



Rizzetta & Company

Southaven Community Development District

Board of Supervisors' Meeting December 2, 2020

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

www.southavencdd.org

SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT

Rizzetta & Company, Inc., 2806 North Fifth Street, Unit 403, St. Augustine, FL 32084

Board of Supervisors	Walter O'Shea Lane Gardner Guy Kindig Roger Giddens Matthew Gallagher	Chariman Vice Chariman Board Supervisor Board Supervisor Assistant Secretary
District Manager	Melissa Dobbins	Rizzetta & Company, Inc.
District Counsel	Jonathan Johnson Katie Buchanan	Hopping Green & Sams, P.A. Hopping Green & Sams, P.A.
Interim Engineer	Scott Lockwood	England, Thims & Miller

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

The first section of the meeting is called Audience Comments, which is the portion of the agenda where individuals may make comments on Agenda Items. The final section of the meeting will provide an additional opportunity for Audience Comments on other matters of concern that were not addressed during the meeting. Individuals are limited to a total of three (3) minutes to make comments during these times.

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 (904) 436-6270. 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..

SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE • 2806 North 5th Street • Suite 403 • St. Augustine, FL. 32084 • 904-436-6270

www.southavencdd.org

November 25, 2020

**Board of Supervisors
Southaven Community
Development District**

AGENDA

The **special** meeting of the Board of Supervisors of the Southaven Community Development District will be held on **December 2, 2020 at 5:30 p.m.** at the Markland Amenity Center located at 61 Clarissa Lane St. Augustine, FL 32095. The following is the agenda for this regular meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. BUSINESS ADMINISTRATION**
 - A. Administration of Oaths of Office.....Tab 1
 - B. Consideration of Resolution 2021-03, ReDesignating Officers.....Tab 2
 - C. Discussion Regarding Process for Consideration of Vacant Board Seat # 5
 - D. Consideration of the Minutes of the Board of Supervisors' Regular Meeting held October 7, 2020.....Tab 3
 - E. Consideration of the Minutes of the Landowner Election, November 18, 2020.....Tab 4
 - F. Ratification of the Operations and Maintenance Expenditures for September 2020 and October 2020.....Tab 5
- 4. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. Landscape and Maintenance
 - 1.) Yellowstone Landscape Report, November 2020.....Tab 6
 - D. Construction Administrator
 - E. Amenity Manager
 - 1.) Amenity Manager Report, December 2, 2020.....Tab 7
 - 2.) Field Maintenance Manager Report, December 2, 2020.....Tab 8
 - 3.) Clear Waters, Lake Management Report, October 9, 2020.....Tab 9
 - F. District Manager
- 5. BUSINESS ITEMS**
 - A. Presentation by FPL for LED Streetlights
 - B. Consideration of Proposals for Pressure Washing.....Tab 10
- 6. AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at 904-436-6270.

PUBLIC COMMENTS ON AGENDA ITEMS

CALL TO ORDER / ROLL CALL

BUSINESS ADMINISTRATION

Tab 1

**SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISOR
OATH OF OFFICE**

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

Signature

ACKNOWLEDGMENT OF OATH BEING TAKEN

STATE OF FLORIDA
COUNTY OF ST. JOHNS

On this _____ day of _____, 20____ before me, personally appeared _____ to me well known and known to me to be the person described herein, and who took the aforementioned oath as a Board Member of the Board of Supervisors of Southaven Community Development District and acknowledged to and before me that they took said oath for the purposes therein expressed.

WITNESS my hand and official seal the date aforesaid.

Notary Public
STATE OF FLORIDA

My commission expires on: _____

Tab 2

RESOLUTION 2021-03

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

WHEREAS, Southaven 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 St. Johns County, Florida; and

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

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

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

Section 4. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 2nd DAY OF DECEMBER, 2020.

**SOUTHAVEN COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRMAN/VICE CHAIRMAN

ATTEST:

SECRETARY/ASST. SECRETARY

**Discussion Regarding Process for
Consideration of Vacant Board
Seat # 5**

Tab 3

MINUTES OF MEETING

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

**SOUTHAVEN
COMMUNITY DEVELOPMENT DISTRICT**

The **regular** meeting of the Board of Supervisors of Southaven Community Development District was held **Wednesday, October 7, 2020 at 10:00 a.m.** held via teleconference or video conference at 1-929-205-6099 ID # 563 862 7540 pursuant to Executive Orders 20-52, 20-69, 20-123 20-150 and 20-179 issued by Governor DeSantis, respectively, and pursuant to Section 120.54(5)(b)2., Florida Statutes.

Present and constituting a quorum:

Walter O'Shea	Board Supervisor, Chairman
Lane Gardner	Board Supervisor, Vice Chairman
Kevin Jund	Board Supervisor, Assistant Secretary

Also present were:

Melissa Dobbins	District Manager, Rizzetta & Company, Inc.
Katie Buchanan	District Counsel, Hopping Green & Sams
Scott Lockwood	District Engineer, England Thims & Miller
Thomas Welch	Construction Administrator, Hines
April Day-Wolff	Representative, Hines
Lisa Licata	Amenity Manager, Vesta
Matt Krabill	Field Manager, Vesta
Garratt Cannady	Representative, Yellowstone Landscaping

Members of the public.

FIRST ORDER OF BUSINESS**Call to Order**

Ms. Dobbins called the meeting to order at 10:08 a.m. and read roll call.

SECOND ORDER OF BUSINESS**Public Comments**

Members of the public had comments on meeting times, questions on electrical outages and question on how to get CDD information and Budget information.

THIRD ORDER OF BUSINESS**Consideration of the Minutes of the
Board of Supervisors' Regular
Meeting held August 5, 2020**

On a motion by Mr. O'Shea, seconded by Mr. Jund, with all in favor, the Board approved the Minutes of the Board of Supervisors' Regular Meeting held August 5, 2020 for Southaven Community Development District.

FOURTH ORDER OF BUSINESS**Ratification of the Operations and
Maintenance Expenditures for July
2020 and August 2020**

On a motion by Mr. Jund, seconded by Mr. O'Shea, with all in favor, the Board ratified Operations and Maintenance Expenditures for July 2020 in the amount of \$39,915.00 and August 2020 in the amount of \$60,903.75 for Southaven Community Development District.

FIFTH ORDER OF BUSINESS**STAFF REPORTS**

- A. District Counsel
Ms. Buchanan noted that she is working on the Envera Contract. Mr. Jund provided update to residents on what the Board approved regarding Envera Systems.
- B. District Engineer
Mr. Lockwood stated that last phase was accepted by Water Management.
- C. Landscape Report
1.) Yellowstone Landscape Report, September 29, 2020
- D. Construction Administrator
No report.
- E. Amenity Report
1.) Amenity Manager Report, October 7, 2020
i.) Consideration of Proposals for Termite Bond
2.) Field Maintenance Manager Report, October 7, 2020
3.) Clear Waters, Lake Management Report, September 4 & 17, 2020
Ms. Licata reviewed report under tab 4 of the agenda. She noted they are moving into Phase 3 regarding COVID, however, she will continue additional cleaning, recommended social distancing and wearing masks. Outdoor events will be reviewed case by case. She also noted the termite bond renewal with Freedom Control is behind tab 5 of the agenda. Discussions ensued.

On a motion by Mr. O'Shea, seconded by Mr. Jund, with all in favor, the Board approved Freedom Control renewal for Gate House and Amenity Center, as presented, for Southaven Community Development District.

Mr. Krabill reviewed report under tab 6 of the agenda. Discussions ensued regarding fitness room TV screen's "turning blue". The Board authorized staff to replace them. He also reviewed areas that have drainage issues which are currently being reviewed and monitored. He will keep the Board up to date.

Ms. Licata also noted that FPL has reached out to Staff regarding replacing streetlight bulbs with new LED lights. The Board requested a FPL representative to attend the next meeting.

F. District Manager Report
No report.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2021-01, Amending Fiscal Year 2019-2020 Budget

On a motion by Mr. O'Shea, seconded by Mr. Gardner, with all in favor, the Board adopted Resolution 2021-01, Amending Fiscal Year 2019-2020 Budget for Southaven Community Development District.

SEVENTH ORDER OF BUSINESS

Consideration Resolution 2021-02, Acceptance of Property Improvements

On a motion by Mr. O'Shea, seconded by Mr. Jund, with all in favor, the Board adopted Resolution 2021-02, Accepting Property Improvements for Southaven Community Development District.

EIGHTH ORDER OF BUSINESS

Ratification of Approval of Fiscal Year 2020-2021 District Insurance Policy

On a motion by Mr. Jund, seconded by Mr. O'Shea, with all in favor, the Board ratified approval of Fiscal Year 2020-2021 District Insurance Policy in the amount of \$26,328.00 for Southaven Community Development District.

NINTH ORDER OF BUSINESS

Selecting an Audit Committee and Setting First Audit Committee Meeting

The Board appointed themselves as the Audit Committee and set the first Audit Committee meeting for December 2, 2020.

On a motion by Mr. Jund, seconded by Mr. O'Shea, with all in favor, the Board selected the Board of Supervisors' as the Audit Committee and set the first Audit Committee meeting for December 2, 2020 for Southaven Community Development District.

TENTH ORDER OF BUSINESS**Consideration Proposals for Holiday Lights**

Discussions ensued regarding holiday lights. Ms. Dobbins noted that the Fiscal Year 2021 Budget does have a \$10,000.00 line item for Holiday Lights and Special Events.

On a motion by Mr. Jund, seconded by Mr. O'Shea, with all in favor, the Board approved Anything Under the Sun's proposal for holiday lights in the amount of \$4,886.00 for Southaven Community Development District.

ELEVENTH ORDER OF BUSINESS**Supervisor Request**

A request was made for the meeting time to be later. The Chairman authorized Mr. Jund to work with Staff to determine the best time for the Board and Staff for the December 2020 meeting.

TWELFTH ORDER OF BUSINESS**Adjournment**

On a motion by Mr. Jund, seconded by Mr. O'Shea, with all in favor, the Board adjourned the Board of Supervisors' Meeting at 11:14 a.m. for Southaven Community Development District.

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Secretary/Assistant Secretary

Chairman/Vice Chairman

DRAFT

Tab 4

MINUTES OF MEETING

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

SOUTHAVEN
COMMUNITY DEVELOPMENT DISTRICT

The **Landowner Election Meeting** of the Board of Supervisors of Southaven Community Development District was held on **Tuesday, November 18, 2020 at 10:00 a.m.** at the Markland Amenity Center located at 625 Palencia Club Drive, St. Augustine, FL. 32095.

Present

Melissa Dobbins
Sarah Warren

District Manager, Rizzetta & Company, Inc.
District Counsel, Hopping Green & Sams
(via speakerphone)
Amenity Manager, Vesta

Lisa Licata

FIRST ORDER OF BUSINESS**Call to Order**

Ms. Dobbins called the meeting to order at 10:15 a.m. and stated who was in attendance.

Ms. Dobbins noted that there were no additional audience present and no residents to cast nominations.

SECOND ORDER OF BUSINESS**Adjournment**

Ms. Dobbins stated there was no other business to come before the Landowners and adjourned the meeting at 10:16 a.m.

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Secretary/Assistant Secretary

Chairman/Vice Chairman

Tab 5

SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 2806 N. FIFTH STREET · UNIT 403 · ST. AUGUSTINE, FLORIDA 32084

Operation and Maintenance Expenditures September 2020 Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from September 1, 2020 through September 30, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$116,635.88**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Southaven Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2020 Through September 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Advanced Disposal St Johns County- PW	002099	PW0000090039	Acct # 003552 -08/20	\$ 95.99
Akayla Crawford	002111	AC09052020	Rental Deposit Refund - A. Crawford	\$ 500.00
CALATLANTIC Group Inc.	002118	09222020	Duplicate Assessments 09/20	\$ 41,065.63
Catherine Ferry	002100	CF08292020	Rental Deposit Refund - C. Ferry	\$ 500.00
Clear Waters, Inc.	002110	108290	Lake Management 08/20	\$ 680.00
Comcast	002094	8495741401210954	Wireless Telephone Services 08/20	\$ 145.91
Comcast	002094	8495741401213297	Wireless Telephone Services 08/20	\$ 601.48
Comcast	002119	8495741401213297	Wireless Telephone Services 09/20	\$ 601.48
Dog Waste Depot	002112	358776	Dog Waste Bags 08/20	\$ 347.37
Egis Insurance Advisors, LLC	002113	11434	Renewal Of Policy #100118672 For 20/21	\$ 26,328.00
England-Thims & Miller, Inc.	002106	0195298	Engineering Services 08/20	\$ 665.00
Florida Power & Light	002114	FPL Summary 08/20	FPL Summary 08/20	\$ 2,735.74
Giddens Security Corporation	002107	23460813	Security Service 08/01/2020-08/31/2020	\$ 7,290.00

Southaven Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2020 Through September 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Hopping Green & Sams	002108	116963	General Legal Services 07/20	\$ 854.50
Newagetutors LLC BBA Global Tech	002103	1888	Website ADA Compliance	\$ 400.00
Newagetutors LLC BBA Global Tech	002103	1900	Website ADA Compliance	\$ 300.00
Poolsure	002095	131295594895	Water Management 09/20	\$ 412.50
Quick Catch, Inc	002115	16507	Monthly Snake Service 09/20	\$ 395.00
Rizzetta & Company, Inc.	002101	INV0000052537	District Management Fees 09/20	\$ 3,258.08
Rizzetta Technology Services, LLC	002102	INV0000006181	Website & Email Hosting Services 09/20	\$ 175.00
St Johns Utility Department	002096	SJC Utility Summary 08/20	St Johns County Utility Summary 08/20	\$ 3,609.22
Synergy Florida	002120	338448	Repair Service 09/20	\$ 275.00
Turner Pest Control LLC	002097	6834460	Monthly Pest Control 08/20	\$ 70.00
Turner Pest Control LLC	002121	6913070	Monthly Pest Control 09/20	\$ 70.00
Vesta Property Services, Inc.	002098	372646	Reimburse Purchases 07/20	\$ 973.09
Vesta Property Services, Inc.	002116	373157	Amenity Management / General Facility Maint /	\$ 9,527.83

Southaven Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2020 Through September 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Vesta Property Services, Inc.	002109	373605	Billable Mileage 08/20	\$ 40.82
Vesta Property Services, Inc.	002122	373769	Reimburse Purchases 08/20	\$ 242.25
Wayne Automatic Fire Sprinklers, Inc.	002104	834322	Annual Fire Extinguisher Qtrly Inspection 08/20	\$ 450.00
Yellowstone Landscape	002105	JAX 143027	Sod Replacement 08/20	\$ 990.00
Yellowstone Landscape	002117	JAX 145093	Landscape Maintenance 09/20	<u>\$ 13,035.99</u>
Report Total				<u>\$ 116,635.88</u>

SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 2806 N. FIFTH STREET · UNIT 403 · ST. AUGUSTINE, FLORIDA 32084

Operation and Maintenance Expenditures October 2020 Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from October 1, 2020 through October 31, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$36,735.61**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Southaven Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2020 Through October 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Advanced Disposal St Johns County- PW	002123	PW0000091372	Acct # 003552 -09/20	\$ 95.99
Anything Under The Sun Services, LLC	002141	001230	Christmas Installation 09/20	\$ 4,886.10
Christina Morales	002145	CM102220	Rental Deposit Refund - C. Morales	\$ 100.00
Clear Waters, Inc.	002124	107591	Lake Management 08/20	\$ 680.00
Clear Waters, Inc.	002139	109010	Lake Management 09/20	\$ 680.00
Comcast	002125	8495741401210954	Wireless Telephone Services 09/20	\$ 145.91
Disclosure Services, LLC	002126	5	Amortization Schedule S2015A-1 & S2016A-1	\$ 500.00
Dog Waste Depot	002142	371205	Dog Waste Bags 10/20	\$ 96.91
Eileen Adams	002138	EA101020	Rental Deposit Refund - E. Adams	\$ 200.00
England-Thims & Miller, Inc.	002143	0195684	Engineering Services 09/20	\$ 175.00
Florida Power & Light	002144	FPL Summary 09/20	FPL Summary 09/20	\$ 2,602.87
Giddens Security Corporation	002133	23460961	Security Service 09/01/2020-09/30/2020	\$ 6,755.40
Hopping Green & Sams	002134	117569	General Legal Services 08/20	\$ 1,214.00

Southaven Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2020 Through October 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Jim Sherry	002137	JS110719	Rental Deposit Refund - J. Sherry	\$ 200.00
Newagetutors LLC BBA Global Tech	002132	2014	Website ADA Compliance	\$ 300.00
Otis Elevator Company	002147	100400079190	Maintenance Service 09/01/20 - 08/31/21	\$ 1,784.88
Otis Elevator Company	002135	TAJ19618001	Elevator Repair 09/20	\$ 275.00
Poolsure	002127	131295595518	Water Management 10/20	\$ 412.50
Quick Catch, Inc	002128	16993	Monthly Snake Service 10/20	\$ 395.00
Rizzetta & Company, Inc.	002136	INV0000053334	District Management Fees 10/20	\$ 3,258.08
Rizzetta & Company, Inc.	002136	INV0000053590	Assessment Roll Preperation FY 20/21	\$ 5,000.00
Rizzetta Technology Services, LLC	002140	INV0000006385	Website & Email Hosting Services 10/20	\$ 175.00
St Johns Utility Department	002129	SJC Utility Summary 09/20	St Johns County Utility Summary 09/20	\$ 3,473.85
Sunbelt Gated Access Systems of Florida, LLC.	002130	71905	Service Call 08/20	\$ 455.00
Sunbelt Gated Access Systems of Florida, LLC.	002130	71925	Service Call 09/20	\$ 978.65
Sunbelt Gated Access Systems of Florida, LLC.	002130	71949	Service Call 09/20	\$ 194.00

Southaven Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2020 Through October 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Sunbelt Gated Access Systems of Florida, LLC.	002130	71954	Service Call 09/20	\$ 378.00
Sunbelt Gated Access Systems of Florida, LLC.	002130	71963	Service Call 09/20	\$ 430.00
Synergy Florida	002148	338489	Repair Service 10/20	\$ 747.00
The St. Augustine Record Dept 1261	002146	09232020	Acct# 18938 Legal Advertising 09/23/2020	\$ 130.14
Vesta Property Services, Inc.	002131	374347	Billable Mileage 09/20	<u>\$ 16.33</u>
Report Total				<u>\$ 36,735.61</u>

STAFF REPORTS

District Counsel

District Engineer

Landscape and Maintenance

Tab 6



Southaven: Landscape Report November 2020

Irrigation Maintenance: A full irrigation inspection has been completed every month and all necessary repairs have been made. Irrigation has been adjusted with the change in temperatures and is currently set to run two days a week. Rain sensors have been set to delay for three days after a rain event because of the water holding capacity of the soil.

Fungus/Pest/Fertilizer applications: All turf areas were treated in October with a fungicide to counter all of the rainy weather and prohibit disease. The turf was also treated with potassium and herbicide for weed control. The shrubs on property were also treated with a fungicide and fertilizer to maintain health through the slower growth months.

Maintenance: We are currently in the winter and the turf is being cut on a as needed basis. We will also continue to trim all hedges and bushes as needed. We are continuing to weed the property every visit. The annual flowers were replaced in October and are scheduled to be replaced again on December 4th. We have begun our off-season schedule that will continue through the end of March.

Special Projects: Mulch will be installed in the beginning of December. We will remove mulch from the areas with higher concentration to ensure the plants remain healthy. Also, this will keep excess mulch from runoff due to rain and collecting on sidewalks.

Garrett Cannady
Account Manager

Construction Administrator

Amenity Manager and Field Maintenance

Tab 7



Amenity Manager Report
Southaven CDD Meeting
December 2nd, 2020

Date of Report: December 2nd, 2020

Submitted by: Lisa Licata

- ***Upcoming Events***
 - **Fire Pit Friday:** December 18th 5:30-8:30PM
 - **Cookie Exchange:** December 12th 1-4PM
 - **Family Movie Night:** December 19th 6:30PM
- ***Concluded Event***
 - Holiday lights are up at Manor House and Guard house
- ***Amenity Center***
 - I have 251 families registered at the Manor House of which 247 are living in Markland
 - Envera walk through was Thursday November 19th. Install will begin in three weeks; we will not go live until the contract with Giddens is over.
 - Continual cleaning of the Manor house and Gym.
 - Fire Pit as a reservable space
 - Bunco max of 20 people
 - FPL rep Chris Venoy- changing out lights
 - On all major holidays, clarifying that the office is closed but the Manor house is still open to residents during set hours.



Tab 8



Markland Field Op's Report

Date of report: 12/02/20

Submitted by: *Matt Krabill*

This is a short breakdown of the projects and work that we have been busy with since the meeting.

- Continue to repaint stop lines in phase 1
- Shaw Tree cut down the trees behind 139 Latrobe and 281-287 Renwick.
- The park lights were fixed (Fremont- Bronson)
- Bleached sidewalk areas.
- Pool chairs damaged.
- Normal day to day operations cleaning, trash pickup, pool maintenance.

Project and actions items:

- Drainage issues around the community



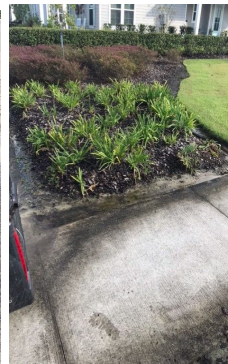
Erosion off IGP Exit side



runoff in Entry



Runoff on Exit side



Drainage at Haas



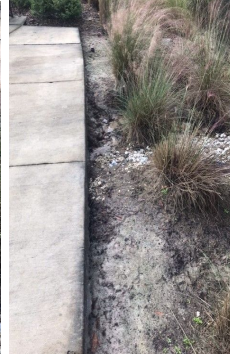
Erosion at Aspinwall Park



----- Dog park Drainage-----



Latrobe sidewalk



Kirkside sidewalk



- I have pressure washing quote-



- Bridge Vandalism



I've had to fix these wires multiple times, I believe that they are being stood/jumped on. Two options. 1) use the wires but use another anchor system. 2)look into removing wires and replace with composite boards.

- IGP Wall



I sprayed the wall with a bleach solution to help with the algae on the wall. The wall is starting to peel, I recommend that we look into repainting (looking for quotes). The center Markland sign is cracking(looking into quotes with repainting).

- Exit Arm



The exit arm was hit by a car and was bent.

- The Warden In street sign was hit by a truck. I straightened it back.

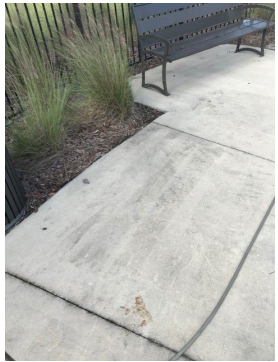


Before



After

- Pressure washed the walkways around the Manor House.



-----Before-----



-----After-----

- The men's inside bathroom door was broken. The hinge was broken.



- Hole in the wall in the gym.



Before



After

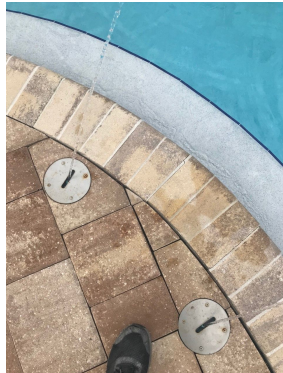
- The fire extinguisher glass has been broken at the fire pit.



- A pool paver piece was missing and I replaced



Before



After

- Just a couple of potholes starting to form.



-----Before-----



After

- Someone hit the sign on Wescott and Kirkside.



Before



After

- Installed reflector sticks to help with cars running on the grass on Upham Ln.



Tab 9

Lake Management Report

Job: Markland (Southhaven CDD)

Date: 10-9-20

Technician: S Johnson

Equipment: Skiff

Weather: Mostly cloudy

Lake ID:

1. Algae.



2. Algae



District Manager

BUSINESS ITEMS

Presentation by FPL for LED Streetlights

Tab 10



Estimate

245 Riverside Ave Suite #250, 32202
Ph: 904-355-1831 / Fax: 904-355-1832

DATE: November 9, 2020

ML11092020

BILL TO: Markland

DESCRIPTION	AMOUNT
Power wash approximately 11,000 square feet of sidewalk along International golf parkway	\$ 880.00
Power wash approximately 4,625 square feet of sidewalk at the 2 parks between Fremont and Bronson	\$ 370.00
Power wash approximately 680 linear feet of curbing on both islands at Haas and Bronson and 275 linear feet of curbing adjacent to parks at Haas, Fremont and Bronson	\$ 210.00
Power wash approximately 1000 square feet of sidewalk at Bronson and Westcott park	\$ 80.00
Power wash approximately 1200 square feet of sidewalk at Westcott parkway both sides	\$ 96.00
Power wash approximately 300 linear feet of curbing along Westcott parkway both sides	\$ 66.00
Power wash approximately 1300 square feet of sidewalk at Warden and Aspinwall	\$ 104.00
Power wash approximately 325 linear feet of curbing at Warden and Aspinwall	\$ 72.00
Power wash approximately 1800 square feet of sidewalk at Westcott and Kirkside	\$ 144.00
Power wash approximately 380 linear feet of curbing at Westcott and Kirkside	\$ 84.00
Power wash approximately 3600 square feet of sidewalk at Latrobe and Kirkside	\$ 288.00
Power wash 175 linear feet of curbing along parks at Latrobe and Kirkside	\$ 40.00
Power wash approximately 500 square feet of sidewalk at Renwick pkwy	\$ 40.00
Power wash 100 linear feet of curbing at sidewalk on Renwick pkwy	\$ 25.00
Dog Park Side walk and Curbing	\$ 243.00
All labor and materials provided by contractor	
Licensed and Insured via Vesta Property Services Inc.	
SUBTOTAL	2,742.00
SALES TAX	
TOTAL	\$ 2,742.00

*Payment is due 30 days
upon completion.
Thank you for your
business!*



AUDIENCE COMMENTS AND SUPERVISOR REQUESTS

ADJOURNMENT