the Florida Insurance Alliance are hereby adopted, approved and ratified by the undersigned local governmental entity. The undersigned local governmental entity certifies that it has received a copy of the aforementioned Interlocal Agreement and further agrees to be bound by the provisions and obligations of the Interlocal Agreement as provided therein;
- (b) To pay all premiums on or before the date the same shall become due and, in the event Applicant fails to do so, to pay any reasonable late penalties and charges arising therefrom, and all costs of collection thereof, including reasonable attorneys' fees;
- (c) To abide by the rules and regulations adopted by the Board of Directors;
- (d) That should either the Applicant or the Fund desire to cancel coverage; it will give not less than thirty (30) days prior written notice of cancellation;
- (e) That all information contained in the underwriting application provided to FIA as a condition precedent to participation in FIA is true, correct and accurate in all respects.

Trails Community Development District

(Name of Local Governmental Entity)

By: _____

Emilio Gonzalez

Print Name

Attest: _____

Lesley Gallagher , Asst. Secretary

XXX By: _____

Print Name

IS HEREBY APPROVED FOR MEMBERSHIP IN THIS FUND, AND COVERAGE IS EFFECTIVE October 1, 2023

By: _____
Administrator



PROPERTY VALUATION AUTHORIZATION

Trails Community Development District
c/o Rizzetta & Company
3434 Colwell Ave, Suite 200
Tampa, FL 33614

QUOTATIONS TERMS & CONDITIONS

- 1. Please review the quote carefully for coverage terms, conditions, and limits.
2. The coverage is subject to 25% minimum earned premium as of the first day of the "Coverage Period".
3. Total premium is late if not paid in full within 30 days of inception, unless otherwise stated.
4. Property designated as being within Flood Zone A or V (and any prefixes or suffixes thereof) by the Federal Emergency Management Agency (FEMA), or within a 100 Year Flood Plain as designated by the United States Army Corps of Engineers, will have a Special Flood Deductible equal to all flood insurance available for such property under the National Flood Insurance Program, whether purchased or not or 5% of the Total Insured Value at each affected location whichever the greater.
5. The Florida Insurance Alliance is a shared limit. The limits purchased are a per occurrence limit and in the event an occurrence exhaust the limit purchased by the Alliance on behalf of the members, payment to you for a covered loss will be reduced pro-rata based on the amounts of covered loss by all members affected by the occurrence. Property designated as being within.
6. Coverage is not bound until confirmation is received from a representative of Egis Insurance & Risk Advisors.

I give my authorization to bind coverage for property through the Florida Insurance Alliance as per limits and terms listed below.

Table with 3 columns: Coverage Type, Amount, and Description. Includes Building and Content TIV (\$1,804,423), Inland Marine (\$39,000), and Auto Physical Damage (Not Included).

Signature: _____ Date: 9/25/2023

Name: Emilio Gonzalez

Title: Chairman



Trails Community Development District

Policy No.: 100123642
 Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value	
	Address				Const Type	Term Date		
	Roof Shape	Roof Pitch			Roof Covering	Covering Replaced	Roof Yr Blt	
				10/01/2023				\$0
				10/01/2024				
Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value	
	Address				Const Type	Term Date		
	Roof Shape	Roof Pitch			Roof Covering	Covering Replaced	Roof Yr Blt	
1	Outdoor Signs		2013	10/01/2023	\$2,600			\$2,600
	15431 Spotted Stallion Trl Jacksonville FL 32234		Property in the Open	10/01/2024				
Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value	
	Address				Const Type	Term Date		
	Roof Shape	Roof Pitch			Roof Covering	Covering Replaced	Roof Yr Blt	
2	Pool - In Ground with Equipment and Pumps		2009	10/01/2023	\$455,200			\$455,200
	15431 Spotted Stallion Trl Jacksonville FL 32234		Below ground liquid storage tank / pool	10/01/2024				
Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value	
	Address				Const Type	Term Date		
	Roof Shape	Roof Pitch			Roof Covering	Covering Replaced	Roof Yr Blt	
3	Playground Equipment		2009	10/01/2023	\$50,312			\$50,312
	15431 Spotted Stallion Trl Jacksonville FL 32234		Non combustible	10/01/2024				
Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value	
	Address				Const Type	Term Date		
	Roof Shape	Roof Pitch			Roof Covering	Covering Replaced	Roof Yr Blt	
4	Bridge - Wood		2009	10/01/2023	\$36,000			\$36,000
	15431 Spotted Stallion Trl Jacksonville FL 32234		Bridges	10/01/2024				
Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value	
	Address				Const Type	Term Date		
	Roof Shape	Roof Pitch			Roof Covering	Covering Replaced	Roof Yr Blt	
5	Pool Furniture in the Open		2009	10/01/2023	\$30,000			\$30,000
	15431 Spotted Stallion Trl Jacksonville FL 32234		Property in the Open	10/01/2024				
Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value	
	Address				Const Type	Term Date		
	Roof Shape	Roof Pitch			Roof Covering	Covering Replaced	Roof Yr Blt	
6	Street Lights - parking lot		2009	10/01/2023				\$15,000
	15431 Spotted Stallion Trl Jacksonville FL 32234		Property in the Open	10/01/2024	\$15,000			

Sign: _____

Print Name: _____

Date: _____



Property Schedule
Trails Community Development District

Schedule Items Effective As of: 10/01/2023

Policy No.: 100123642
 Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Unit #	Description Address		Year Built Const Type	Eff. Date Term Date	Building Value Contents Value	Total Insured Value	
	Roof Shape	Roof Pitch				Roof Covering	Covering Replaced
7	Irrigation Systems		2009	10/01/2023	\$8,000		\$8,000
	15431 Spotted Stallion Trl Jacksonville FL 32234		Pump / lift station	10/01/2024			
8	Pump/Pump House		2009	10/01/2023	\$13,039		\$13,039
	15431 Spotted Stallion Trl Jacksonville FL 32234		Pump / lift station	10/01/2024			
9	Fountains (2) 3 hp with lighting on ponds 13 and 30, closest to amenity center.		2019	10/01/2023	\$9,000		\$9,000
	15431 Spotted Stallion Trl Jacksonville FL 32234		Non combustible	10/01/2024			
10	Fence - PVC at entry.		2009	10/01/2023	\$9,200		\$9,200
	Winding Mare & Normandy Blvd. Jacksonville FL 32234		Non combustible	10/01/2024			
11	Entry Features		2009	10/01/2023	\$52,000		\$52,000
	Winding Mare Blvd & Normandy Blvd Jacksonville FL 32234		Masonry non combustible	10/01/2024			
12	Fence - Amenity Center		2009	10/01/2023	\$10,500		\$10,500
	15431 Spotted Stallion Jacksonville FL 32234		Non combustible	10/01/2024			
13	Gate		2009	10/01/2023	\$1,500		\$1,500
	15431 Spotted Stallion Trl Jacksonville FL 32234		Non combustible	10/01/2024			

Sign: _____

Print Name: _____

Date: _____



Trails Community Development District

Policy No.: 100123642
 Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Unit #	Description Address		Year Built Const Type	Eff. Date Term Date	Building Value Contents Value	Total Insured Value	
	Roof Shape	Roof Pitch				Roof Covering	Covering Replaced
14	Pool Gate Access Equipment		2013	10/01/2023			\$6,000
	15431 Spotted Stallion Trl Jacksonville FL 32234		Non combustible	10/01/2024	\$6,000		
15	Clubhouse		2009	10/01/2023	\$943,300		\$1,045,900
	15431 Spotted Stallion Trl Jacksonville FL 32234		Joisted masonry	10/01/2024	\$102,600		
	Gable	Metal panel					
16	Awning		2015	10/01/2023	\$6,000		\$6,000
	15431 Spotted Stallion Trl Jacksonville FL 32234		Non combustible	10/01/2024			
	Gable	Metal panel					
17	Fountain 5hp located on pond #11.		2020	10/01/2023	\$15,750		\$15,750
	Winding Mare Jacksonville FL 32234		Property in the Open	10/01/2024			
18	Fountain 5 hp located on pond #13.		2020	10/01/2023	\$15,750		\$15,750
	Winding Mare Jacksonville FL 32234		Property in the Open	10/01/2024			
19	2nd Entrance Monument		2022	10/01/2023	\$5,000		\$5,000
	McClelland Rad Jacksonville FL 32234		Non combustible	10/01/2024			
20	Picnic Shade Pavilion		2009	10/01/2023	\$12,872		\$12,872
	15431 Spotted Stallion Trl Jacksonville FL 32234		Non combustible	10/01/2024			

Sign: _____

Print Name: _____

Date: _____



Trails Community Development District

Policy No.: 100123642
 Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Unit #	Description Address		Year Built Const Type	Eff. Date Term Date	Building Value Contents Value		Total Insured Value
	Roof Shape	Roof Pitch			Roof Covering	Covering Replaced	
21	Benches & Picnic Tables in the Open		2009	10/01/2023	\$4,800		\$4,800
	15431 Spotted Stallion Trl Jacksonville FL 32234		Property in the Open	10/01/2024			
			Total:	Building Value \$1,679,323	Contents Value \$125,100	Insured Value \$1,804,423	

Sign: _____

Print Name: _____

Date: _____



Inland Marine Schedule

Trails Community Development District

Policy No.: 100123642
Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Item #	Department Description	Serial Number	Classification Code	Eff. Date	Value	Deductible
				Term Date		
1	Security Cameras & Equipment at Amenity Facility		Other inland marine	10/01/2023	\$30,000	\$1,000
				10/01/2024		
2	Pool Chair Lift		Other inland marine	10/01/2023	\$9,000	\$1,000
				10/01/2024		
				Total	\$39,000	

Sign: _____

Print Name: _____

Date: _____

Tab 3

RESOLUTION 2024-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TRAILS COMMUNITY DEVELOPMENT DISTRICT AMENDING THE FISCAL YEAR 2022/2023 GENERAL FUND BUDGET; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the 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 Duval County, Florida; and

WHEREAS, the Board of Supervisors of the District (hereinafter the “Board”), adopted a General Fund Budget for Fiscal Year 2022/2023; and

WHEREAS, the Board desires to reallocate funds budgeted to reflect reappropriated Revenues and Expenses approved during the Fiscal Year.

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

Section 1. The General Fund Budget is hereby amended in accordance with Exhibit “A” attached hereto.

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

Section 3. In accordance with Florida Statute 189.016, the amended budget shall be posted on the District’s official website within five (5) days after adoption.

PASSED AND ADOPTED THIS 14th DAY OF NOVEMBER, 2023.

TRAILS COMMUNITY DEVELOPMENT DISTRICT

CHAIRMAN/ VICE CHAIRMAN

ATTEST:

SECRETARY / ASST. SECRETARY

Exhibit A



Rizzetta & Company

Trails Community Development District

www.trailscdd.org

Proposed Amended Budget for Fiscal Year 2022/2023

**Proposed Amended Budget
Trails Community Development District
General Fund
Fiscal Year 2022/2023**

Chart of Accounts Classification	Budget for 2022/2023	Proposed Amended Budget for 2022/2023
REVENUES		
Special Assessments		
Tax Roll	\$ 455,262	\$ 455,262
TOTAL REVENUES	\$ 455,262	\$ 455,262
Balance Forward from Prior Year	\$ 24,300	\$ 24,300
TOTAL REVENUES AND BALANCE FORWARD	\$ 479,562	\$ 479,562
EXPENDITURES - ADMINISTRATIVE		
Legislative		
Supervisor Fees	\$ 12,000	\$ 12,000
Financial & Administrative		
Administrative Services	\$ 5,784	\$ 5,784
District Management	\$ 29,244	\$ 29,244
District Engineer	\$ 6,000	\$ 6,000
Disclosure Report	\$ 5,000	\$ 5,000
Trustees Fees	\$ 4,000	\$ 4,000
Assessment Roll	\$ 5,624	\$ 5,624
Financial & Revenue Collections	\$ 5,624	\$ 5,624
Accounting Services	\$ 22,174	\$ 22,174
Auditing Services	\$ 4,000	\$ 4,000
Arbitrage Rebate Calculation	\$ 500	\$ 500
Public Officials Liability Insurance	\$ 3,730	\$ 3,730
Legal Advertising	\$ 4,600	\$ 4,600
Dues, Licenses & Fees	\$ 175	\$ 175
Miscellaneous Fees	\$ 750	\$ 750
Website Hosting, Maintenance, Backup	\$ 2,749	\$ 2,749
Legal Counsel		
District Counsel	\$ 35,000	\$ 35,000
Administrative Subtotal	\$ 146,954	\$ 146,954
EXPENDITURES - FIELD OPERATIONS		
Security Operations		
Security Cameras / Access Monitoring	\$ 8,064	\$ 8,064
Security Camera Maintenance & Repairs	\$ 1,000	\$ 1,000
Electric Utility Services		
Utility Services	\$ 25,000	\$ 25,000
Garbage/Solid Waste Control Services		
Garbage - Recreation Facility	\$ 2,848	\$ 2,848
Water-Sewer Combination Services		

**Proposed Amended Budget
Trails Community Development District
General Fund
Fiscal Year 2022/2023**

Chart of Accounts Classification	Budget for 2022/2023	Proposed Amended Budget for 2022/2023
Utility Services	\$ 10,000	\$ 10,000
Stormwater Control		
Fountain Service Maintenance Contract	\$ 1,900	\$ 1,900
Lake/Pond Bank Maintenance Contract	\$ 11,422	\$ 11,422
Miscellaneous Expense	\$ 2,500	\$ 2,500
Other Physical Environment		
General Liability/Property Insurance	\$ 13,426	\$ 13,426
Entry Lighting, Walls & Fence Maintenance	\$ 4,000	\$ 4,000
Landscape & Irrigation Maintenance Contract	\$ 82,868	\$ 82,868
Irrigation Repairs	\$ 5,000	\$ 5,000
Landscape Replacement Plants, Shrubs, Trees	\$ 5,000	\$ 5,000
Miscellaneous Expense	\$ 1,000	\$ 1,000
Parks & Recreation		
Amenity Management Contract- Field & Facility	\$ 51,584	\$ 51,584
Amenity Janitorial & Facility Maintenance Contract	\$ 36,015	\$ 36,015
Amenity Facility Monitors - Seasonal	\$ 12,235	\$ 12,235
Amenity Maintenance & Repairs	\$ 8,000	\$ 8,000
Pool Services - Chemicals/Permits/Supplies	\$ 11,500	\$ 11,500
Cable, Phone & Internet	\$ 4,050	\$ 4,050
Amenity Supplies & Equipment	\$ 2,000	\$ 2,000
Pest Control & Termite Bond	\$ 675	\$ 675
Fitness Equipment Maintenance & Repairs	\$ 2,000	\$ 2,000
Amenity Miscellaneous Expenses	\$ 2,000	\$ 2,000
Special Events		
Special Events	\$ 2,500	\$ 2,500
Contingency		
Miscellaneous Contingency	\$ 17,972	\$ 17,972
Capital Outlay	\$ 8,049	\$ 8,049
Field Operations Subtotal	\$ 332,608	\$ 332,608
TOTAL EXPENDITURES	\$ 479,562	\$ 479,562
EXCESS OF REVENUES OVER EXPENDITURES	\$ -	\$ -

**Proposed Amended Budget
Trails Community Development District
Reserve Fund
Fiscal Year 2022/2023**

Chart of Accounts Classification	Budget for 2022/2023	Proposed Amended Budget 2022/2023
REVENUES		
Special Assessments		
Tax Roll	\$ 25,000	\$ 25,000
TOTAL REVENUES	\$ 25,000	\$ 25,000
Balance Forward	\$ -	\$ 52,339
TOTAL REVENUES AND BALANCE FORWARD	\$ 25,000	\$ 77,339
EXPENDITURES		
Contingency		
Capital Reserves	\$ 25,000	\$ 77,339
TOTAL EXPENDITURES	\$ 25,000	\$ 77,339
EXCESS OF REVENUES OVER EXPENDITURES	\$ -	\$ -

Tab 4

TRAILS CDD – JANUARY EVENT – WESTERN HOEDOWN

Saturday, January 13, 2024, 5:00 p.m. – 7:00 p.m.

Amenity Center Grounds

Western Hoedown Event to include:

• Food Truck – No Cost	
• DJ –Music (Country genre, line dances & family friendly music)	\$350
• Bullseye BINGO – (District will own Bingo supplies after purchase)	\$ 50
• Bullseye BINGO prizes – Donated by Sponsors – No Cost	
• Photo Booth with Professional Photographer/Memory photo with Trails CDD personalized border instantly printed as a take home keepsake	\$350
• Cornhole – No Cost	
• Horseshoes – No Cost	
• Western Decor for Amenity Center Exterior – (Includes hay bales, western items, etc.)	\$175
• Keepsake Western Wear for Residents (Bandanas & Cowboy hats)	\$250
• Trail Mix Bar – (200 People) (Includes labeled treat bags & 7 trail mix items)	\$475
• Smore’s Station & Fire Pits – No cost Provided by Sponsor	
• Lifestyle Specialist Fee – (Create, plan, vendor coordination, sponsor recruitment, purchasing, set up/cleanup & event execution)	*\$500
	TOTAL COST \$2,150
Optional Add-on – Onsite Petting Zoo (Goats, sheep, ducks, pig, rabbits, etc.)	\$600
Optional Add-On – Root Beer Bar serving Root Beer floats.	\$125

*There is no charge for Inframark support staff that will assist in the preparation, set up, execution and tear down for the event.

Tab 5



C & H Marine Construction, Inc.
 417 Stowe Avenue Unit B
 Orange Park, Florida 32073
 (904) 264-7500
www.candhmarine.com
 FL. Lic. # SCC-131153006

STRING AND DECK

Harold Burns
 15431 Spotted Stallion Trail
 Jacksonville, FL 32234

904-316-3075

Job Location
 same
harold.burns954@gmail.com

We hereby propose to furnish the material and labor necessary for a restring and deck per the following and our discussion. The boardwalk is to be 6'x82'. The top cap of handrails will be removed and replaced with 2x6 lumber. Includes the removal and disposal of the existing deck. All existing 6x6 post and sub stringers to remain. 2x6 top bottom and mid handrails to be removed and replaced.

Includes the removal and disposal of the existing stringers and decking.

Lumber is .60# C.C.A., and all decking is 0.15# C.A.C. The decking will be "bullnose" #1 prime lumber screwed in place. There will be 2"x 8" ramp stringers no more than 2' O.C., for added strength and attachment points. All hardware is to be hot dipped galvanized or equal and all cut ends are to be "cold galvanized". Decking screws are to be stainless steel designed for treated materials.

Electrical wiring and connection is not a part of this proposal, but can be arranged.

We will confine our work to as small an area as possible, however we cannot be responsible for damage to grass, drives, sprinklers, septic systems etc., however we will do our best to avoid any such damage.

If required the following will apply:

State, Federal, & County permits are required for new marine construction. Our charge for making State & Federal application for you is **\$2,750.00** plus any filing fees. County permits will be quoted as needed. This amount is **NOT** included. Please allow 90-120 days for this process.

All material is guaranteed to be as specified, and the above work is to be completed in accordance with the drawings and specifications submitted. Work will be completed in a substantial workmanlike manner for the sum of:

\$56,203.00

Optional 5/4x6 composite Weardeck handrail cap in place of 2x6
 bullnose decking

Add: \$4,347.00

Payments to be made as follows: ---5% deposit upon signing of proposal, progressive billings upon commencement of work, and balance due upon completion. Payment is due within 7 days of receipt of invoice.

All workmanship is covered by our one year warranty and all of the materials used are warranted by their respective manufacturer. Our goal at C & H Marine Construction is to provide you with a superior product that will provide many years of trouble free enjoyment.

Acceptance of Proposal

The above prices, specifications, terms and conditions are satisfactory to me and C & H Marine Construction is hereby authorized to do the work as specified above. I/we further agree that payments will be made as outlined above.

signed _____

date _____

*** Price Escalation Clause**

The construction industry continues to experience rapid price increases of raw materials. We are no longer able to absorb these escalating price increases. If during the performance of this contract, the price of the materials increases by more than 5%, the price of the contract will be adjusted accordingly.

If it becomes necessary to increase the price of the contract, you will be notified and have the option to terminate the contract by providing within five (5) business days a written notice. If terminated, your deposit will be returned less expenses.

In the event there are additional costs incurred which exceed your deposit amount, you will be provided an invoice with such costs to be paid.

- This agreement and any subsequent project description order made pursuant to it may be terminated at any time by mutual agreement, or as may be provided for in any project description order. Either party may terminate this agreement immediately for cause or by giving thirty (30) days written notice. In the event of termination, owner shall pay for all services performed and disbursements made by C&H Marine Construction, up to the effective date of termination.

*****This proposal may be withdrawn if not accepted within 14 days of date shown below.***

***In some rare instances there may be concealed or unknown conditions that were not contemplated in this proposal. We will immediately notify you of any special conditions that will adversely affect our ability to perform the scope of this proposal. Such conditions may require a price adjustment or cancellation of this agreement in our sole judgment.*

****Please note that the actual length can vary from the proposal due to many factors including the water depth, customer requirements, etc. We attempt to come as close as possible, but in those rare instances where changes are needed we will bill based on the actual length.*



C & H Marine Construction, Inc.
417 Stowe Avenue Unit B
Orange Park, Florida 32073
(904) 264-7500
www.candhmarine.com
FL. Lic. # CGC-1521616

November 1, 2023

Harold Burns
15431 Spotted Stallion Trail
Jacksonville, FL 32234

This proposal and all work indicated by this proposal are covered under C & H Marine Construction, Inc. workers compensation insurance and product liability Insurance.

When you authorize work done by an independent contractor you, the customer, can under some conditions be held responsible and liable for accidents or damages resulting from the performance of the job authorized if the contractor is not properly insured. C & H Marine Construction, Inc. maintains up-to-date coverage including Workers Compensation, Liability Insurance, USL&H, and Jones Act coverage for your protection.

Appropriate insurance certificates will be furnished upon request.

MARINE GENERAL LIABILITY - RLI Insurance Company (Policy # MRP0200091)
WORKERS COMPENSATION INCLUDING USL & H - American Interstate Ins.
(Policy # AVWCFL3143822023)
FEDERAL E.I.N. # 84-3282896

Sincerely,

C & H Marine Construction, Inc.

Unlicensed Contracting -

The Early Warning Signs

- * **"Licensed & Insured" doesn't mean a thing by itself:** It is a requirement per Florida Statute that an individual/company has their license number displayed on all advertisements, contracts, and business cards.
- * **You are asked to obtain your own permit:** A licensed contractor will always be able to obtain their own building permits.
- * **Verbal contract only, no detailed terms in writing:** This is usually a sign of a unlicensed individual.
- * **Contractor does not have proof of insurance:** All contractors must have general liability and workers' compensation exemption current at all times and be able to prove it. Marine Contractors must carry Federal USL&H insurance. If you hire a marine builder who does not carry this coverage, YOU will be legally responsible for any injuries that occur. Call their agent to verify this insurance.
- * **The contractor prefers to work weekends or after hours:** This is often a sign an individual is not licensed and may be afraid to work when building inspectors are on duty.
- * **Contractor displays only a local business tax receipt, (formerly an Occupational License).**
In order to lawfully engage in contracting the individual must hold a County or State Certification, State Registry or Specialty Trade License in the field they are contracting. Each will have a current wallet card bearing his name and scope of the trade.
- * **You are asked to make checks payable in the individual contractor's name or asked to make payment in cash, or make the check payable to "cash":** Licensed contractors usually have a separate business accounts, so when paying by check the check should reflect the same name as on the contract.
- * **Advertisements and contracts should reflect company name, phone number, and contractor's license number:** Contractors will have an address, phone number, and license number which you should verify with your local Contractor Licensing Department.

Mower-Town Lawn Care Service

Frank Murchison
11670 Carson Lake Drive
Jacksonville, FL 32221
(904)637-9700

INVOICE

DATE: November 1, 2023
INVOICE # 701
FOR: *Bridge Repair*

Bill To:

Winchester Ridge (Trails CDD)
15431 Spotted Stallion Trail
Jacksonville, FL 32234
(904)748-0051

DESCRIPTION	AMOUNT
Bridge Repair @ Winchester Ridge (Trail CDD):	\$12,000.00
Replace all Treds.	
Replace bad Side-Rails.	
Replace All Top Rails.	
Clean-Up & Haul off all Debris.	
Supply all materialsfor Project.	
Location: 15431 Spotted Stallion Trail, Jacksonville, Florida 32234	

DESCRIPTION	AMOUNT
TOTAL	\$ 12,000.00

Make all checks payable to Mower-Town Lawn Care Service

If you have any questions concerning this invoice, please call (904)637-9700 or email Frank Murchison @ frank.jay2011@gmail.com

THANK YOU FOR YOUR BUSINESS!

Mower-Town Lawn Care Service

Frank Murchison
11670 Carson Lake Drive
Jacksonville, FL 32221
(904)637-9700

INVOICE

DATE: November 6, 2023
INVOICE # 701
FOR: *Bridge Repair*

Bill To:

Winchester Ridge (Trails CDD)
15431 Spotted Stallion Trail
Jacksonville, FL 32234
(904)748-0051

DESCRIPTION	AMOUNT
Bridge Repair @ Winchester Ridge (Trail CDD):	\$33,000.00
(195) Treds (Steps) 2X6X12	
(30) Rail Caps 2X8X12	
(100) Side Rails 2X6X12	
(540) Spindles	
Clean-Up & Haul off all Debris.	
Supply all materials for Project.	
Location: 15431 Spotted Stallion Trail, Jacksonville, Florida 32234	

DESCRIPTION	AMOUNT
TOTAL	\$ 33,000.00

Make all checks payable to Mower-Town Lawn Care
Service

If you have any questions concerning this invoice, please call (904)637-9700 or email Frank
Murchison @ frank.jay2011@gmail.com

THANK YOU FOR YOUR BUSINESS!



Proposal

Under Budget Solutions LLC

16578 Yellow Bluff Rd

Jacksonville FL 32226

904-612-6668

underbudgetsolutionsllc@gmail.com

Job Location:

Trails CDD

15431 Spotted Stallion Trail

Jacksonville, FL 32234

Description	Amount
Proposal for restoration of boardwalk and additional crossbracing	
Lumber and screws to replace 52 rotten pieces of decking	\$ 511.00
Labor to replace rotten deck boards	\$ 425.00
Lumber and screws to replace 10 feet of railing on left side of boardwalk	\$ 29.00
Labor to replace 10 ft of rotten railing	\$ 50.00
Lumber and concrete to replace rotten post at west end of boardwalk	\$ 39.00
Labor to replace rotten post	\$ 50.00
Lumber and screws to add bracing to 12 posts supporting boardwalk	\$ 112.50
Labor to add bracing to posts supporting boardwalk	\$ 150.00
Travel cost and loading of materials	\$ 200.00
Total estimated cost	\$ 1,566.50

* This document is a proposal for the rendering future services. All debris will be hauled away and disposed of by contractor. Please see accompanying pictures which document the extent of the current condition of the boardwalk. Proposal represents all work needed to return the boardwalk to a condition that makes it safe for the residents to use.

Pictures

Pic 1 shows current condition of decking



Pic 2 shows current condition of railing



Pics 3 and 4 show posts with crossbracing and posts without crossbracing



Notes from inspection performed on Nov 1 2023:

1. A thorough inspection of the boardwalk revealed that 52 of the deck boards are rotted and result in it being unsafe for resident use.
2. One ten foot section of the railing on the left hand side towards the empty field is rotted and could cause a hazard to residents who would grab onto it for support.
3. The post on the right hand side at the end of the boardwalk is completely rotted and wobbles back and forth if one pushes against it. The appropriate resolution is to add an additional post 12 inches over from the current one. The old one should be left in place because it looks okay on the outside.
4. The inspection revealed that the boardwalk will rock side to side laterally when one's weight is shifted back and forth against each rail. This movement is not present at the middle section of the boardwalk because the middle three pairs of support posts have crossbraces. The best way to stabilize the boardwalk is to add crossbracing to the three pairs of support posts on either side of the middle section that already has them. This additional bracing will stabilize the boardwalk and prevent the lateral instability that is currently present.

Tab 6

November 14, 2023

New Board Supervisor
Trails Community Development District

Re: Trails Community Development District

Dear New Board Supervisor:

Congratulations on your recent appointment to the Board of Supervisors of the Trails Community Development District!

As you may be aware, I serve as counsel to the District and generally manage the legal and regulatory matters that come before the District. I can be reached via telephone, e-mail, or mail at:

Kutak Rock LLP
107 West College Avenue
Tallahassee, Florida 32301
(850) 692-7300
Katie.Buchanan@KutakRock.com

The District Manager for the District is Lesley Gallagher of Rizzetta & Company, Inc.. Lesley may be reached via telephone, e-mail, or mail at:

Rizzetta & Company, Inc.
3434 Colwell Avenue, Suite 200
Tampa, Florida 33614
Tel: (904) 436-6270
E-Mail: lgallagher@rizzetta.com

Please feel free to contact Lesley or myself if you have questions or would like copies of any documents regarding the District.

Please be advised that the “Government in the Sunshine Law”, Chapter 286 of the *Florida Statutes* applies to you as a Supervisor. As such, you will need to be careful about engaging with the current Supervisors about any matters pending before the Board or that may come before the Board in the future (including, but not limited to, past actions). This includes face to face discussions, e-mail, social media, and other electronic correspondence, as any such

KUTAKROCK

November 14, 2023

Page 2

communications may be considered a violation of the Sunshine Law. However, these restrictions will not apply if you discuss such matters with the Board in the course of a regular board meeting or public hearing.

Please do not hesitate to contact me at any time. I have included a couple attachments with relevant materials and website links for your review – this is not an exhaustive list of all policies or rules adopted or currently in place at the District but is meant to serve as a starting place for information. Additionally, you may access the District's website at <https://www.trailsccd.org/> for a copy of the ordinance, location map and various other documents relating to the District.

Sincerely,



Katie Buchanan
District Counsel

KSB/JLG

Enclosure

cc: Lesley Gallagher, District Manager

MEMORANDUM

TO: NEW SUPERVISOR

FROM: DISTRICT COUNSEL

RE: BOARD OF SUPERVISORS - MEMBERSHIP, OBLIGATIONS AND RESPONSIBILITIES

A Community Development District (“District”) is a special-purpose unit of local government that is established pursuant to and governed by Chapter 190, Florida Statutes.

The Board

The District is governed by a five-member Board of Supervisors ("Board"). Members of the Board (“Supervisor(s)”) are elected in accordance with Section 190.006, Florida Statutes (“F.S.”), either upon a one-vote per one-acre basis ("Landowner Voting") or through traditional elections ("Resident Voting"), depending upon the number of registered voters in the District and the length of time that has passed since the establishment of the District.

A District Board typically meets once per month, but may meet more often if necessary. Board meetings typically last from one to three hours, depending upon the business to be conducted by the Board. Prior to the meeting, each Supervisor is supplied with an agenda package that will contain the documents pertaining to the business to be considered by the Board at a particular meeting. It is helpful if a Supervisor reviews these packages prior to each meeting, and provides any questions or comments to District Staff (legal, management, engineering) concerning the business to be addressed prior to the meeting.

Qualifications of Supervisors

Each Supervisor must be a resident of the State of Florida and a citizen of the United States. Once a District has made a transition to Resident Voting, Supervisors must also be residents of the District and be registered to vote.

Compensation

By statute, Supervisors are entitled to be paid \$200 per meeting for their service, up to an annual cap of \$4,800 per year. To achieve the statutory cap, the District would have to meet twice

each month, which is rare. Supervisors waive their right to compensation, but it's an individual choice that cannot be dictated by the Board.

Responsibilities of Supervisors

The position of Supervisor is that of an elected local public official. It is important to always remember that serving as an elected public official of a District entails certain restrictions and obligations. Each Supervisor, upon taking office, must subscribe to an oath of office acknowledging that s/he is a public officer, and as a recipient of public funds, a supporter of the constitutions of the State of Florida and of the United States of America.

Each Supervisor is subject to the same financial disclosure requirements as any other local elected official and must file a Statement of Financial Interests disclosing sources of income, assets, debts and other financial data, with the Supervisor of Elections in the County where s/he resides. *See* § 112.3145, F.S.

A Supervisor must act in accordance with the Code of Ethics for Public Officers and Employees, codified at Part III, Chapter 112, F.S., which addresses acceptance of gifts, conflicts of interest, etc. In general, this means a Supervisor may not take any action that causes significant gain or loss to himself or someone he is close with. By law, it is not a conflict of interest for an employee of the landowner or its affiliate to serve on a District Board of Supervisors. *See* § 190.007(1), F.S. If you feel you may have a conflict, please contact the District Manager or District Attorney for guidance.

Because a District is a unit of local government, the Sunshine Law (Chapter 286, F.S.) applies to Districts and to the Supervisors who govern them. In brief, the Sunshine Law states that two or more Supervisors may never meet outside of a publicly noticed meeting of the Board and discuss District business. *See* § 286.011, F.S.

Florida's Public Records Law (Chapter 119, F.S.) also applies to Districts and Supervisors. All records of the District, and the records of each individual Supervisor relating to the District, are public records. As such, any member of the public may inspect them upon request. Supervisors are, therefore, urged to keep any District records or documents in a separate file to allow ease of access by the public or press. *See* §§ 119.021, 119.07, F.S.

Conclusion

The position of Supervisor of a Community Development District is an important one, requiring both the time and the dedication to fulfill the responsibilities of a position of public trust. It should not be undertaken lightly. Each new Supervisor should enter office fully cognizant of the ethical, legal and time requirements that are incumbent upon those who serve as Supervisors.

*****Website links to the references discussed herein are included on the next page.*****

Helpful Website Links for CDD Board Members

- Florida Commission on Ethics' Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees
<https://www.ethics.state.fl.us/Documents/Publications/GuideBookletInternet.pdf?cp=2023913>

- Florida Commission on Ethics Forms:
 - Form 1 – Statement of Financial Interests
 - Form 1-F – Final Statement of Financial Interests
 - Form 8B – Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers<https://ethics.state.fl.us/FinancialDisclosure/DownloadAForm.aspx>

- Florida Statutes:
 - Chapter 112, Part III, Florida Statutes (Code of Ethics for Public Officers and Employees)
 - Chapter 119, Florida Statutes (Public Records)
 - Chapter 190, Florida Statutes (Community Development Districts)<http://www.leg.state.fl.us/Statutes/index.cfm?Mode=View%20Statutes&Submenu=1&Tab=statutes>

- Government-in-the-Sunshine Manual
<https://www.myfloridalegal.com/open-government/sunshine-manual>

October 2, 2023

Board of Supervisors
Trails Community Development District

Re: Applicability of Sunshine Law and Public Records Law to Social Media and Internet

Dear Board Supervisors,

I have frequently been asked about the applicability of Florida's Sunshine Law and Public Records Law to social media websites such as Facebook, Twitter, and other online forums. Both laws apply to social media, and there are several best practices that you may want to consider when using social media to communicate with constituents.

Florida's Government in the Sunshine Law

Generally speaking, the Sunshine Law applies to all formal or informal gatherings of two or more Board Supervisors to discuss matters that may foreseeably come before the Board for official action. Section 286.011, Florida Statutes, contains three requirements for such meetings: (1) the meetings must be open to the public; (2) the meetings must be noticed; and (3) minutes of the meetings must be taken. Consistent with the Florida Supreme Court's broad interpretation of the Sunshine Law, the Sunshine Law extends to any discussion or exchange by two or more Board Supervisors regarding District business regardless of the means of communication, including but not limited to email, phone calls, social media websites, and blogs. Although the Sunshine Law does not specifically prohibit a Board Supervisor from using social media, Board Supervisors must be aware that any exchange of opinions relating to District matters as between two or more Board Supervisors, whether directly or indirectly via social media, triggers the requirements of the Sunshine Law. In addition, Board Supervisors should be aware of the potential for other third party users to trigger these requirements. For example, the Attorney General has expressed concern as to "the inherent availability of other participants or contributors to act as liaisons" for board members to discuss official matters that should properly be handled at a public meeting.

Public Records Law

Board Supervisors are also subject to the duties contained in Chapter 119, Florida Statutes, which creates certain retention and inspection requirements for public records. "Public records" are defined in Section 119.011(11), Florida Statutes, to include "all documents, papers, letters... or other material, regardless of the physical form, characteristics, or means of transmission, made or received... in connection with the transaction of official business by any agency." The nature of the record, rather than the form of the record, determines whether it is a public record subject to Chapter 119, Florida

KUTAKROCK

Statutes. Opinions or comments posted on social media websites or blogs by Board Supervisors regarding District matters or matters that may come before the Board are considered to be made “in connection with the transaction of office business” and are, therefore, “public records.” This is true regardless of whether the posts are made on a private social media account, a public social media page, or on a public website.

Best Practices

While social media offers Board Supervisors a powerful means by which to communicate with constituents, use of social media by Board Supervisors presents the risk of violation of both the Sunshine Law and the Public Records Law (among other laws), and the best practice may be to not use social media at all but instead to work with the District Manager to communicate with the community about issues that are important to you and your constituents. That said, if you do use social media, here are some suggestions to minimize these risks:

1. Do NOT post on a social media page in response to another Supervisor’s post. Also, do NOT direct others to make such a post on your behalf.
2. If you do post on a social media page, create a copy of that page, and submit it promptly to the District Manager’s office, who will maintain the record as the District’s records custodian. In an abundance of caution, you will also want to make sure that any “replies” to your post are captured in your copy, which can be difficult if the site is controlled by a third-party that has the ability to remove posts.
3. Maintain your own “CDD” e-mail account, separate and apart from any personal e-mail (or ask the District Manager to establish such an account on your behalf). Do NOT delete any such e-mail that you send or receive regarding District business, but instead preserve them consistent with the District’s records retention policy (and regularly back up your copy).
4. Make sure that what you say in your post is 100% accurate. When in doubt, consult the District Manager prior to making a post. The best post is brief, and directs a constituent with a particular question to the District’s web-site for information or the District Manager for follow-up.

Further, please note that this letter is not intended to provide a comprehensive overview of all issues that are potentially raised by the use of social media (e.g., First Amendment, campaign finance, libel/slander, etc.), and, as noted, there is the potential for both District and individual liability for communications in connection with District business. So, if you have any questions regarding a particular use of social media, please speak with District Staff first before using any social media. I hope this information is helpful to you. If you have any questions, please do not hesitate to contact me.

Sincerely,



Katie S. Buchanan

cc: Lesley Gallagher, District Manager

TRAILS COMMUNITY DEVELOPMENT DISTRICT
ETHICS POLICY
CODE OF CONDUCT FOR SUPERVISORS

Adopted October 12, 2021

Revised February 8, 2022

The Board of Supervisors of Trails Community Development District (“District”) has adopted the following ethics policy for its Supervisors (“Ethics Policy”). This policy is intended to provide guidance with ethical issues and a mechanism for addressing unethical behavior. Members of the Board of Supervisors of the District are “Public Officers” as described in Sections 112.311-3261, Florida Statutes (“Code of Ethics”) and are subject to the provisions thereof. In the event of any conflict between the Code of Ethics and this Ethics Policy, the Code of Ethics shall control.

A. BOARD RESPONSIBILITIES

The Board of Supervisors is a collegial body comprised of five members. Decisions are made by a majority vote of the Supervisors present, and no individual Supervisor is authorized to bind the District without express and prior authorization by the Board, except as otherwise set forth herein. The general duties of Supervisors are set forth in Chapter 190, Florida Statutes. To fulfill this duty, Supervisors must:

- Regularly attend Board meetings.
- Review material provided in preparation for Board meetings.
- Be prepared to discuss agenda items.
- Make reasonable inquiry before making decisions.

B. PROFESSIONAL CONDUCT OF SUPERVISORS

1. Self-Benefits. Supervisors are prohibited from making any decisions that materially benefit themselves or their family members. Accordingly, no Supervisor may:

- Solicit or receive any compensation from the District for serving on the Board, except that Board Supervisors are entitled to receive compensation as set forth in Fla. Stat. §190.006(8).
- Make promises to any vendor without prior approval of the Board. Supervisors shall not separately negotiate with vendors and instead, permit District Management and staff to interact with and manage vendor solicitations and vendor contracts.
- Solicit or receive any gift, gratuity, favor, entertainment, loan or any other thing of value for themselves or their relatives from any person or company who is seeking a business or financial relationship with the District.
- Seek preferential treatment for themselves or others.
- Use District property, services, equipment or business for the specific gain or benefit of themselves or their relatives, except as is provided for all residents of the District.

2. Public Records; Confidential Information. Florida has a broad public records law set forth in Chapter 119, Florida Statutes. Supervisors are obligated to comply with such provisions with regard to public records in their custody and should make sure that the District Manager, as custodian of public records, is provided copies of all public records that come into the Supervisors' possession. Public records include, but are not limited to, emails, text messages, voice mail messages, letters and any other documents pertaining to the District. Chapter 119 creates limited exceptions from disclosure and treats only certain matters as confidential. The Supervisors should consult with and refer questions on disclosure of public records to the District Manager and District Counsel.

3. Sunshine Law. The business of the District must be conducted in accordance with Chapter 286, Florida Statutes, commonly referred to as the Sunshine Law. The Sunshine Law prevents Supervisors from conducting public business of the District other than at duly noticed meetings open to the public. As such, Supervisors should not discuss public business likely to come before the Board in any other forum, including email and social media. Supervisors should refer any questions about the Sunshine Law to District Counsel.

4. Misrepresentation. Supervisors may not knowingly misrepresent facts. All District data records and reports must be accurate and truthful and prepared in a truthful manner.

5. Interaction with Others. To ensure efficient management operations, avoid conflicting instructions from the Board and District Management and to avoid potential liability, Supervisors shall observe the following guidelines:

- The chairperson of the Board shall serve as liaison between the Board and District Management and provide direction on day-to-day matters. Supervisors may contact District Management to obtain documents and other data necessary to make informed decisions and carry out assigned liaison duties.
- The chairperson of the Board and the District Manager shall serve as liaison with District Counsel regarding all legal matters pertaining to the District. Supervisors may contact District Counsel with questions regarding their own conduct as it pertains to the District. In general, projects in which District Counsel is expected to devote substantial time, including all litigation matters, should come at the direction of the majority of the Board during a public meeting.
- Except for the chairperson when directed by the Board, Supervisors shall not give direction to District management or. Any concerns regarding the fulfillment of the scope of services between the District and various operation and/or maintenance contractors shall be submitted to the District Manager. Further, as per Section 190.007, Florida Statutes, the District Manager is responsible for hiring and terminating the employment of vendors for professional, maintenance, supervisory, and other services as authorized by the Board. Supervision of vendors shall be conducted by the District Manager and the Amenities Center Manager. Supervisors shall refrain from communicating directly with current or potential contractors to ensure consistency in direction and appropriate prioritization of work.
- Supervisors are prohibited from harassing, intimidating or threatening District vendors, management, other Supervisors, and residents, whether verbally, physically or otherwise.

- When interacting with residents, individual Supervisors may not make any commitments or decisions on behalf of the Board without prior approval by Board action. Supervisors shall not seek to enforce Florida laws or District policies personally but shall instead report any concerns to the appropriate governing authorities. Concerns as to the District operations shall be reported to the District Manager.

6. Proper Decorum. Supervisors are obligated to act with proper decorum. Although they may disagree with the opinions of others on the Board, they must act with respect and dignity and not make personal attacks on others. Accordingly, Supervisors must focus on issues, not personalities, and should conduct themselves with courtesy towards each other, towards District Management, managing agents, District Counsel, vendors and members of the District. Supervisors shall act in accordance with collective Board decisions and shall not act unilaterally or contrary to the Board’s decisions.

All correspondence regarding the Board’s position on a matter shall either come from the chairperson, District Manager or if necessary, District Counsel, after consultation with the Board at either a regular or special meeting.

7. Conflicts of Interest. Supervisors must immediately disclose any conflict of interest, whether their own or others to the District Manager. Supervisors must withdraw from participation in decisions in which they have a material interest. Supervisors are directed to the provisions of the Code of Ethics when determining if a conflict of interest exists in a particular situation. Additional questions can also be directed to District Counsel.

C. ATTENDANCE

Supervisors are required to attend all Board meetings. Supervisors cannot be absent from more than three (3) Board meetings in one calendar year. Supervisors’ ability to attend Board meetings by telephone is limited to three (3) times in one calendar year.

D. VIOLATIONS

Supervisors who violate the District’s Ethic Policy are deemed to be acting outside the course and scope of their authority. Any Supervisor in violation of this policy will first receive a warning letter from District Council. Further or continued violations may subject the Supervisor to public reprimand, immediate censure by the Board and/or referral to the Florida Commission of Ethics where appropriate.

E. PLEDGE

I have read the above Ethics Policy. I pledge to act in accordance with my obligations as described above.

Signature: _____ Date: _____

Print Name: _____

Tab 7



Quality Site Assessment

Prepared for: Trails Community Development D

General Information

DATE: Tuesday, Oct 24, 2023
NEXT QSA DATE: Monday, Oct 14, 2024
CLIENT ATTENDEES:
BRIGHTVIEW ATTENDEES: Yaniel Rojas

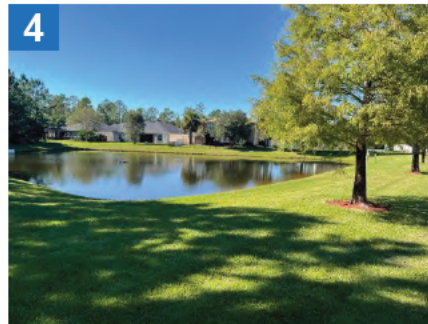
Customer Focus Areas

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

Maintenance Items



- 1** Fall Annuals were installed and are looking great!
- 2** Playground Mulch needs a refreshing; proposal submitted.
- 3** JEA lift station ligustrum in need of replacing; proposal submitted.
- 4** Ponds mowing being completed on regular rotation.

Maintenance Items



5 Mowing and edging being completed on rotation. Trees being maintained to keep sidewalk clearance.

6 Tree rings being sprayed out and on rotation.

7 Community Center pool pump enclosure Podocarpus damaged and removed by pool vendor; proposal for replacement submitted.

8 Crews need to treatment Community center perimeter area for ants.

Maintenance Items



9 Community Pool entry Azalea need to be replaced; proposal submitted.

10 Crews need to spray for crack weeds along Winding Mare Blvd curbside.

11 Trimming on rotation. Turf showing good color and health throughout site.

12 Island beds along Winding Mare blvd being maintained by crews.

Maintenance Items



- 13** Tree line along McClenland Rd needs to be replanted; missing trees as per district plans. Proposal for tree install along back entry buffer of property submitted.

Tab 8

Trails CDD (Winchester)

Date Treated: 10-9-23

Water Temperature: 77

Weather: Clear

Winds: 0-7 MPH

Lake No	Plants Treated	Chemicals Used
1	None	None
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	Algae, Sago Pondweed	Copper Sulfate, Diquat
14	None	None
15	Algae, Sago Pondweed	Copper Sulfate, Diquat
16	Algae	Copper Sulfate
17	None	None
18	None	None
19	None	None
20	Algae	Copper Sulfate
21	None	None
22	None	None
23	None	None
24	Algae	Copper Sulfate
25	Plankton	Copper Sulfate
26	None	None
29	None	None
30	Algae, Sago Pondweed	Copper Sulfate, Diquat

Comments: None

Tab 9

On a motion by Mr. Douglas, seconded by Ms. Guioa, with all in favor, the Board approved the renewal proposal from BrightView Landscape, in the amount of \$75,000.00, for Trails Community Development District.

46
47
48
49
50
51
52
53
54

FOURTH ORDER OF BUSINESS

**Consideration of Renewal Proposal
from Future Horizons**

The Board approved renewal proposals from Future Horizons for monthly aquatics maintenance and quarterly fountain preventative maintenance with and without pond trash removal. Inframark acknowledged that they would continue to assist removing trash as part of their services.

On a motion by Mr. Douglas, seconded by Ms. Guioa, with all in favor, the Board of Supervisors approved the proposal from Future Horizons in the amount of \$951.82 per month for aquatics maintenance and \$475 per quarter for fountain preventative maintenance services, for Trails Community Development District.

55
56
57
58
59

FIFTH ORDER OF BUSINESS

**Acceptance of Fourth Addendum to
the Professional District Services
Agreement**

On a motion by Mr. Douglas, seconded by Ms. Guioa, with all in favor, the Board of Supervisors accepted the 4th addendum to the Rizzetta & Company agreement for professional district services, for Trails Community Development District.

60
61
62
63
64

SIXTH ORDER OF BUSINESS

**Acceptance of Resignation from
Douglas Pope effective
September 1, 2023**

On a motion by Mr. Douglas, seconded by Ms. Guioa, with all in favor, the Board of Supervisors accepted the resignation of Mr. Pope effective September 1, 2023, for Trails Community Development District.

65
66
67
68
69
70
71
72
73

SEVENTH ORDER OF BUSINESS

**Consideration of Appointment to
Vacant Seats**

Ms. Gallagher reviewed for the Board that with Mr. Pope's resignation there were now 2 vacant seats on the Board and each of the vacant seats had a term through the November 2024 general election date. The Board decided to attempt to move forward filling both seats at the meeting this evening as 5 statements of interest had been received.

On a motion by Ms. Guioa, seconded by Ms. Buck, with all in favor, the Board of Supervisors approved to move forward to attempt to fill both vacant seats at the meeting this evening, for Trails Community Development District.

74

75 The Board then heard from the candidates that were present and had provided their
76 statements of interest.

77

78 Ms. Guioa made a motion to appoint Richard Bergeron to the seat previously held by
79 Patricia Acree. There was no second to this motion and the motion failed.

80

On a motion by Ms. Guioa, seconded by Ms. Buck, with all in favor, the Board of Supervisors appointed Mr. Gonzalez to the seat previously held by Ms. Acree, for Trails Community Development District.

81

82 Ms. Guioa made a motion to appoint Richard Bergeron to the seat previously held by
83 Douglas Pope. There was no second to this motion and the motion failed.

84

On a motion by Ms. Guioa, seconded by Mr. Douglas, with all in favor, the Board of Supervisors appointed Mr. Pires to the seat previously held by Douglas Pope, for Trails Community Development District.

85

86 **EIGHTH ORDER OF BUSINESS**

Administration of Oath of Office

87

88 Mr. Gonzalez and Mr. Pires both took their oath of office.

89

90 **NINTH ORDER OF BUSINESS**

Consideration of Resolution 2023-08

91

Redesignating Officers

92

On a motion by Mr. Douglas, seconded by Ms. Guioa, with all in favor, the Board of Supervisors adopted Resolution 2023-08, redesignating officers as follows: Emilio Gonzalez as Chairman, Corina Buck as Vice Chairperson and Terence Douglas, Ashley Guioa, Brandon Pires, Lesley Gallagher and Melissa Dobbins all as Assistant Secretaries, for Trails Community Development District.

93

94 **TENTH ORDER OF BUSINESS**

Consideration of Adopting Resolution

95

2023-09; Setting Fiscal Year 2024

96

Meeting Schedule

97

On a motion by Ms. Guioa, seconded by Ms. Buck, with all in favor, the Board of Supervisors adopted Resolution 2023-09, setting Fiscal Year 2024 meeting schedule, as amended, (Exhibit A), to remove the March meeting date, leaving that month open for a budget workshop, for Trails Community Development District.

98

99

ELEVENTH ORDER OF BUSINESS

Staff Reports

100

101

A. District Counsel

102

103

No report.

104

105

B. District Engineer

106

107

Not required to attend.

108

109

C. Landscape Manager

110

111

1.) Landscape Manager Report

112

113

BrightView was not requested to attend. It was requested that on-site staff monitor the phase 2 entrance and the pond at the end of Black Stallion and relay concerns to the BrightView Account Manager.

114

115

116

117

D. Amenity/Field Operations Manager

118

119

1.) Discussion Regarding Holiday Lighting

120

121

Mr. Koncar provided an Inframark update since they have started services.

122

On a motion by Ms. Guioa, seconded by Mr. Douglas, with all in favor, the Board of Supervisors approved on-site staff to reinstall holiday lights again this year and authorized an additional not-to-exceed amount of \$750.00 for any new decorations needed, for Trails Community Development District.

123

124

2.) Future Horizon Report

125

126

No questions.

127

128

129

D. District Manager

130

131

1.) Update on the Pool Project

132

133

Ms. Gallagher provided an update that she has reached out to Crown Pools for an update on the pool equipment project and they informed us that there was a mishap with the filters. They spoke with Pentair to make sure that the change had no ramifications to the contract price and confirmed that Pentair picked up the difference and a revised as-built set of plans will be provided. Crown noted that the equipment should be on-site next week and a dumpster by the end of this week. They can attempt to begin earlier than October

134

135

136

137

138

139 1st if authorized but cannot guarantee it. Due to the ongoing issues with the existing pool
140 equipment and closures we are looking for direction from the Board on as to whether start
141 the project early if Crown is able to. The Board authorized and also provided direction to
142 terminate the agreement with Poolsure as Hawkins will be providing chemicals after the
143 work is completed.

144
145 Ms. Gallagher then updated the Board that Vesta, Dunn & Associates and Future
146 Horizons met on-site in August to review repairs required from the Annual Engineer's
147 Report that were associated with the ponds. Mr. Dunn followed up with them this week on
148 the status and had requested photographs.

149

On a motion by Mr. Douglas, seconded by Ms. Guioa, with all in favor, the Board ratified the purchase of a Hammerhead Pool cleaning tool that was made September 1, 2023, in the amount of \$2,549.00, as the one previously on-site belonged to Vesta, for Trails Community Development District.

150

On a motion by Ms. Guioa, seconded by Mr. Douglas, with all in favor, the Board authorized the District Manager to work with the Chairman to have the Fiscal Year 2023/2024 insurance renewal in place prior to October 1, 2023, for Trails Community Development District.

151

152 The Board authorized Harold Burns, the new General Facility Manager, to receive a
153 District debit card with a limit of \$1,500 for non-recurring and emergency expenses as
154 Vesta previously had.

155

156 **TWELFTH ORDER OF BUSINESS**

**Consideration of the Minutes of the
Continued Meeting held July 17, 2023**

157

158

On a motion by Mr. Douglas, seconded by Ms. Buck, with all in favor, the Board approved the minutes of the continued meeting held July 17, 2023, for Trails Community Development District.

159

160

161 **THIRTEENTH ORDER OF BUSINESS**

**Ratification of Operation and
Maintenance Expenditures for
June 2023 & July 2023**

162

163

164

On a motion by Mr. Douglas, seconded by Ms. Guioa, with all in favor, the Board ratified the operations & maintenance expenditures for June 2023, in the amount of \$43,175.37 and July 2023, in the amount of \$31,859.84, for Trails Community Development District.

165

166 **FOURTEENTH ORDER OF BUSINESS**

Audience Comments

167
168
169
170
171
172
173
174
175
176
177
178
179
180
181

182
183
184
185
186
187
188
189
190
191
192
193
194
195
196
197
198
199
200
201
202
203
204
205
206
207
208

Audience comments were heard on Sunshine Laws, refreshments being offered at meetings and community garage sales.

FIFTEENTH ORDER OF BUSINESS **Supervisor Requests**

Supervisors requested and commented on a meet and greet, special events, speed bumps, speed limit signs at phase 2, annuals, JEA light pole.

Inframark is to provide a proposal for a special event at the next meeting.

Trash pick-up days have changed within the community.

SIXTEENTH ORDER OF BUSINESS **Adjournment**

On a motion by Ms. Guioa, seconded by Ms. Buck, with all in favor, the Board adjourned the meeting at 7:39 p.m., for Trails Community Development District.

209
210
211
212
213
214
215
216
217
218
219
220
221

Secretary/Assistant Secretary

Chairman/Vice Chairman

DRAFT

Exhibit A

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

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 10

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 August 2023

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

The total items being presented: **\$30,013.61**

Approval of Expenditures:

_____Chairperson

_____Vice Chairperson

_____Assistant Secretary

Trails Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2023 Through August 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
BrightView Landscape Services, Inc.	100208	8513325	Landscape Maintenance 08/23	\$ 6,729.00
BrightView Landscape Services, Inc.	100213	8545734	Irrigation Repairs 08/23	\$ 425.00
City of Jacksonville	100214	ARS230727317	Off Duty Patrol 06/23	\$ 60.50
COMCAST	081423-2	8495 74 120 1695610 08/23	Wireless Telephone 08/23	\$ 348.88
Constant Contact, Inc	082323-1	ACH 1692604653 Autopay	Constant Contact Monthly Pmt 08/23	\$ 45.00
First Place Fitness Equipment, Inc	100209	37106	Fitness Equipment Maintenance 06/23	\$ 119.96
Future Horizons, Inc.	100210	79739	Aquatic Weed Control 07/23	\$ 951.82
Hidden Eyes, LLC	100204	730217	Video Monitoring, Service, & Maintenance 08/23	\$ 623.92
Innersync Studio, Ltd	100211	21437	Website & Compliance Services 07/23	\$ 384.38
JEA	082423-1	0715007480 07/23 - Autopay	Electric, Sewer, and Irrigation Services 07/23	\$ 524.69
JEA	082423-1	0715007480 07/23 - Autopay	Electric, Sewer, and Irrigation Services 07/23	\$ 1,809.27
Kutak Rock, LLP	100206	3254282	Legal Services 06/23	\$ 2,725.12
Poolsure	100207	131295616375	Monthly Pool Chemicals 08/23	\$ 1,119.69
Republic Services	080823-1	0687-001341448 AUTO PAY	Trash Removal 08/23	\$ 269.92
Rizzetta & Company, Inc.	100205	INV0000082242	District Management Fees 08/23	\$ 5,335.50

Trails Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2023 Through August 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Turner Pest Control, LLC	100212	617499968	Quarterly Pest Control Services 07/23	\$ 90.96
Vesta Property Services, Inc.	100215	412132	Management Services 08/23	\$ 1,495.00
Vesta Property Services, Inc.	100215	412132	Management Services 08/23	<u>\$ 6,955.00</u>
Report Total				<u>\$ 30,013.61</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 September 2023

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

The total items being presented: **\$43,336.63**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Trails Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2023 Through September 30, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Ashley Guioa	100228	AG091223	Board of Supervisors Meeting 09/12/23	\$ 200.00
BrightView Landscape Services, Inc.	100220	8559310	Landscape Maintenance 09/23	\$ 6,729.00
BrightView Landscape Services, Inc	100226	8577674	Irrigation Repairs 08/23	\$ 30.00
COMCAST	091423-1	8495 74 120 1695610 09/23 ACH	Wireless Telephone 09/23	\$ 353.55
Constant Contact, Inc	092523-5	1695282961 Autopay	Constant Contact Monthly Pmt 09/23	\$ 45.00
Corina Buck	100229	CB091223	Board of Supervisors Meeting 09/12/23	\$ 200.00
Dunn & Associates, Inc.	100221	23-432	Engineering Services 05/26/23- 08/18/23	\$ 963.75
Egis Insurance Advisors, LLC	100230	19860	General Liability/Prop/POL Insurance FY 23/24	\$ 20,030.00
Fitness Pro	100227	29665	Equipment Repair 04/23	\$ 115.00
Fitness Pro	100227	29784	Preventative Maintenance 05/23	\$ 175.00
Fitness Pro	100227	29887	Equipment Repair 05/23	\$ 301.75
Fitness Pro	100227	30420	Preventative Maintenance 08/23	\$ 175.00

Trails Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2023 Through September 30, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Future Horizons, Inc.	100225	80153	Aquatic Weed Control 08/23	\$ 951.82
Hidden Eyes, LLC	100216	731262	Video Monitoring, Service, & Maintenance 09/23	\$ 623.92
IT Systems of Jacksonville, LLC	100223	1636	Service Call 08/23	\$ 360.00
Jacksonville Daily Record	100217	23-03740D 08/23	Legal Advertising 08/23	\$ 96.50
JEA	092823-1	0715007480 08/23 - Autopay	Electric, Sewer, and Irrigation Services 08/23	\$ 2,017.47
Kutak Rock, LLP	100224	3268490	Legal Services 07/23	\$ 2,757.06
Poolsure	100222	131295617088	Monthly Pool Chemicals 09/23	\$ 1,119.69
Republic Services	090523-3	3-0687-0012356 ACH	Trash Removal 09/23	\$ 278.31
Republic Services	100218	0687-001349515 Auto Pay	Trash Removal 09/23	\$ 278.31
Rizzetta & Company, Inc.	100219	INV0000083226	District Management Fees 09/23	\$ 5,335.50
Terence William Douglas	100231	TD091223	Board of Supervisors Meeting 09/12/23	<u>\$ 200.00</u>
Report Total				<u>\$ 43,336.63</u>