



Rizzetta & Company

Southaven Community Development District

Board of Supervisors' Special Meeting February 10, 2021

**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	Chariman
Kevin Jund	Vice Chariman
Roger Giddens	Assistant Secretary
Guy Kindig	Assistant Secretary
Matthew Gallagher	Assistant Secretary

District Manager

Melissa Dobbins	Rizzetta & Company, Inc.
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District Counsel

Jonathan Johnson	Hopping Green & Sams, P.A.
Katie Buchanan	Hopping Green & Sams, P.A.

Interim Engineer

Scott Lockwood	England, Thims & Miller
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All cellular phones must be placed on mute while in the meeting.

The first section of the meeting is called Public Comments. Individuals are limited to a total of three (3) minutes to make comments during this time.

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

**Board of Supervisors
Southaven Community
Development District**

February 3, 2021

AGENDA

The **special** meeting of the Board of Supervisors of the Southaven Community Development District will be held on **February 10, 2021 at 10:00 a.m.** at the Markland Amenity Center located at 61 Clarissa Lane St. Augustine, FL 32095. The following is the agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. BUSINESS ADMINISTRATION**
 - A. Consideration of Appointment to Seat 4
 - B. Administration of Oaths of Office.....**Tab 1**
 - C. Consideration of Resolution 2021-05, ReDesignating Assistant Secretary.....**Tab 2**
 - D. Consideration of the Minutes of the Audit Committee Meeting held December 2, 2020.....**Tab 3**
 - E. Consideration of the Minutes of the Board of Supervisors' Special Meeting held December 2, 2020.....**Tab 4**
 - F. Ratification of the Operations and Maintenance Expenditures for November 2020 and December 2020.....**Tab 5**
- 4. STAFF REPORTS**
 - A. District Counsel
 - 1.) Consideration of Memorandum of Understanding between POA & CDD...**Tab 6**
 - B. District Engineer
 - C. Landscape and Maintenance
 - 1.) Yellowstone Landscape Report, February 2021.....**Tab 7**
 - D. Construction Administrator
 - E. Amenity Management
 - 1.) Amenity Manager Report, February 10, 2021.....**Tab 8**
 - 2.) Field Operations Manager Report, February 10, 2021.....**Tab 9**
 - 3.) Clear Waters, Lake Management Report, January 14, 2021.....**Tab 10**
 - F. District Manager
- 5. BUSINESS ITEMS**
 - A. Consideration of Proposals for Lighting Repairs.....**Tab 11**
 - B. Consideration of Proposals for Fitness Equipment Preventative Maintenance.....**Tab 12**
 - C. Consideration of Proposal for Pool Furniture Refurbishment.....**Tab 13**
 - D. Consideration of Proposals for Pressure Washing.....**Tab 14**
 - E. Consideration of Yellowstone Proposal for Entrance Sod Replacement.....**Tab 15**
 - F. Discussion Regarding Amenity Dumpster Location
 - G. Public Hearing on Rules of Development
 - 1.) Consideration of Resolution 2021-06, Adopting Facility Amenity Rates, Fees & Suspension of Privileges.....**Tab 16**
- 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.

AUDIENCE COMMENTS ON AGENDA ITEMS

CALL TO ORDER / ROLL CALL

BUSINESS ADMINISTRATION

Consideration of Appointment to Seat 4

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 _____

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 2021-05

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

WHEREAS, The 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 (hereinafter the “Board”) previously designated Matthew Gallagher as an Assistant Secretary pursuant to Resolution 2021-03; and

WHEREAS, the Board now desires to re-designate the Assistant Secretary.

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

Section 1. _____
is hereby appointed as Assistant Secretary.

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

PASSED AND ADOPTED THIS 10th DAY OF FEBRUARY, 2021.

**THE SOUTHAVEN COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRMAN

ATTEST:

ASSISTANT SECRETARY

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 **Audit Committee** meeting of Southaven Community Development District was held **Wednesday, December 2, 2020 at 5:30 p.m.** held at the Markland Amenity Center located at 61 Clarissa Lane, St. Augustine, Florida 32095. Following is the agenda for the meeting.

Present and constituting a quorum:

Walter O'Shea	Board Supervisor, Chairman
Lane Gardner	Board Supervisor, Vice Chairman
	<i>(Via Speakerphone)</i>
Matthew Gallagher	Board Supervisor, Assistant Secretary
	<i>(Via Speakerphone)</i>
Guy Kindig	Board Supervisor, Assistant Secretary
Roger Giddens	Board Supervisor, Assistant Secretary

Also present were:

Melissa Dobbins	District Manager, Rizzetta & Company, Inc.
Katie Buchanan	District Counsel, Hopping Green & Sams
	<i>(Via Speakerphone)</i>
Thomas Welch	Construction Administrator, Hines
	<i>(Via Speakerphone)</i>
April Day-Wolff	Representative, Hines
	<i>(Via Speakerphone)</i>
Kevin Jund	Representative, Hines
	<i>(Via Speakerphone)</i>
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 5:30 p.m. and read roll call.

SECOND ORDER OF BUSINESS

**Review Instructions and Criteria for
Proposals for District Auditing
Services**

Ms. Dobbins reviewed instructions and criteria.

On a motion by Mr. O'Shea, seconded by Mr. Kindig, with all in favor, the Committee approved the price option and to request a five (5) year agreement within RFP instructions for Southaven Community Development District.

THIRD ORDER OF BUSINESS

**Establishing a Date for Second Audit
Committee Meeting**

The Committee set the next Audit Committee meeting for May 5, 2021.

TWELFTH ORDER OF BUSINESS

Adjournment

On a motion by Mr. O'Shea, seconded by Mr. Kindig, with all in favor, the Committee adjourned the Audit Committee Meeting at 5:44 p.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 **special** meeting of the Board of Supervisors of Southaven Community Development District was held **Wednesday, December 2, 2020 at 5:30 p.m.** held at the Markland Amenity Center located at 61 Clarissa Lane, St. Augustine, Florida 32095. Following is the agenda for the meeting.

Present and constituting a quorum:

Walter O'Shea	Board Supervisor, Chairman
Lane Gardner	Board Supervisor, Vice Chairman
	<i>(Via Speakerphone)</i>
Matthew Gallagher	Board Supervisor, Assistant Secretary
	<i>(Via Speakerphone)</i>
Guy Kindig	Board Supervisor, Assistant Secretary
Roger Giddens	Board Supervisor, Assistant Secretary

Also present were:

Melissa Dobbins	District Manager, Rizzetta & Company, Inc.
Katie Buchanan	District Counsel, Hopping Green & Sams
	<i>(Via Speakerphone)</i>
Thomas Welch	Construction Administrator, Hines
	<i>(Via Speakerphone)</i>
April Day-Wolff	Representative, Hines
	<i>(Via Speakerphone)</i>
Kevin Jund	Representative, Hines
	<i>(Via Speakerphone)</i>
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 5:44 p.m. and read roll call.

SECOND ORDER OF BUSINESS**Public Comments on Agenda Items**

Members of the public had questions regarding agenda items, budget and assessment increase concerns and landscaping concerns.

THIRD ORDER OF BUSINESS**Administration of Oaths of Office**

Ms. Dobbins administered Oaths to Mr. Kindig & Mr. Giddens prior to the meeting.

The Board moved to agenda item 3C.

FOURTH ORDER OF BUSINESS**Discussion Regarding Process for
Consideration of Vacant Board Seat #3**

Prior to discussing process of selecting a new Board member to Seat #3, Mr. O'Shea informed the Board that Mr. Gardner was open to resigning so that Kevin Jund could take his place.

Discussion ensued. Mr. Gardner announced he is resigning from Seat #1 effective immediately.

On a motion by Mr. Kindig, seconded by Mr. O'Shea, with all in favor, the Board accepted Mr. Gardner's resignation for Southaven Community Development District.

On a motion by Mr. O'Shea, seconded by Mr. Giddens, with all in favor, the Board appointed Kevin Jund to Seat #1 for Southaven Community Development District.

Ms. Dobbins informed Mr. Jund that he would need an oath administered prior to him participating in any board vote today. Unfortunately, since he is currently attending by speaker phone Ms. Dobbins stated she was not able to do that at this time. However, we will make sure he will have his oath administered prior to the next meeting.

The Board then directed staff to send out an announcement to the community regarding the open seat which resumes will be reviewed at the February meeting.

FIFTH ORDER OF BUSINESS**Consideration of Resolution 2021-03,
ReDesignating Officers**

On a motion by Mr. Giddens, seconded by Mr. Kindig, with all in favor, the Board adopted Resolution 2021-03, Re-Designating officers as follows – Walter O'Shea as Chairman, Kevin Jund as Vice Chairman, Matthew Gallagher, Guy Kindig, Roger Giddens, Melissa Dobbins and Lesley Gallagher as Assistant Secretaries for Southaven Community Development District.

SIXTH ORDER OF BUSINESS**Consideration of the Minutes of the
Board of Supervisors' Regular
Meeting held October 7, 2020**

On a motion by Mr. Kindig, seconded by Mr. Giddens, with all in favor, the Board approved the Minutes of the Board of Supervisors' Regular Meeting held October 7, 2020 for Southaven Community Development District.

SEVENTH ORDER OF BUSINESS**Consideration of the Minutes of the
Landowner Election held November
18, 2020**

On a motion by Mr. O'Shea, seconded by Mr. Giddens, with all in favor, the Board approved the Minutes of the Landowner Election held November 18, 2020 for Southaven Community Development District.

EIGHTH ORDER OF BUSINESS**Ratification of the Operations and
Maintenance Expenditures for
September 2020 and October 2020**

On a motion by Mr. O'Shea, seconded by Mr. Giddens, with all in favor, the Board ratified Operations and Maintenance Expenditures for September 2020 in the amount of \$116,635.88 and October 2020 in the amount of \$36,735.61 for Southaven Community Development District.

NINTH ORDER OF BUSINESS**STAFF REPORTS**

- A. District Counsel
Ms. Buchanan noted that to help clarify the responsibility of the sidewalks she was going to work with HOA Attorney to draft an agreement, which would indicate that homeowners are to maintain for cleaning/pressure washing, but the CDD would be responsible for major repairs like cracks and lifts of pavement. She would hope to have something ready by the February 2021 meeting for the Board to review.
- B. District Engineer
Not present.
- C. Landscape Report
1.) Yellowstone Landscape Report, November 2020
Mr. Cannady reviewed report under Tab 6. He also noted that mulch removal started today. He then answered some questions from the audience regarding his scope within the District agreement. Mr. Cannady mentioned that the pricing is all inclusive when it comes to irrigation repairs and pruning, but trimming the grasses is not included. Also, street sweeping does occur on the last week of the month.

D. Construction Administrator
No report.

E. Amenity Report and Field Maintenance

1.) Amenity Manager Report, December 2, 2020

Ms. Licata reviewed report behind Tab 7. She updated the Board on the progress Envera has made with the install of their virtual guard equipment. Ms. Licata requested to confirm hours that the Board did not want the virtual guard activated. Discussion ensued. The Board approved to keep the gates open Monday through Friday from 6:00 a.m. to 10:00 a.m. due to heavy construction traffic. The Board also gave a consensus to authorize the Chairman to modify these hours if needed. Ms. Dobbins presented Resolution 2021-04, Setting Public Hearing on Amenity Rates and Suspension Policies (Exhibit A) and noted Ms. Licata would like to review the need to update the suspension rules due to many issues with children not following the rules and/or doing damage to District property. She also recommended to start to charge a rental fee for the firepit. The Board then discussed including language into the suspension rules that would suspend a household from privileges if parents were not helping to enforce their child's suspension.

Discussion ensued. The Board directed staff to advertise a cap rate for a fire pit rental fee of \$100.00 and a deposit of \$500.00. The Board noted this can all be reviewed further to then finalize at the public hearing set for the February 3, 2021 meeting.

On a motion by Mr. O'Shea, seconded by Mr. Kindig, with all in favor, the Board adopted Resolution 2021-04, as amended, Setting Public Hearing on Amenity Rules for February 3, 2021 for Southaven Community Development District.

2.) Field Maintenance Manager Report, December 2, 2020

3.) Clear Waters, Lake Management Report, October 9, 2020

Mr. Krabill reviewed reports under Tab 8 and Tab 9

F. District Manager Report

Ms. Dobbins reported that she opened a claim to help reimburse the District for repairs needed to the gate. The District would receive back \$1,270.00.

Also, as directed Giddens Security will be sent a 30-day termination notice before the new year due to Envera's system will be up and running by February 1st.

TENTH ORDER OF BUSINESS**Presentation by FPL for LED
Streetlights**

Chris Venoy, with FPL, presented LED Streetlight options, which would be switched out at no additional charge. If the Board would like to proceed, a decision would need to be made between the color temperature of 3K or 4K. The Board discussed and selected the 4K option.

On a motion by Mr. O'Shea, seconded by Mr. Giddens, with all in favor, the Board approved FPL's proposal in substantial form and authorized the Chairman to execute a final agreement for Southaven Community Development District.

ELEVENTH ORDER OF BUSINESS**Consideration of Proposal for
Pressure Washing**

Tabled.

TWELFTH ORDER OF BUSINESS**Audience Comments and Supervisor
Requests**

The Board answered audience member's questions regarding current year's budget increase and information regarding golf carts.

THIRTEENTH ORDER OF BUSINESS**Adjournment**

On a motion by Mr. O'Shea, seconded by Mr. Kindig, with all in favor, the Board adjourned the Board of Supervisors' Meeting at 8:53 p.m. for Southaven Community Development District.

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Secretary/Assistant Secretary

Chairman/Vice Chairman

Exhibit A

RESOLUTION 2021-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT TO DESIGNATE THE DATE, TIME AND PLACE OF A PUBLIC HEARING AND AUTHORIZATION TO PUBLISH NOTICE OF SUCH HEARING FOR THE PURPOSE OF ADOPTING POLICIES AND RATES REGARDING DISTRICT AMENITY FACILITIES.

WHEREAS, the Southaven Community Development District (“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 (“Board”) is authorized by Sections 190.011(5) and 190.035, *Florida Statutes*, to adopt rules, orders, rates, fees and charges pursuant to Chapter 120, *Florida Statutes*.

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

Section 1. The Board intends to adopt policies setting forth the suspension and termination of privileges relating to the use of the District’s recreation facilities and services, and to establish fees related to the use of the District’s recreation facilities and services, a proposed copy of both are attached hereto as **Exhibit A**, and will hold a public hearing at a meeting of the Board to be held on _____, 2020, at _____ a/p.m., at _____.

Section 2. At said public hearing, the Board will consider the suspension and termination of privileges policy relating to use of the District’s recreation facilities and services as more particularly set forth in **Exhibit A**. The Board will also consider rates, fees and charges of the District as more particularly set forth in attached **Exhibit A**.

Section 3. The District Secretary is directed to publish notice of the hearing in accordance with Section 120.54, *Florida Statutes*.

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

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

ATTEST:

**SOUTHAVEN COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

EXHIBIT A: Policy and Fees

EXHIBIT A

RENTAL FEE

Firepit Area	Rental Fee: \$100.00	Deposit: \$500.00
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SUSPENSION AND TERMINATION OF PRIVILEGES

Relating to the Health, Safety, and Welfare of the Patrons and Damage to Amenity Facilities:

Notwithstanding anything contained herein, the District Manager and/or Amenity Manager may, at any time, restrict or suspend any Patron's privileges to use any or all of the Amenity Facilities when such action is necessary to protect the health, safety and welfare of other Patrons, or to protect the Amenity Facilities from damage. Such infraction, restriction, or suspension shall be imposed, in the discretion of the Amenity Manager or District Manager, for an appropriate duration in reasonable proportion to the severity of misconduct, or until the date of the next Board of Supervisors meeting, whichever occurs first. Such infraction, restriction, or suspension shall be documented by the District Manager and/or Amenity Manager imposing the same. The Board of Supervisors shall be notified to review this action at the next Board of Supervisors meeting, regardless of whether any action is required by the Board of Supervisors.

Relating to District Policies and Fees for All Amenity Facilities:

A Patron's privileges at any or all Amenity Facilities may be subject to various lengths of suspension or termination by the Amenity Manager, District Manager, or Board of Supervisors, in accordance with procedures identified below, and a Patron may also be required to pay restitution for any property damage, if a he or she:

1. Fails to abide by the District Policies and Fees for All Amenity Facilities established and approved by the Board of Supervisors.
2. Submits false information on facility applications.
3. Permits unauthorized use of an Access Card.
4. Exhibits unsatisfactory behavior, deportment or appearance.
5. Treats the personnel or employees of the District in an unreasonable or abusive manner.
6. Engages in conduct that is improper or likely to endanger the welfare, safety or
7. Reputation of the District.
8. Damages or destroys District property.

District Suspension and Termination Process:

In response to any violation of the rules, regulations, policies and procedures specified herein, including, but not limited to, those set forth in preceding paragraphs, the District shall follow the general process outlined below with regard to suspension or termination of a Patron's privileges:

- A. First Offense -Written warning by staff of continued policy violations signed by the Patron/Guest and kept on file at the District Manager's Office.
- B. Second Offense – Automatic suspension of all Amenity Facilities privileges for one (1) week; a written report will be created, signed by the Patron and kept on file at the District Manager's Office.
- C. Third Offense – Automatic suspension from all Amenity Facilities for an appropriate duration in reasonable proportion to the severity of misconduct as determined by the Amenity Manager or District Manager, or until the suspension is considered by the Board of Supervisors at their next regularly scheduled meeting, whichever occurs first.

If the suspension is to be considered at the Board meeting, a complete record of all relevant documentation of misconduct at issue and previous documented offenses within the previous twelve (12) months will be presented to the Board for recommendation of suspension or possible termination of the Patron's privileges. The Board will determine the length of suspension or termination of Patron's privileges.

Notwithstanding the process outlined above, the District Manager and/or Amenity Manager shall have the authority and full discretion to immediately suspend a Patron's privileges if Patron's actions rise to level of severity posing an immediate threat to the health, safety and welfare of other Patrons or the condition of the Amenity Facilities.

Patrons whose privileges have been suspended or terminated may have the determination reviewed by the District's Board of Supervisors pursuant to Section 3.0 of the District's Rules of Procedure. Any request for a hearing by the District's Board of Supervisors shall act to hold any such suspension being appealed in abeyance.

Tab 5

SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT

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

Operation and Maintenance Expenditures November 2020 Presented For Board Approval

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

The total items being presented: **\$42,562.85**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Southaven Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2020 Through November 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	002154	PW0000092692	Acct # 003552 -10/20	\$ 95.99
Comcast	002149	8495741401210954	Wireless Telephone Services 10/20	\$ 152.61
Comcast	002149	8495741401213297	Wireless Telephone Services 10/20	\$ 593.34
Department of Economic Opportunity	002159	83457	Special District Fee FY 20/21	\$ 175.00
England-Thims & Miller, Inc.	002155	0196010	Engineering Services 10/20	\$ 70.00
Freedom Pest Control, Inc.	002150	1047889	Termite Treatment 10/20	\$ 400.00
Hancock Bank	002160	36498	Trustee Fee 11/02/20-05/01/21	\$ 2,500.00
Hancock Bank	002160	36505	Trustee Fee 05/02/20 - 11/01/20	\$ 2,000.00
LLS Tax Solutions Inc.	002156	002028	Arbitrage Rebate	\$ 500.00
Newagetutors LLC BBA Global Tech	002166	2091	Calculation Series 2015A-1 Website ADA Compliance	\$ 300.00
Poolsure	002151	131295596164	Water Management 11/20	\$ 412.50
Quick Catch, Inc	002157	17465	Monthly Snake Service 11/20	\$ 395.00
Rizzetta & Company, Inc.	002162	INV0000054203	District Management Fees 11/20	\$ 3,258.08

Southaven Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2020 Through November 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta Technology Services, LLC	002152	INV0000006490	Website & Email Hosting Services 11/20	\$ 175.00
Shaw's Services, LLC dba Jason Shaw Tree Service	002161	11062020	Tree Removal 11/20	\$ 575.00
Smith Electrical, Inc.	002158	16027	Replaced Breaker 10/20	\$ 224.45
St Johns Utility Department	002153	SJC Utility Summary 10/20	St Johns County Utility Summary 10/20	\$ 3,628.11
Sunbelt Gated Access Systems of Florida, LLC.	002163	72001	Service Call 10/20	\$ 425.00
Turner Pest Control LLC	002164	6978724	Monthly Pest Control 10/20	\$ 70.00
Vesta Property Services, Inc.	002165	370562	Reimburse Purchases 05/20	\$ 261.78
Vesta Property Services, Inc.	002165	374128	Amenity Management / General Facility Maint /	\$ 10,850.00
Yellowstone Landscape	002167	JAX 153499	Landscape Maintenance 10/20	\$ 13,035.99
Yellowstone Landscape	002167	JAX 159241	French Drains installed 10/20	\$ 1,645.00
Yellowstone Landscape	002167	JAX 159242	Wax Myrtle Installed 10/20	<u>\$ 820.00</u>

Report Total

\$ 42,562.85

SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT

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

Operation and Maintenance Expenditures December 2020 Presented For Board Approval

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

The total items being presented: **\$89,109.71**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Southaven Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2020 Through December 31, 2020

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Advanced Disposal St Johns County- PW	002181	PW0000094053	Acct # 003552 -11/20	\$ 95.99
Clear Waters, Inc.	002168	109691	Lake Management 10/20	\$ 680.00
Clear Waters, Inc.	002196	110395	Lake Management 12/20	\$ 680.00
Comcast	002182	8495741401210954	Wireless Telephone Services 11/20	\$ 145.95
Comcast	002169	8495741401213297	Wireless Telephone Services 11/20	\$ 601.58
Dawn Humphrey	002184	DH112720	Rental Deposit Refund - D. Humphrey	\$ 100.00
England-Thims & Miller, Inc.	002188	0196338	Engineering Services 11/20	\$ 70.00
Florida Power & Light	002170	FPL Summary 10/20	FPL Summary 10/20	\$ 2,632.53
Florida Power & Light	002197	FPL Summary 11/20	FPL Summary 11/20	\$ 2,550.40
Freedom Pest Control, Inc.	002189	1047893	Termite Treatment 12/20	\$ 900.00
Giddens Security Corporation	002171	23461188	Security Service 10/01/2020-10/31/2020	\$ 7,063.20
Giddens Security Corporation	002198	23461342	Security Service 11/01/20-11/30/20	\$ 6,998.40
Hopping Green & Sams	002172	118289	General Legal Services 09/20	\$ 809.50
Hopping Green & Sams	002183	118850	General Legal Services 10/20	\$ 1,580.90

Southaven Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2020 Through December 31, 2020

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Howard Services, Inc.	002173	S-9743	A/C Repair 11/20	\$ 210.00
Newagetutors LLC BBA Global Tech	002187	2155	Website ADA Compliance	\$ 400.00
Newagetutors LLC BBA Global Tech	002187	2168	Website ADA Compliance	\$ 300.00
Poolsure	002191	131295596647	Water Management 12/20	\$ 412.50
Quick Catch, Inc	002192	17829	Monthly Snake Service 12/20	\$ 395.00
Rizzetta & Company, Inc.	002175	INV0000054679	District Management Fees 12/20	\$ 3,258.08
Rizzetta Technology Services, LLC	002176	INV0000006592	Website & Email Hosting Services 12/20	\$ 175.00
St Johns Utility Department	002185	SJC Utility Summary 11/20	St Johns County Utility Summary 11/20	\$ 2,753.25
The St. Augustine Record Dept 1261	002174	I03315188 10/21/20	Acct# 18938 Legal Advertising 10/21/2020	\$ 228.88
The St. Augustine Record Dept 1261	002190	I03322055-11182020	Acct# 18938 Legal Advertising 11/18/20	\$ 161.55
Turner Pest Control LLC	002177	7051995	Monthly Pest Control 11/20	\$ 70.00
Turner Pest Control LLC	002193	7130826	Monthly Pest Control 12/20	\$ 70.00
Vesta Property Services, Inc.	002178	374737	Reimburse Purchases 10/20	\$ 505.44
Vesta Property Services, Inc.	002178	375628	Amenity Management / General Facility Maint /	\$ 10,850.00

Southaven Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2020 Through December 31, 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.	002178	376127	Reimburse Purchases 10/20	\$ 372.74
Vesta Property Services, Inc.	002186	376544	Billable Mileage 11/20	\$ 48.98
Vesta Property Services, Inc.	002194	376697	Amenity Management / General Facility Maint /	\$ 10,850.00
Wayne Automatic Fire Sprinklers, Inc.	002179	850632	Annual Fire Extinguisher Qtrly Inspection 11/20	\$ 65.00
Yellowstone Landscape	002180	JAX 158437	Sod Replacement 10/20	\$ 7,002.86
Yellowstone Landscape	002180	JAX 162614	Landscape Maintenance 11/20	\$ 13,035.99
Yellowstone Landscape	002195	JAX 171962	Landscape Maintenance 12/20	<u>\$ 13,035.99</u>
Report Total				<u>\$ 89,109.71</u>

STAFF REPORTS

District Counsel

Tab 6

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into by and between the Southaven Community Development District and the Markland Property Owners Association, Inc. on this ____ day of _____, 2021.

RECITALS

A. The Southaven Community Development District (“District”) is a unit of special-purpose government established pursuant to the Chapter 190, Florida Statutes, and is authorized to own and maintain infrastructure improvements including recreation facilities, roadway systems, a storm water system, water and sewer systems, and landscaping.

B. Consistent with this authority, the District owns and maintains the roadway system within its boundaries.

C. Adjacent to the roadway system and included in the lands owned by the District are sidewalks (“Sidewalks”) which lie in the area known as a Limited Common Area as defined in the Declaration of Covenants and Restrictions for Markland, as recorded in Book 4101 Page 755 of the Public Records of St. Johns County (Phase 1) and _____ (Phase 2) (together, “Declarations”).

D. Pursuant to Section 8.16 of the Declarations, an Owner of Lots (as defined in the Declarations) must (i) maintain the Limited Common Areas in a neat and attractive condition, and (ii) maintain landscaping in the Limited Common Areas in a neat, attractive and orderly manner, including maintenance of grass, plants, plant beds, trees, turf, proper irrigation and lake edge maintenance, all in a manner with such frequency as is consistent with good property management.

E. The Markland Property Owners Association, Inc. (“Association”) is established by the Declarations and is authorized by the Declarations to enforce such maintenance obligations of an Owner in various ways.

F. Because both the District and the Association benefit from a safe and attractive community, the District and the Association seek to clarify the respective operation and maintenance responsibilities of the District and the Association and the Owner as it relates to the sidewalks with this Memorandum of Understanding.

NOW, THEREFORE, in consideration of the recitals, agreements, and mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Parties as follows:

1. RECITALS. The recitals so stated are true and correct and by this reference are incorporated into and form a material part of this Agreement.

2. DISTRICT OBLIGATIONS. As the owner of the Sidewalks, the District will maintain the Sidewalks in the manner required by Florida law, which may include the following:

A. Institute a regular Sidewalk inspection program;

- B. Repair structural defects which may create a trip hazard;
- C. Repair improperly sloped or unevenly settled pavement; and
- D. Correct or distinguish raised surface impediments (e.g. sewer drains, junction boxes, etc.) to the extent the District has ownership and control over such impediments.

2. OWNER OBLIGATIONS. The Association agrees that an Owner must comply with the maintenance obligations set forth in the Declarations. This includes the obligation to (i) maintain the Limited Common Areas in a neat and attractive condition and (ii) maintain landscaping in the Limited Common Areas in a neat, attractive and orderly manner, including maintenance of grass, plants, plant beds, trees, turf, proper irrigation and lake edge maintenance, all in a manner with such frequency as is consistent with good property management. Additionally, an Owner should report any known structural defect or trip hazard to the District Manager.

3. ASSOCIATION OBLIGATIONS. The Association agrees to enforce the maintenance obligations imposed on the Owner by the Declarations. Specifically, the Association will:

- A. Monitor the condition of the sidewalks on a regular basis;
- B. Promptly notify any Owner if the Sidewalk in the Limited Common Area adjacent to his or her Lot is not being maintained. Examples of insufficient maintenance would include but are not limited to:
 - i. the failure to regularly scrub, pressure wash, clean, treat, or otherwise maintain Sidewalks in a condition that is free of algae, mold, mildew, or other similar conditions;
 - ii. the misalignment of irrigation towards the Sidewalk in a manner which leads to algae, mold, mildew or other similar conditions on the Sidewalk; and
 - iii. the failure to trim or maintain landscaping or turf in such a way that interferes with usage of the Sidewalk;
- C. In instances where the Owner does not maintain the Sidewalk pursuant to the Declaration, the Association will provide maintenance to the Limited Common Area and assess the cost of such maintenance against the Lot; and
- D. If, during the course of its monitoring and inspections, the Association identifies significant defects or trip hazards ("Hazardous Conditions") in the Sidewalk, the Association agrees to promptly notify the District of such conditions.

4. DAMAGE CAUSED BY OTHERS. This memorandum of understanding shall not relieve any Owner, or member of the general public, from the obligation to repair any damage to the Sidewalk that was caused by such Owner or member of the public. Should such damage occur and the District, in its sole discretion, decide to repair the damage the District shall have the right to seek recovery for the costs of such repair from the person or entity that caused such damage.

5. NOTICE TO DISTRICT. Notice to the District of a Hazardous Conditions may delivered by emailing manorhouse1@markland.com or calling (904) 217-8732.

6. SOVEREIGN IMMUNITY. Should some injury or damage to personal property occur as a result of use of the Sidewalk, this Memorandum shall not be interpreted as limiting the District's right to rely on the sovereign immunity limitations set forth in section 768.28, Florida Statutes.

IN WITNESS WHEREOF, the parties have signed this agreement on the day and year first written above.

**MARKAND PROPERTY
OWNERS ASSOCIATION, INC.**

**SOUTHAVEN COMMUNITY
DEVELOPMENT DISTRICT**

By : _____
Its: _____

By : _____
Its: _____

District Engineer

Landscape and Maintenance

Tab 7



Southaven CDD: Monthly Landscape Report – February 2021

Irrigation Maintenance: The monthly inspection was completed at the beginning of the month and all necessary repairs have been made. The system is set to run 1 to 2 days a week due to the overall moisture level of the property. We will continue to monitor and will make any adjustments as needed. All rain sensors are functional and are on a 48 hour hold after a significant rain event. The next monthly inspection will be the first week of the upcoming month.

Fungus/Pest/Fertilizer applications: All of the Jasmine beds were treated in January with an over the top herbicide for weed control. All of the turf was also treated in January with a herbicide for weed control and a fungicide to prevent any diseases. Our next turf treatment is scheduled for March.

Maintenance: We are currently in the middle of our winter season and are only mowing the property as needed. During our visits we are focusing on detail including bed weeds, trimming shrubs, and keeping everything blown off and leaf litter to a minimum. In February, we will begin structurally pruning the Grape Myrtles.

Annuals: The annuals were replaced on December 4th and will be changed again in March.

Mulch: Mulch installation was completed in December.

Street Sweeping: Street sweeping was completed on January 30th in all areas currently under construction.

Pending Proposals:

- IGP Sod Replacement

Completed Proposals:

- Ornamental Grass Trimming



Garrett Cannady
Account Manager

www.austinoutdoor.net

EAST CENTRAL FLORIDA
3235 North State Street
Bunnell, FL 32110
386.437.6211

NORTHEAST FLORIDA
6926 S Phillips Parkway Drive
Jacksonville, FL 32256
904.819.1895

CENTRAL FLORIDA
8011 Osceola Polk Line Rd
Davenport, FL 33896
407.396.0529

SOUTHEAST FLORIDA
2665 SW Domina Road
Port St. Lucie, FL 34953
772.344.2300

Mailing Address
PO Box 849
Bunnell, FL 32110
386.437.5143 Fax

Construction Administrator

Amenity Manager and Field Maintenance

Tab 8



Amenity Manager Report
Southaven CDD Meeting
February 10th, 2021

Date of Report: February 10th, 2021

Submitted by: Lisa Licata

○ ***Upcoming Events***

- **Fire Pit Friday:** Friday, February 26th 5:30-8:30PM
- **Fire Pit Friday:** Friday, March 26th 5:30-8:30pm
- **Easter Event:** Saturday, April 3rd 10am-12pm

○ ***Concluded Event***

- Envera soft open February 1st

○ ***Amenity Center***

- I have 270 families registered at the Manor House of which 267 are living in Markland
- 4 game cams and sim cards for dog park, tennis courts, firepit and bridge- \$250
- Status of indoor rentals/events?
- Continual cleaning of Manor House and Gym
- Chaise lounge proposal
- PM proposals



Tab 9



Markland Field Op's Report

Date of report: **02/10/21**

Submitted by: **Matt Krabill**

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

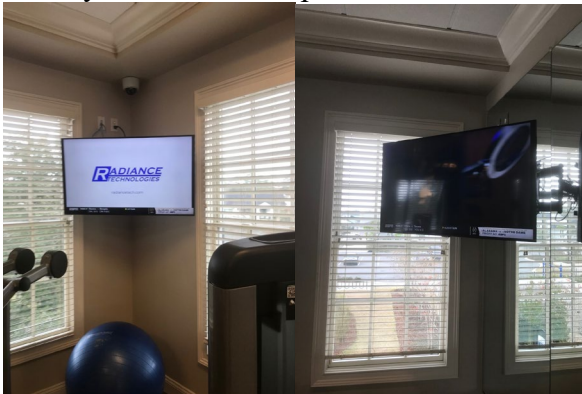
- Continue to repaint stop lines in phase 1.
- Yellowstone mulched the common areas.
- The park lights were fixed (Fremont- Bronson)
- Bleached sidewalk areas and grinding sidewalk.
- Repair the wires on the bridge
- Received quotes for the lights around Manor House and entrance.
- Normal day to day operations cleaning, trash pickup, pool maintenance.

Project and actions items:

- Dismantled a bridge on Frances Rd



- The Gym TV's were replaced.



New

New

- Repaired the broken pavers on the fire pit.



Before

After

Before

After

- Grinded down a raised sidewalk.



Before

After

- Placed 4x4's off Upham Ln in the common area to stop people from driving on.



- Acid washed the spot by the dumpster



Before

After

- One of the golf cart signs was hit. It has been removed and the sign is getting replaced.



Before

After

- The bridge sign closest to the Manor House was ripped off and thrown in the lake. I retrieved the sign and bent it back and put it back.



Before

After

- Pressure washed the areas behind the Manor House by the tennis courts and firepit.
- The firepit fire extinguisher was tampered with, the same day it was checked by First Coast Fire & Safety Equipment.



The gauge is in the red



The zip tie that has to be broken to use.

Tab 10

Lake Management Report

Job: Markland (Southhaven CDD)

Date: 1-14-21

Technician: S Johnson

Equipment: Skiff

Weather: Clear

Lake ID:

1. Shoreline Grasses



2. Shoreline grasses



Lake Management Report

Job: Markland (Southhaven CDD)

Date: 1-14-21

Technician: S Johnson

Equipment: Skiff

Weather: Clear

Lake ID:

1. algae



District Manager

BUSINESS ITEMS

Tab 11

Smith Electrical Inc.
PO Box 9023
St Augustine, FL 32085

Estimate

Estimate #	Date
Lights	9/30/2020

Name / Address
Markland- Southaven CDD 2001 International Golf Parkway St Augustine, FL 32095 lerasmus@vestapropertyservices.com

Item	Description	Qty	Rate	Total
Quote	Remove the existing (3) low voltage landscape lights and replace with (3) new LED landscape light fixtures. -----	1	1,984.69	1,984.69
Quote	-- Remove the existing lamps from the pole lights and replace with (4) new LED lamps.	1	649.77	649.77
All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any variation or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owners to carry fire, tornado and other necessary insurance.		Total \$2,634.46		

Signature _____

Phone #	Fax #	E-mail	Web Site
9048290899	904-829-0259	SMITHELECTRIC08@YAHOO.COM	staugustineelectric.com



Bid Proposal

MATT KRABILL

Thibault's Electrical Service, Inc

427 State Road 207
Suite 107
St Augustine, FL 32085
Phone: 904-829-6886
Website: THIBAULTSELECTRIC.COM

Thibault's Electrical Service, Inc
427 State Road 207
Suite 107
St Augustine, FL 32085

Attention: ANTHONY EDGELL

Re: Proposal for MATT KRABILL

We are pleased to quote the Electrical Installation on the above referenced project:

- REPAIR (6) POLE LIGHTS ON PROPERTY
- PROVIDE AND INSTALL (5) IN GROUND FLOOD LIGHTS

Qualifications:

1. All wiring to meet the requirements of the 2014 National Electrical Code.

Exclusions:

Pricing:

For the Sum of \$ 2,516.78

Breakouts:

Name	Add \$	Deduct \$
------	--------	-----------

Alternates:

Name	Amount
	0.00

We would like to thank you for the opportunity to quote this project. If you have any questions, please call us.

Sincerely,

ANTHONY EDGELL
Thibault's Electrical Service, Inc

15 January 2021
Job ID: JOB-1879
61 CLAISSA LANE
QUOTED TO MATT KRABILL
mkrabill@vestapropertyservices.com
ST AUGUSTINE, FL 32095

Tab 12



CSS 5100 N. River Road Schiller Park IL 60176 (800)351-3737

For Office Use Only

Customer #:

Contract #:

Conv. Code

Agreement between Life Fitness - Customer Support Services ("CSS") and:

Customer Name: Markland Amenity Center

Equipment

same

61 Clarissa Lane

Location:

City, State:

Bill to Address: Saint Augustine, FL 32095

Contact

Lisa Licata

Name:

City, State:

Phone:

email:

email:

Start Date	Customer Payment Terms	Billing Option	Finance Percentage
Upon Approval		Annual	0%

Model	Serial Number	Coverage Code	P.M.'s per year	Standard Price
Treadmill	TBD	PM2	2	\$125.00
Treadmill	TBD	PM2	2	\$125.00
Elliptical	TBD	PM2	2	\$125.00
Elliptical	TBD	PM2	2	\$125.00
Elliptical	TBD	PM2	2	\$125.00
Bike	TBD	PM2	2	\$125.00
Bike	TBD	PM2	2	\$125.00
Stairmill	TBD	PM2	2	\$125.00
Subtotal				\$1,000.00
Multi-unit Discount				15%
Finance Charges				0%
Tax				\$0.00
*Contract Subtotal:				\$850.00

Coverage Type	Code	PM's	Intervening Calls	Parts?
PM	PM2	2	no	no

By its signature below, the Customer confirms that it has read, understands and agrees to all of the Terms and Conditions.

Authorized Customer Signature:

Authorized CSS Signature:

Title:

Date:

Credit Approval:

Manager Approval:

***All above pricing does not reflect the total amount with applicable taxes**

Southeast Fitness Repair

14476 Duval Place West Suite 208

Jacksonville, Florida 32218

Office: 904.683.1439 Fax:904.683.1624

SoutheastFitness REPAIR

Equipment Repair & Maintenance

Preventative Maintenance

QUOTE: 1/25/21

TAX EXEMPT

Facility Name: MARKLAND - SOUTHAVEN CDD	ON-SITE POC: LISA
Phone#: 904-315-5171	Email: llicata@vestapropertyservices.com
State: FL	
Facility Address: 61 CLARISA LANE	City: ST. AUGUSTINE
Zip: 32095	

- ◆ A flat rate fee of \$65.00 will apply to all PM visits (Travel Cost \$65.00).
- ◆ Upon completion of the PM if any parts for equipment repairs are necessary we will provide you with an estimate, all parts are additional, will require onsite-staff approval and will be invoiced separately.

Equipment Description	Flat Rate Per Machine	Machine Quantity	NOTES	TOTAL (Flat Rate X Quantity)
Treadmill	\$30.00	2		\$60.00
Elliptical/Crosstrainer/Arc/AMT	\$30.00	2		\$60.00
Spin Bicycle/Rowing Machine	\$20.00	1		\$20.00
Recumbent/Upright Bicycle	\$20.00	2		\$40.00
Stepper/Stepmill/Jacobs Ladder/Wave	\$30.00	2		\$60.00
UBE/RB Stepper/Seated Ell/NuStep	\$30.00			\$0.00
Multi-Station Strength Machine	\$15.00			\$0.00
Single-Station Strength Machine	\$5.00			\$0.00
Smith Machine	\$5.00			\$0.00
Subtotal				\$240.00
Flat Rate Fee				\$65.00
Tax			EXEMPT	\$0.00
Preventative Maintenance is Agreed Upon At This Final Rate	_9_ Machines Total	FINAL PM RATE:		\$305.00

Please Circle Your Preferred PM Frequency *Manufacturers Recommend QUARTERLY*

SEMI-ANNUAL

Which month in 2021 would you like to begin the PM Service? _____

Agreement Date: _____

Authorized Facility Staff Signature: _____

This agreement may be cancelled with one advance scheduled service notice.

We carry standard General Liability, Workers Compensation and Auto Insurance, we can provide a Certificate of Additional Insured for you by request. Any additional insurance requirements may be subject to cost.

Please email approval to rosemary@southeastfitnessrepair.com.

Tab 13

**APC Powder Coating**

8805 Arlington Expressway
FL 32211

Phone # 904-724-2422

info4apc@gmail.com

Estimate

Date	Estimate #
7/7/2020	12

Name / Address

Markland Amenity Center
61 Clarissa Lane
St. Augustine, FL 32095
904-217-8732
Lisa Licata

Project

Description	Qty	Rate	Total
Resling Seats Only Matching Fabric	10	175.00	1,750.00
Pick Up & Delivery		150.00	150.00
		Total	\$1,900.00

Tab 14



Estimate

DATE: November 9, 2020

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


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 275 linear feet of curbing at and across from 1572 Summerdown	\$ 58.00
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	2,800.00
SALES TAX	

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

TOTAL	\$ 2,800.00

	A	B	C	D	E	I	J	K	L					
1						Kyle M. Todd								
2						29 Matanzas Circle								
3						St. Augustine, FL 32080								
4											(904)669-9772			
5											kyletodd10@yahoo.com			
6														
7														
8														
9	Estimate/ Contract/ Invoice					Date 02/01/21								
10														
11														
12	Client :		Matt Krabill			Job location		61 Clarissa Lane						
13														
14														
15														
16	Contact :					Job Phone:		1(904)720-5982						
17														
18														
19						Job Email :		mkrabill@vestapropertyservices.com						
20														
21														
22														
23	Job Description:													
24	House	Apartment	Condo	Shopping Center	Sidewalks	Curbs	Parking lot	Driveway						
25	Patio	Fence	Stucco	Sheldash	Soffit	Gutters	Boardwalk	Dock	Playground					
26	Commercial Building	Brick	Tent	Pool deck	Gas Station canopy	Windows	Boat Tents	Stairs						
27	Railings	Dumpster	graffiti clean up	Roof	vinyl siding	pool enclosure	Garage	<u>Front Entrance Wall</u>						
28	<u>Common areas</u>													
29														
30														
31														
32														
33	We will provide all of the proper equipment to complete the cleaning. This proposal is for the front entrance wall that runs													
34	parallel with International Golf Parkway and the common areas inside the neighborhood.													
35														
36														
37	Information													
38	Additional Information Pertaining to this Contract/Estimate will beat any written estimate by 10%					Gauranteed Estimate: \$ 6800								
39														
40														
41	*Terms of Payment: 1/2 Down paid in full upon completion *Estimate Valid for 30 days * Any "Add On" requested while on Job Site will be invoiced accordingly					Job Cost: _____ Tax : _____ Total: \$ 6800								
42														
43														
44														
45	<p>I am herby aware of any structural damage or defects as noted above and take responsibility for these and any damages caused resulting from said defects.</p> <p>Work Authorization / Acceptance</p> <p>of Estimate : Signature: _____ Date: _____</p> <p>IMPORTANT..PLEASE READ Client is responsible for keeping the area clear of all obstructions, including area of equipment</p> <p>Pure Pressure Washing is not responsible for damage to items / articles left within the work area. Client to provide access to water supply an sanitary (if available at job site)</p>													
46														
47														
48														
49														
50														
51	<p>Work Completion by : _____ Kyle Todd _____</p> <p>Date: _____ 02/01/21 _____</p>					<p>With my signature, I acknowledgement the satisfactory completion of the work described above.</p> <p>Signature : _____</p> <p>Date: _____ 02/01/21 _____</p>								
52														
53														
54														
55														
56														
57														
58														

ESTIMATE

Matt Krabill South haven CDD

St. Augustine, FL 32095

(904) 720-5982



Suitable Soft Wash

1821 Reid Street
Palatka, FL 32177

Phone: (386) 222-4174

Email: suitablesoftwash@gmail.com

Web: suitablesoftwash.com

Estimate # 001774

Date 01/26/2021

Business / Tax # 84-2960473

Description

Total

Sidewalk cleaning	\$1,985.70
-------------------	------------

Surface clean sidewalk concrete to increase curb appeal and house appeal by removing stains on all concrete.

Post treat to brighten and give longer lasting clean.

Approximately 22,000 sqft of concrete. Will do all highlighted areas on map.

Subtotal	\$1,985.70
-----------------	-------------------

Total	\$1,985.70
--------------	-------------------

Notes:

We have all 5 star reviews on Google, Facebook, Next Door, and Home Advisor. We pay close attention to detail taking great dignity in our work. We are also a fully family owned and operated business.



Suitable Soft Wash (hereby referred to as "we") will provide all labor, equipment, and materials to perform the proposed service or services. Customer (hereby referred to as "you") will provide access to water and if needed, electricity. It is your responsibility to provide access to the premises needed to perform the services. We propose to perform the services listed above at the stated price. We are not responsible for water intrusion due to windows left open, faulty seals , bad caulking/seals, or previously damaged/deteriorated materials. Cleaning of siding can cause the weather faded aspects to stand out. We are not responsible for those conditions. A \$30 service fee will be applied to all returned checks. Payment is due at time of service unless otherwise noted.

Matt Krabill South haven CDD

Tab 15



Proposal #107739

Date: 01/28/2021

From: Garrett Cannady

Proposal For

Southaven CDD

c/o Rizzetta & Company, Inc.
2806 N. Fifth St
Suite 403
St. Augustine, FL 32084

main: 904-436-6270
mobile:
sloadholtz@rizzetta.com

Location

International Golf Pkwy

Property Name: Southaven CDD

IGP Sod Replacement

Terms: Net 30

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Empire Zoysia Sod	1.00	\$550.00	\$550.00
Fill Dirt (Per Yard)	1.00	\$60.00	\$60.00
General Labor	10.00	\$55.00	\$550.00

Client Notes

To repair the ruts on the exit side of the entrance and replace with new Zoysia sod.

Signature

x

SUBTOTAL \$1,160.00

SALES TAX \$0.00

TOTAL \$1,160.00

Signature above authorizes Yellowstone Landscape to perform work as described above and verifies that the prices and specifications are hereby accepted. All overdue balances will be charge a 1.5% a month, 18% annual percentage rate.

Limited Warranty: All plant material is under a limited warranty for one year. Transplanted plant material and/or plant material that dies due to conditions out of Yellowstone Landscape's control (i.e. Acts of God, vandalism, inadequate irrigation due to water restrictions, etc.) shall not be included in the warranty.

Contact

Print Name: _____

Title: _____

Date: _____

Assigned To

Garrett Cannady

Office:
ccannady@yellowstonelandscape.com

Discussion Regarding Amenity Dumpster Location

Public Hearing on Rules of Development

Tab 16

RESOLUTION 2021-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT ADOPTING AMENITY RATES AND SUSPENSION AND TERMINATION OF PRIVILEGES RULE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Southaven Community Development District (“District”) is a local unit of special purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated in St. Johns County, Florida; and

WHEREAS, Chapters 120 and 190, *Florida Statutes*, authorize the District to adopt rules, rates, charges and fees to govern the administration of the District and defray costs of operation and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, the Board of Supervisors (“Board”) finds that it is in the best interests of the District to adopt by resolution certain amenity rates (“Amenity Rates”) and suspension and termination of privileges rule (“Suspension and Termination Rule”), attached hereto as **Exhibit A** for immediate use and application; and

WHEREAS, the Board finds that the imposition of fees for utilization of the amenity facilities and related services is necessary in order to provide for the expenses associated with the operation and maintenance of the recreation facilities and is in the best interests of the District; and

WHEREAS, the Board finds that the fee structure outlined in **Exhibit A** is just and equitable having been based upon (i) the amount of service furnished; and, (ii) other factors affecting the use of the facilities furnished; and

WHEREAS, the Board has complied with applicable Florida law concerning rule development and adoption.

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

SECTION 1. The attached Amenity Rates and Suspension and Termination Rule, attached hereto as **Exhibit A**, are hereby adopted pursuant to this resolution as necessary for the conduct of District business. These Amenity Rates and Suspension and Termination Rule shall stay in full force and effect until such time as they are otherwise amended by the Board.

SECTION 2. The fees in **Exhibit A** are just and equitable and have been based upon (i) the amount of service furnished; and (ii) other factors affecting the use of the facilities furnished.

SECTION 3. Fees for use of the District's recreation facilities and services are adopted in accordance with **Exhibit A** for the purpose of providing revenues to maintain the operation and maintenance of the facilities, and are hereby ratified, approved and confirmed.

SECTION 4. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 5. This resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this **10th** day of **February, 2021**.

ATTEST:

**SOUTHAVEN COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairman/Vice Chairman

Exhibit A: Amenity Rates and Suspension and Termination Rule

Exhibit A:
Amenity Rates and Suspension and Termination Rule

AMENITY RATES

Firepit Area	Rental Fee: \$100.00	Deposit: \$500.00
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SUSPENSION AND TERMINATION OF PRIVILEGES

A. Suspension and/or Termination of Privileges Relating to District Policies and Fees for All Amenity Facilities:

A Patron's privileges at any or all Amenity Facilities may be subject to various lengths of suspension or termination by the Amenity Manager, District Manager, or Board of Supervisors, in accordance with procedures identified below, and a Patron may also be required to pay restitution for any property damage, if a he or she:

1. Fails to abide by the District Policies and Fees for All Amenity Facilities established and approved by the Board of Supervisors.
2. Submits false information on facility applications.
3. Permits unauthorized use of an Access Card.
4. Exhibits unsatisfactory behavior, deportment or appearance.
5. Treats the personnel or employees of the District in an unreasonable or abusive manner.
6. Engages in conduct that is improper or likely to endanger the welfare, safety or reputation of the District.
7. Damages or destroys District property.

B. District Suspension and Termination Process:

In response to any violation of the rules, regulations, policies and procedures specified herein, including, but not limited to, those set forth in preceding paragraphs, the District shall follow the general process outlined below with regard to suspension or termination of a Patron's privileges:

1. First Offense -Written warning by staff of continued policy violations signed by the Patron/Guest and kept on file at the District Manager's Office.
2. Second Offense – Automatic suspension of all Amenity Facilities privileges for one (1) week; a written report will be created, signed by the Patron and kept on file at the District Manager's Office.
3. Third Offense – Automatic suspension from all Amenity Facilities for an appropriate duration in reasonable proportion to the severity of misconduct as determined by the Amenity Manager or District Manager, or until the suspension is considered by the Board of Supervisors at their next regularly scheduled meeting, whichever occurs first.

If the suspension is to be considered at the Board meeting, a complete record of all relevant documentation of misconduct at issue and previous documented offenses within the previous twelve (12) months will be presented to the Board for recommendation of suspension or possible termination of the Patron's privileges. The Board will determine the length of suspension or termination of Patron's privileges.

In the event of a violation by a Patron's family member or Guest, the Board may determine that the offense is so egregious or recurs with such frequency that the Patron as well as the Patron's family member or guest may be subject to suspension or termination of privileges.

C. Immediate Suspension Relating to the Health, Safety, and Welfare of the Patrons and Damage to Amenity Facilities:

Notwithstanding anything contained herein, the District Manager and/or Amenity Manager may, at any time, restrict or suspend any Patron's privileges to use any or all of the Amenity Facilities when such action is necessary to protect the health, safety and welfare of other Patrons, or to protect the Amenity Facilities from damage. Such infraction, restriction, or suspension shall be imposed, in the discretion of the Amenity Manager or District Manager, for an appropriate duration in reasonable proportion to the severity of misconduct, or until the date of the next Board of Supervisors meeting, whichever occurs first. Such infraction, restriction, or suspension shall be documented by the District Manager and/or Amenity Manager imposing the same. The Board of Supervisors shall be notified to review this action at the next Board of Supervisors meeting, regardless of whether any action is required by the Board of Supervisors.

Patrons whose privileges have been suspended or terminated may request the determination reviewed by the District's Board of Supervisors pursuant to Section 3.0 of the District's Rules of Procedure. Any request for a hearing by the District's Board of Supervisors shall act to hold any such suspension being appealed in abeyance.

AUDIENCE COMMENTS AND SUPERVISOR REQUESTS

ADJOURNMENT