



Rizzetta & Company

Southaven Community Development District

**Board of Supervisors' Meeting
December 3, 2025**

**District Office:
St Augustine, Florida
(904) 436-6270**

www.southavencdd.org

SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT

Markland Amenity Center, 61 Clarissa Lane St. Augustine, FL 32095

www.southavencdd.org

Board of Supervisors	Richard Fetter	Chairman
	Bob Monk	Vice Chairman
	Donna Reed	Assistant Secretary
	Jorge Iturralde	Assistant Secretary
	Michael Langer	Assistant Secretary
District Manager	Melissa Dobbins	Rizzetta & Company, Inc.
District Counsel	Jonathan Johnson	Kutak Rock, LLP
	Katie Buchanan	Kutak Rock, LLP
District Engineer	Mike Yuro	Yuro and Associates

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

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

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

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

SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT

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

November 25, 2025

Board of Supervisors
Southaven Community
Development District

FINAL AGENDA

Dear Board Members:

The **regular** meeting of the Board of Supervisors of the Southaven Community Development District will be held on **December 3, 2025, at 10:00 a.m.**, at the Markland Amenity Center located at 61 Clarissa Lane St. Augustine, FL 32095.

1. **CALL TO ORDER/ROLL CALL**
2. **PLEDGE OF ALLEGINCE**
3. **AUDIENCE COMMENTS ON AGENDA ITEMS**
4. **BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors' Meeting Held on October 1, 2025..... Tab 1
 - B. Ratification of Operations and Maintenance Expenditures for September and October 2025 Tab 2
5. **STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. Landscape and Maintenance Report..... Tab 3
 1. Consideration of Ornament Grass Proposal
 2. Consideration of Perennial Proposal
 - D. General Manager Report..... Tab 4
 1. Amenity & Field Update
 2. Lake Management Report
 - E. District Manager Tab 5
 1. Update on District FY 25 Goals & Objectives
6. **BUSINESS ITEMS**
 - A. Update on Entrance Gate Virtual Access Control System
 - B. Consideration of Southeast Fitness Repair PM Renewal Proposal Tab 6
 - C. Update on Poolsure Pool Chemical Renewal
 - D. Consideration of Sunbelt Entry/Exit Gate Adjustment Proposal Tab 7
7. **AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**
8. **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 (407) 472-2471.

Very Truly Yours,
Melissa Dobbins
District Manager

Tab 1

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 **October 1, 2025, at 10:00 a.m.** held at the Markland Amenity Center located at 61 Clarissa Lane, St. Augustine, Florida 32095.

Present and constituting a quorum:

Bob Monk	Board Supervisor, Vice Chairman
Michael Langer	Board Supervisor, Assistant Secretary
Donna Reed	Board Supervisor, Assistant Secretary

Also present were:

Melissa Dobbins	District Manager, Rizzetta & Company, Inc.
Lesley Gallagher	District Manager, Rizzetta & Company, Inc.
Katie Buchanan	District Counsel, Kutak Rock LLP (via speaker)
Mike Yuro	District Engineer, Yuro & Associates
Lisa Licata	General Manager, Vesta Property Services
Allen Flannery	Landscape Account Manager, The Greenery

Audience in attendance.

FIRST ORDER OF BUSINESS**CALL TO ORDER**

Mr. Monk called the meeting to order at 10:00 am.

SECOND ORDER OF BUSINESS**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

THIRD ORDER OF BUSINESS**AUDIENCE COMMENTS ON AGENDA
ITEMS**

There were no audience comments on agenda items.

FOURTH ORDER OF BUSINESS**CONSIDERATION OF THE MINUTES
OF THE BOARD OF SUPERVISORS'
MEETING HELD AUGUST 6, 2025**

On a motion by Ms. Reed, seconded by Mr. Langer, with all in favor, the Board approved the minutes of the Board of Supervisors' Regular Meeting held August 6, 2025, for the Southaven Community Development District.

FIFTH ORDER OF BUSINESS**RATIFICATION OF THE OPERATION
AND MAINTENANCE EXPENDITURES
FOR JULY AND AUGUST 2025**

On a motion by Mr. Monk, seconded by Mr. Langer, with all in favor, the Board ratified the operation and maintenance expenditures for July 2025 in the amount of \$56,746.36 and August 2025 in the amount of \$56,457.15, for the Southaven Community Development District.

SIXTH ORDER OF BUSINESS**STAFF REPORTS****A. District Counsel****1.) Consideration of Resolution 2025-10; Project Completion**

Ms. Buchanan reviewed the process required by statute and the trust indenture to declare the project complete noting that the capital improvement plan from 2015 was partially funded by bond proceeds and the remainder of the cost of the project was funded by the developer. Discussion ensued regarding the unit/lot count. The Board requested that this item be brought back to a future meeting for consideration in full form.

2.) Final review of Variance Policy and Application.

Ms. Buchanan reviewed that she had worked with Supervisor Iturralde on the proposed variance policy and application. She noted that she strongly recommends that the CDD requires a variance agreement and at this time believes that the next step would be for the HOA to review for any changes that may make it more user friendly. The board authorized District Counsel to continue to work with Supervisor Iturralde on this matter and only if the HOA requires substantial changes should this come back to the board.

B. District Engineer

Mr. Yuro had no specific report and noted that he will work with District Counsel and the District Manager regarding project completion. Mr. Monk inquired about the drainage concerns in front of the amenity center and if Mr. Yuro felt that the board could move forward with landscape improvements. Mr. Yuro confirmed that the board may proceed.

Mr. Yuro left the meeting.

C. Landscape and Maintenance Report

1.) Consideration of Perennial Proposal

This item was tabled for further discussion at the December meeting.

It was also requested that the landscape account manager review types of plant material and make suggestions for areas to reduce labor. It was also requested that the dog park area be reviewed for drainage solutions and the irrigation times.

2.) Consideration of Exit Side Screening Proposal

The board reviewed the two options on the exit side screening proposal. Discussion ensued regarding 15-gallon vs. 30-gallon plant material.

On a motion by Mr. Monk, seconded by Ms. Reed, with all in favor, the Board approved option #2 for the 15-gallon plants on the Greenery proposal for the exit side screening in the amount of \$2,755.55, for the Southaven Community Development District.

Mr. Flannery then updated the board that they have been making progress on the parks and noted that they are testing a treatment for Dallas grass. Mr. Monk shared that the grass looks good in the community but noted concerns about the details missing during service including edging along sidewalks, islands and mailbox areas.

D. General Manager Report

1.) Amenity and Field Updates

Ms. Licata updated the board regarding upcoming holidays that the office will be closed, including Columbus Day, Thanksgiving and the day after Thanksgiving. She also noted that she had cancelled the Costco card while working on District credit card options and that the holiday lighting will be installed on November 23rd.

Ms. Licata then reviewed a request for a chili cook off in January. Discussion ensued regarding the location and any district involvement. The board authorized holding at the facility and requiring a sign in sheet at the door with the CDD coordinating this event. The General Manager will work with the District Manager and District Counsel on the verbiage for the sign-in sheet.

2.) Review Amazon Request for Gate Device

Ms. Licata and Mr. Monk reviewed that Amazon has made a request for this device which would streamline the process of gaining access to the community noting that the vehicle would only gain access if there were a package on the vehicle for delivery with a scanned community address as a one-time entry. It was also noted that there would be no expense to the district for this cloud-based device. Discussion ensued regarding timing with the new system coming. A representative from Amazon was also on the phone and available to answer any questions.

It was also noted that there is a management portal that would allow staff to review access that has been provided.

On a motion by Mr. Monk, seconded by Ms. Reed, with all in favor, the Board approved the Amazon solution device at no cost to the CDD, for the Southaven Community Development District.

Ms. Licata then updated the board that she had been working with the County on a traffic study to try to have a light installed. She received an update from the County that an exclusive slip lane west bound without a light was being worked on for concept design in spring of 2026 and funded in 2027. It was noted that this should be further discussed when the District Engineer. It was also noted that Mr. Monk would work with Ms. Licata on an E-blast to inform the community of this update and to provide information for the designated County Commissioner.

E. District Manager

Ms. Dobbins provided a recap of the August financials noting that the District was trending under budget as of the end of August for the fiscal year. She then reviewed that the district would need to begin the audit RFP process to have an auditor in place for the end of fiscal year 2025-26.

On a motion by Mr. Monk, seconded by Mr. Langer, with all in favor, the Board appointed themselves as the audit committee and set the first audit committee meeting as December 3, 2025, prior to the onset of the regular meeting, for the Southaven Community Development District.

1.) Acceptance of District Management Services Addendum

2.) Acceptance of Professional Technology Services Addendum

On a motion by Mr. Monk, seconded by Ms. Reed, with all in favor, the Board accepted the Rizzetta and Company District Management Services Addendum and the Rizzetta and Company Professional Technology Services Addendum, for the Southaven Community Development District.

SEVENTH ORDER OF BUSINESS

RATIFICATION OF FISCAL YEAR 2026 INSURANCE POLICY

On a motion by Mr. Monk, seconded by Mr. Langer, with all in favor, the Board ratified the approval of the fiscal year 2026 insurance policy, for the Southaven Community Development District.

EIGHTH ORDER OF BUSINESS

**CONSIDERATION OF SIDEWALK
GRINDING PROPOSALS**

Discussion ensued regarding sidewalk maintenance responsibilities. Ms. Licata was directed to immediately address any concerns reported and then review additional proposals for the entire community for budget purposes next fiscal year. It was also requested that Ms. Licata spray any areas that have been reported with utility paint.

NINTH ORDER OF BUSINESS

**AUDIENCE COMMENTS AND
SUPERVISOR REQUESTS**

Mr. Monk discussed the new open carry law. District Counsel confirmed that firearms are not permitted at a CDD meeting which is open to the public and anyone may attend.

TENTH ORDER OF BUSINESS

ADJOURNMENT

On a motion by Mr. Monk, seconded by Mr. Langer with all in favor, the Board adjourned the meeting at 11:49 a.m., for the Southaven Community Development District.

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Secretary/Assistant Secretary

Chairman/Vice Chairman

DRAFT

Tab 2

SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · ST. AUGUSTINE, FLORIDA 32084

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

WWW.SOUTHAVENCDD.ORG

Operation and Maintenance Expenditures September 2025 Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from September 1, 2025 through September 30, 2025. This does not include expenditures previously approved by the Board.

The total items being presented: **\$60,272.18**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Southaven Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2025 Through September 30, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Ace Winn LLC	300121	0400	Seafood Boil Event 09/25	\$ 550.00
Ancient City Janitorial LLC	300126	2451	Janitorial Services 09/25	\$ 859.00
AT&T	20250915-1	322343089 08/25 ACH	Internet & Phone Services 08/25	\$ 167.20
AT&T	20250902-1	323860823 08/25 ACH	Internet & Phone Services 08/25	\$ 266.60
Clear Waters, Inc.	300127	155134	Pond Maintenance 09/25	\$ 835.00
Coastal Pool Care, LLC	300120	250223	Pool Repair 08/25	\$ 1,179.32
COMCAST	20250911-1	8495 74 140 1213297 08/25 ACH	Wireless Telephone Services 08/25	\$ 371.45
Commercial Fitness Products, Inc.	300125	AC08264	Service Call 08/25	\$ 645.00
Florida Department of Revenue	20250916-1	65-8019229595-9 08/25 ACH	65-8019229595-9 Sales & Use Tax 08/25	\$ 47.11
Florida Power & Light Company	20250924-1	Monthly Summary 08/25 ACH 287	Electric Services 08/25	\$ 3,148.15
Hidden Eyes, LLC	300122	757363	Gate Monitoring 08/25	\$ 4,362.10

Southaven Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2025 Through September 30, 2025

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Kutak Rock, LLP	300128	3626395	Legal Services 06/25	\$ 2,999.00
Kutak Rock, LLP	300132	3627231	Legal Services 07/25	\$ 297.00
Rizzetta & Company, Inc.	300119	INV0000102248	District Management Fees 09/25	\$ 3,802.33
Smith Electrical, Inc.	300134	34167	Service Call 09/25	\$ 1,449.98
St Johns Utility Department	20250918-1	Monthly Summary 08/25 ACH 287	Water Services 08/25	\$ 6,007.55
Sunbelt Gated Access Systems of Florida, LLC	300124	174785	Elevator Maintenance 07/25	\$ 1,474.00
Sunbelt Gated Access Systems of Florida, LLC	300133	175056	Landscape Enhancement 09/25	\$ 468.80
The Greenery of North Florida, Inc.	300129	791507	Irrigation Repair 08/25	\$ 1,662.01
The Greenery of North Florida, Inc.	300129	792761	Landscape Maintenance 09/25	\$ 13,850.07
Valley National Bank	20250926-1	CC073125-287 ACH	Credit Card Expenses 07/25	\$ 415.37
Valley National Bank	20250926-1	CC083125-287 ACH	Credit Card Expenses 08/25	\$ 631.92

Southaven Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2025 Through September 30, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Vesta Property Services, Inc.	300130	428161	Management & Staffing Services 09/25	\$ 13,895.00
Vesta Property Services, Inc.	300130	428421	Billable Mileage 08/25	\$ 7.70
VGlobal Tech	300131	7649	ADA Website Maintenance 09/25	\$ 175.00
Waste Management Inc. of Florida	20250916-2	9752944-2224-4 ACH	Waste Disposal Services 09/25	\$ 293.02
Yuro & Associates, LLC	300123	3879	Engineering Services 08/25	<u>\$ 412.50</u>
Report Total				<u>\$ 60,272.18</u>

SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT

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

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Operation and Maintenance Expenditures

October 2025

Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from October 1, 2025 through October 31, 2025. This does not include expenditures previously approved by the Board.

The total items being presented: **\$98,846.13**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Southaven Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2025 Through October 31, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Ancient City Janitorial LLC	300142	2492	Janitorial Services 10/25	\$ 859.00
AT&T	20251014-2	322343089 09/25 ACH	Internet & Phone Services 09/25	\$ 167.20
AT&T	20251003-1	323860823 09/25 ACH	Internet & Phone Services 09/25	\$ 270.17
Clear Waters, Inc.	300148	155985	Pond Maintenance 10/25	\$ 835.00
COMCAST	20251014-1	8495 74 140 1213297 09/25 ACH	Wireless Telephone Services 09/25	\$ 371.45
Egis Insurance Advisors, LLC	300135	29594	Policy# 100125672 10/01/25 - 10/01/26	\$ 40,164.00
Florida Department of Commerce	20251029-1	93257 ACH	Special District Fee for FY25-26	\$ 175.00
Florida Department of Revenue	20251017-1	65-8019229595-9 09/25 ACH	65-8019229595-9 Sales & Use Tax 09/25	\$ 25.63
Florida Power & Light Company	20251028-1	Monthly Summary 09/25 ACH 287	Electric Services 09/25	\$ 3,142.87
Freedom Pest Control, Inc.	300138	1207313	Pest Control Services 10/25	\$ 250.00
Freedom Pest Control, Inc.	300138	1207803	Pest Control Services 10/25	\$ 900.00

Southaven Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2025 Through October 31, 2025

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Gannett Florida LocaliQ	300143	0007353366	Account# 765268 Legal Advertising 09/25	\$ 89.04
Hallco Heating & Air LLC dba John D. Hall	300144	35620289	HVAC Annual Maintenance Contract 10/25	\$ 2,500.00
Rizzetta & Company, Inc.	300137	INV0000103566	District Management Fees 10/25	\$ 4,127.09
Rizzetta & Company, Inc.	300136	INV0000103682	Assessment Roll FY25/26	\$ 5,909.00
Southeast Fitness Repair	300145	2087	Service Call 09/25	\$ 800.94
St Johns Utility Department	20251020-1	Monthly Summary 09/25 ACH 287	Water Services 09/25	\$ 3,947.67
The Greenery of North Florida, Inc.	300139	793576	Landscape Enhancement 09/25	\$ 1,820.36
The Greenery of North Florida, Inc.	300146	794102	Irrigation Repair 09/25	\$ 600.00
The Greenery of North Florida, Inc.	300149	795201	Landscape Maintenance 10/25	\$ 13,850.07
Turner Pest Control, LLC	300140	621126368	Pest Control Services 09/25	\$ 90.07
Turner Pest Control, LLC	300150	621252801	Pest Control Services 10/25	\$ 90.07

Southaven Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2025 Through October 31, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Valley National Bank	20251028-2	CC093025-287 ACH	Credit Card Expenses 09/25	\$ 997.11
Vesta Property Services, Inc.	300141	428617	Management & Staffing Services 10/25	\$ 14,451.25
Vesta Property Services, Inc.	300151	428898	Billable Mileage 09/25	\$ 17.05
VGlobal Tech	300152	7780	ADA Website Maintenance 10/25	\$ 175.00
Village Key & Alarm, Inc.	300153	357274	Fire & Burglar System Maintenance 10/01/25-09/30/26	\$ 480.00
Village Key & Alarm, Inc.	300153	357275	Fire & Burglar System Maintenance 10/01/25-09/30/26	\$ 600.00
Village Key & Alarm, Inc.	300147	418244	Fire Alarm Inspection 10/25	\$ 515.00
Village Key & Alarm, Inc.	300147	418258	Fire Alarm Inspection 10/25	\$ 342.00
Waste Management Inc. of Florida	20251021-1	9757204-2224-8 ACH	Waste Disposal Services 10/25	<u>\$ 284.09</u>
Report Total				<u>\$ 98,846.13</u>

Tab 3

Dear Southaven CDD,

As part of our ongoing commitment to providing exceptional landscape maintenance services, I am pleased to provide our latest Client Communication Report. During my recent visit to your property, I was able to assess the following areas of recent accomplishment on your property.

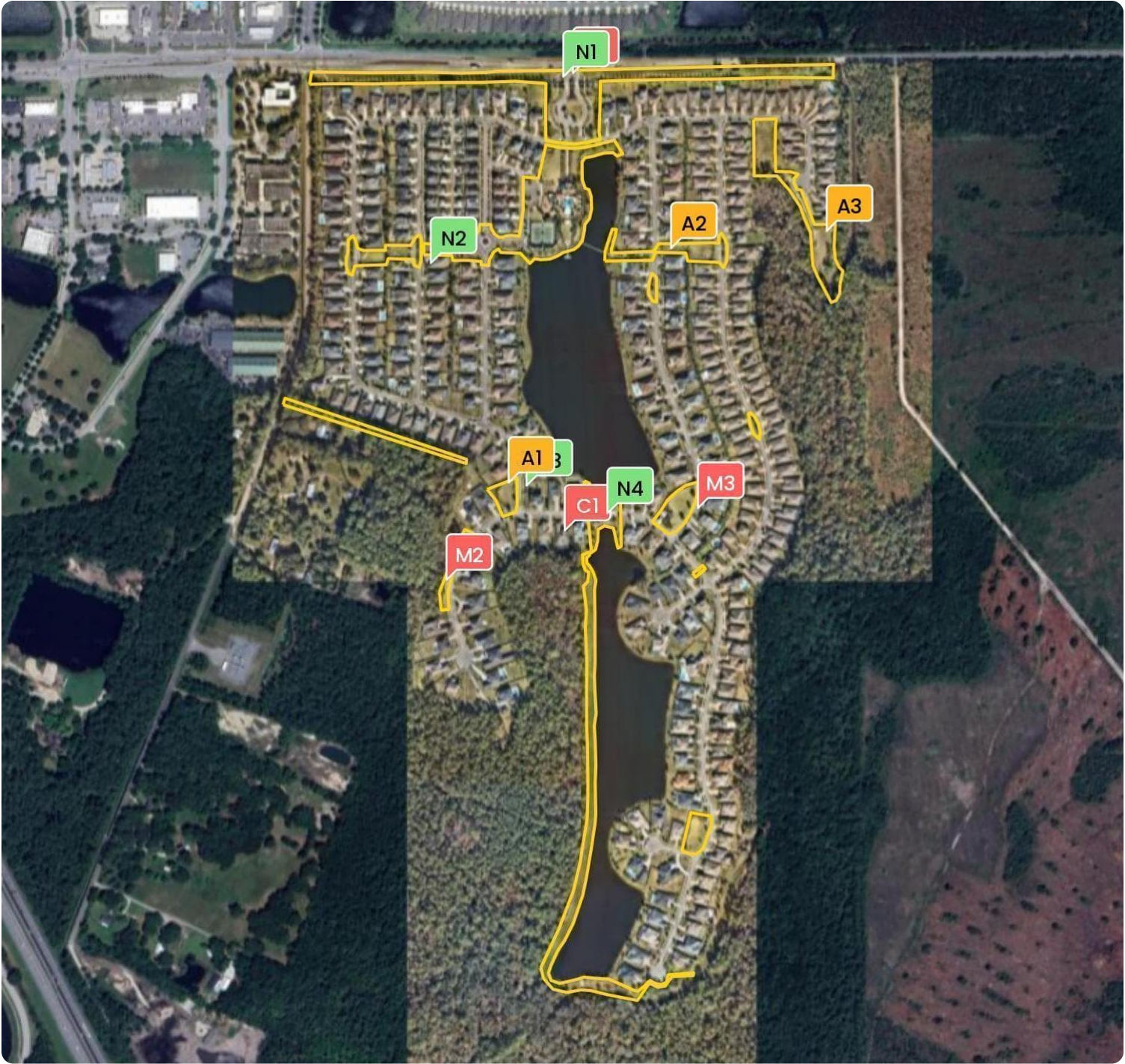
In this report, you will find a high-level overview of our recent accomplishments on your property, including the completion of specific projects and any notable highlights that showcase the beauty and health of your landscape. We also provide insights into ongoing tasks, giving you a clear picture of our continuous efforts to maintain and enhance your outdoor spaces.

Moreover, we have identified several opportunities that could further elevate the aesthetic and functional value of your property. These suggestions are carefully curated based on our expert assessment and your unique landscape needs, aiming to deliver the best possible outcomes for your environment.

As your trusted advisor, my goal is to ensure transparent and effective communication, offering you peace of mind that your landscape is in capable hands. Should you have any questions or wish to discuss any aspect of the report, please do not hesitate to reach out to me directly.

Thank you for your continued trust in our services. We look forward to working together to create and maintain a landscape that exceeds your expectations.

Warm regards,
William Allen Flannery, CRM



Client Communication Report

south

Reported On:
November 17, 2025

Report By:
William Allen Flannery

Property Size:
20.13 Acres

Property Name:
Southaven CDD (Markland), 61 Clarissa Ln, St. Augusti...

Client Communication Report

MAINTENANCE ITEMS

1. Our production team will be focusing on trimming the swale this week. We had a small delay waiting for our new waders to be delivered. We apologize for the inconvenience, but we will be back on track during service this week.
2. I am noticing a little bit of broom sedge emerging amongst the ornamental grasses in a couple of spots along this stretch. This issue will be brought to the attention of our production team to address promptly.
3. There is a damaged purple valve box lid at the park on the corner of Kirkside Avenue and Westcott Parkway. I have brought this to the attention of my team to replace this box lid. It is unclear what caused the damage, but it appears it was caused by a mower.

ACCOMPLISHMENTS

1. Our production team has been a great job keeping this Park in shape. The shrubs are tight, the beds are clean and the edge lines are crisp.
2. These two parks along Kirkside are in really good shape. I love what our production team has done. The beds are nice and clean, the shrubs are very well kept and the Turf maintenance is in good shape.
3. The dog park Landscape area is clean. The weeds that were in the beds are long gone and have been this way for sometime now. The Turf still has some green in it, but will definitely go dormant soon enough. Edge lines are nice and tight, The production team is doing a good job.

NOTES TO OWNER/CLIENT

1. There is discoloration in the Turf at the entrance. I'm not sure if this is simply due to the grass going dormant, or fungus. I have brought this issue to the attention of our plant healthcare team to inspect.
2. This park is in good shape. We had to do some herbicide treatment in the bed to combat grassy weeds. I am also noticing some turf areas are beginning to go dormant. No need to be alarmed, this is all part of the natural cycle of seasons.
3. I am noticing at this park that the Turf is going dormant as well. I suspect within the next few weeks this will be widespread.
4. In between the two Lakes on Westcott, there's a prime example of Bermuda grass going dormant. This is the more advanced spot that I have seen so far.

1. MAINTENANCE ITEM

Created On November 17, 2025 by William Allen Flannery  Created On Site

Our production team will be focusing on trimming the swale this week. We had a small delay waiting for our new waders to be delivered. We apologize for the inconvenience, but we will be back on track during service this week.



Note Attachments



2. MAINTENANCE ITEM

Created On November 17, 2025 by William Allen Flannery  Created On Site

I am noticing a little bit of broom sedge emerging amongst the ornamental grasses in a couple of spots along this stretch. This issue will be brought to the attention of our production team to address promptly.



Note Attachments



3. MAINTENANCE ITEM

Created On November 17, 2025 by William Allen Flannery  Created On Site

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Note Attachments



1. ACCOMPLISHMENTS

Created On November 17, 2025 by William Allen Flannery Created On Site

Our production team has been a great job keeping this Park in shape. The shrubs are tight, the beds are clean and the edge lines are crisp.



Note Attachments





2. ACCOMPLISHMENTS

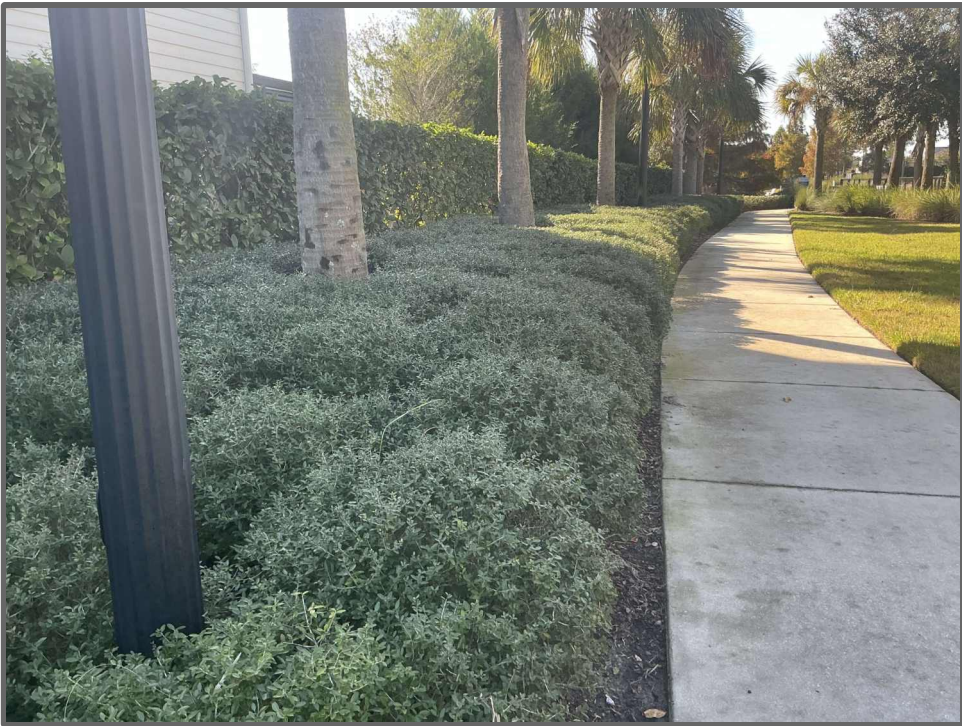
Created On November 17, 2025 by William Allen Flannery Created On Site

These two parks along Kirkside are in really good shape. I love what our production team has done. The beds are nice and clean, the shrubs are very well kept and the Turf maintenance is in good shape.



Note Attachments





3. ACCOMPLISHMENTS

Created On November 17, 2025 by William Allen Flannery  Created On Site

The dog park Landscape area is clean. The weeds that were in the beds are long gone and have been this way for sometime now. The Turf still has some green in it, but will definitely go dormant soon enough. Edge lines are nice and tight, The production team is doing a good job.



Note Attachments





1. NOTES TO OWNER/CLIENT

Created On November 17, 2025 by William Allen Flannery  Created On Site

There is discoloration in the Turf at the entrance. I’m not sure if this is simply due to the grass going dormant, or fungus. I have brought this issue to the attention of our plant healthcare team to inspect.



Note Attachments



2. NOTES TO OWNER/CLIENT

Created On November 17, 2025 by William Allen Flannery  Created On Site

This pork is in good shape. We had to do some herbicide treatment in the bed to combat grassy weeds. I am also noticing some turf areas are beginning to go dormant. No need to be alarmed, this is all part of the natural cycle of seasons.



Note Attachments





3. NOTES TO OWNER/CLIENT

Created On November 17, 2025 by William Allen Flannery  Created On Site

I am noticing at this park that the Turf is going dormant as well. I suspect within the next few weeks this will be widespread.



Note Attachments



4. NOTES TO OWNER/CLIENT

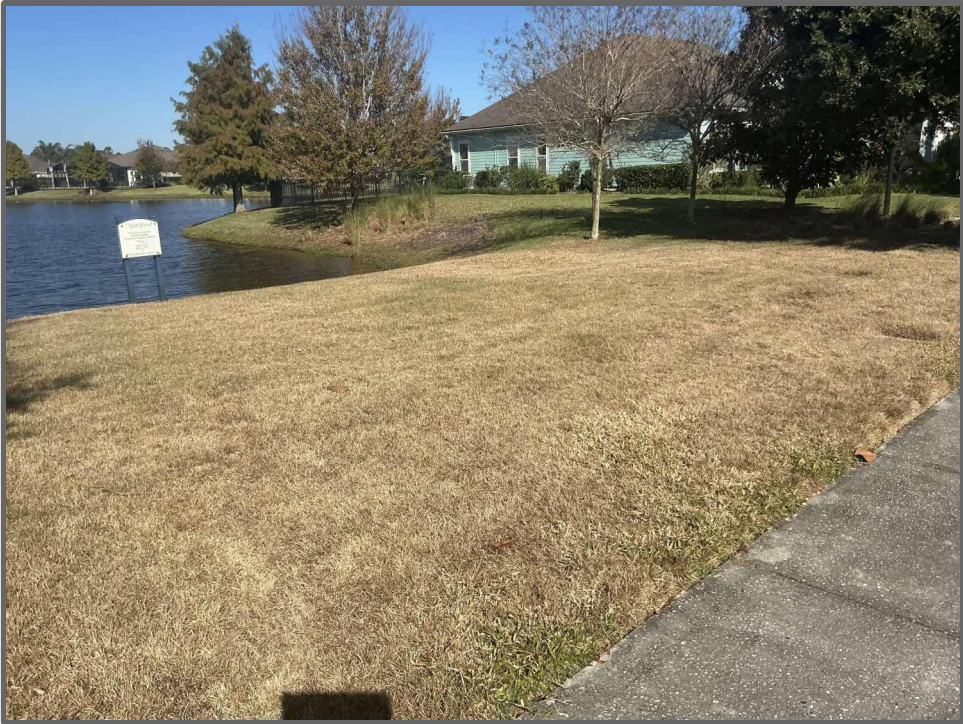
Created On November 17, 2025 by William Allen Flannery  Created On Site

In between the two Lakes on Westcott, there’s a prime example of Bermuda grass going dormant. This is the more advanced spot that I have seen so far.



Note Attachments





Enhancing People’s Lives Through Beautiful Landscapes

Southaven CDD Landscape Update – November 19, 2025 Overall trend (Oct → Nov 17)

The property has stayed consistent all fall. The big October cleanup is ancient history, and every report since then has been glowing. The landscaping is clean, sharp, and colorful with no unacceptable issues.

What's looking great right now – November 17 highlights

- Fall annuals (marigolds) are still “gorgeous” and in full color
- Ornamental grasses are blooming beautifully with perfect fall plumes
- All parks, entrances, medians, and beds are “clean,” “well-maintained,” and “looking sharp
- Turf is healthy and freshly mowed
- Positive feedback from client

Everything completed since early October

- All pruning, weed control, edging, ornamental-grass detailing, mowing catch-up ✓
- Fall flower installation ✓
- Irrigation leak repair near the bridge ✓
- Isolated bed weeds and clippings from prior reports ✓

Current to-do list:

- Just a couple of small, routine detailing items in beds (already flagged to the crew.) The entrance swale is at the top of the list to be addressed during our next visit. (there was a small delay with waders being ordered for this task but we are all set to address this now.

Still pending / optional opportunities:

- Proposal to replace a few failed ornamental grasses (mentioned since October)
- Optional removal/replacement of one declining holly tree in a pocket park

Conclusion:

As of the November 17 inspection (just two days ago), Southaven's landscaping is in an improved state. The fall color from the marigolds and grasses is popping, everything is

clean and crisp, and there are no meaningful issues to address currently. The crew is keeping the property up to par and looking good.

Work Order Proposal



Proposal Date: 10/27/2025

Proposal Work Order #: 85068

Prepared By: WILLIAM FLANNERY

Property Name: Southaven CDD

Address: 61 Clarissa Lane, Saint Augustine, FL 32095

Client Contact: Lisa Licata Llicata@vestapropertyservices.com

Client Phone #:

Ornamental grass proposal

Landscape Enhancement Proposal: Ornamental Grass Replacement on Westcott Parkway

Project Description:

We plan to refresh the area between the two large lakes on Westcott Parkway by removing ornamental grasses that are in poor health and not performing well. We'll replace them with new, healthy ornamental grasses to enhance the area's beauty and complement the lakes. Our team will choose low-maintenance grasses suited to the location and ensure a smooth replacement process.

Scope of Work:

- Remove unhealthy or underperforming ornamental grasses from the Westcott Parkway area.
- Install healthy, vibrant ornamental grasses that fit the lakeside setting.

DESCRIPTION	QTY	SIZE	UNIT PRICE	EXT PRICE	TOTAL PRICE
Site Prep, Debris Disposal, Amendments, Equipment & Clean-Up					\$299.97
Site Prep	1.00	LS	\$133.08	\$133.08	
Disposal/Refuse	1.00	LS	\$166.89	\$166.89	
Planting					\$2,893.78
Muhly Grass Pink - 3 Gal	100.00	3 Gallon	\$28.94	\$2,893.78	
Pinestraw & Mulch					\$517.18
Hardwood Mulching	5.00	CY	\$103.44	\$517.18	
Total for Work Order #85068					\$3,710.93









TERMS & CONDITIONS

1. Plant Guarantee. The Greenery, Inc. guarantees all plantings we supply and install for one year that are covered under an automated irrigation system and maintained under a continuous maintenance agreement by the Greenery, Inc.. This guarantee does not apply to plants that are lost due to abuse, vandalism, animals, fire, lightning, hail, vehicular damage, freeze, neglect, nor Acts of God.
2. Exclusions. Transplanted materials, annuals and flowers, plants in pots and planters, and all types of Sod are EXCLUDED from the Plant Guarantee.
3. Deer. Damage to or loss of plants due to deer is not covered by any guarantee, expressed or implied. The Greenery, Inc. makes every effort to use deer resistant material; however, due to the increase in their population and their changing habits, the Greenery, Inc. is not responsible for any resultant damage.
4. Tree Work. Stumps from tree removal will be cut to within approximately twelve inches above ground level. Stump grinding or removal is not included unless otherwise specified in this proposal. Wood will be left on the premises where lowered and dropped and will be cut into firewood length (approximately 16 to 24 inches lengthwise) unless specified otherwise in this proposal. Splitting, moving or hauling of wood or wood chips will be performed only if specifically stated in this proposal.
5. Utility Locates. The Greenery Inc. will call in the utility locates before starting the job. It is the responsibility of the Client/Owner to call in any private utilities that are outside normal location utilities. The Greenery Inc. is not responsible for damage to underground irrigation lines, wiring, pipes, utilities, invisible fencing, or lighting systems whose locations are not properly marked.
6. Irrigation Pricing. The existing automated irrigation system is checked at new landscaping areas, adjusted for proper coverage and broken heads and nozzles are replaced as needed. Irrigation adjustments, repairs and additions are billed on a Labor and Materials basis. Labor Rate is \$ 75 / hour. Any irrigation prices included in this bid are an estimation only.
7. New Construction Irrigation Installation. Sleeves under roads and sidewalks must be accurately marked and no deeper than 4 feet below surface grade. A water source must be provided by Client/Owner/Developer prior to commencement of irrigation installation. Any temporary irrigation pipe that needs to be installed to access water source, will be billed in addition. The connection of the backflow device to the water meter is the responsibility of the Client/Owner.
8. Drainage. Any drainage installation is meant to improve conditions, but does not guarantee a complete elimination of issues. Standing water, puddling, saturated soils and washouts may still occur. Additional work may be needed after initial work is completed. Standing water for up to 48 hours after a significant rainfall is typical for the Lowcountry.
9. Access to Jobsite. Client/Owner is to provide all utilities to perform the work. Client/Owner will furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the owner makes the site available for the performance of the work.
10. Invoicing. Client/Owner will make payment to Contractor within fifteen (15) days upon receipt of invoice. In the event that the completion of work requires more than thirty (30) days, a progress bill will be presented by month end and will be paid within fifteen (15) days upon receipt of invoice.
11. Disclaimer. This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time the proposal was prepared. The price quoted in this proposal for the work described is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering and/or certified landscape architectural design services are not included in this agreement and are not provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Owner. If the Client/Owner must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Client/Owner directly to the designer involved.
12. Promotional Clause. The client hereby assigns the Contractor the irrevocable and unrestricted right to use and publish photographs of the work performed for editorial, trade, advertising, educational and any other purpose in any manner and medium; to alter the same without restriction; and to copyright the same without restriction. The Client releases all

claim to profits that may arise from use of images.

13. Payment. All unpaid balances over 30 days from date of invoice will be subject to the maximum finance charge allowable by law. The Greenery will be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Client/Owner. Interest at a per annum rate of 1.5% per month (18% per year) or the highest rate permitted by law, may be charged on unpaid balance 30 days after billing. Failure to make payment when due for completed work may result in a mechanic's lien on the title of your property. Credit card payments are subject to a 3% processing fee.

14. A 50% deposit of the total project cost is required to initiate the work. Please refer to the work order number when making your payment. Upon receipt of the deposit, we will confirm the schedule and begin preparing for the installation.

15. The pricing outlined in this proposal is valid for 60 days from the date of issue. After this period, the proposal may be subject to revision based on market conditions and material costs.

Property Name: Southaven CDD

Address: 61 Clarissa Lane, Saint Augustine, FL 32095

Client Contact: Lisa Licata Llicata@vestapropertyservices.com

Client Phone #:

Proposal Date: 10/27/2025

Proposal Work Order #: 85068

Prepared By: WILLIAM FLANNERY

Total: **\$3,710.93**

Deposit Amount (50%): **\$1,855.46**

The pricing outlined in this proposal is valid for 60 days from the date of issue. After this period, the proposal may be subject to revision based on market conditions and material costs.

By WILLIAM FLANNERY

Date WILLIAM FLANNERY

10/27/2025

The Greenery, Inc.

By _____

Date _____

Good afternoon,

I am attaching the client communication summary for your review.

In reference to perennials :

Apples for apples and depending on the design, a good budgetary estimate to move all existing annual beds over to perennial beds would range from \$7,500-\$8500 for install. Note annually you are spending slightly more than \$11k on annuals.

I do believe it makes sense to reconsider your current annual spend as I don't think its as effective as it could be.

My suggestion would be to keep the annual bed at the front sign. Keep the annual beds at the entrance to the clubhouse and convert the rest.

I think you would get the biggest bang for your buck by just installing evergreen material where the beds were that I would eliminate instead of perennials. Some ideas would be to replace the roundabout annuals with Loriope for a clean look. Also at the beginning of the sidewalk in front of the clubhouse those 2 beds could be converted to sod or continue the Asiatic Jasmine. Either option would look great and with those changes you could cut 40-50% of your annual spend while still getting that pop of color in key areas.

Tab 4



General Manager Report
Southaven CDD Meeting
December 3rd, 2025

Date of Report: December 3rd, 2025

Submitted by: Lisa Licata

○ ***Amenity Center***

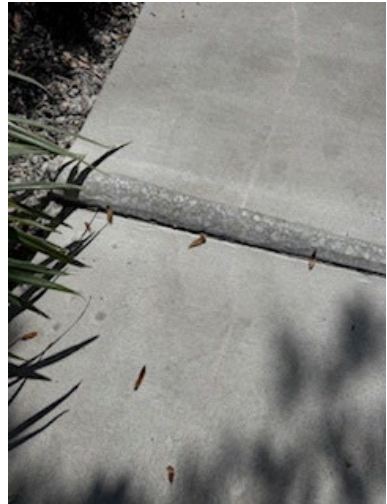
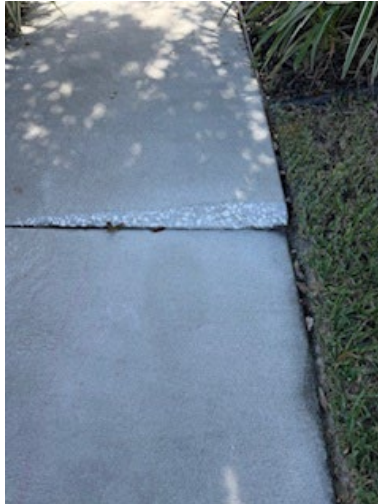
- Revenue (see report)
- Holiday Hours- Christmas Eve: 9-1pm Christmas Day: Closed
- New Years Eve: 9-1pm and New Years Day: Closed
- Chili Cook Off- January 11th
- Pickle Ball Tournament- Feb 21st
- New set of Gym Weights(Board decision/discussion)





Field Ops Report Southaven CDD

Date Submitted: December 3rd , 2025 Submitted by: Lisa Licata



Did some sidewalk grinding of the major safety areas. Thank you Supervisor Monk for your generator.

Daily chores around the Manor House.

Weekly trash around the community.

Weekly pool cleanings and pool deck organization.

Power washed the front and back porches weekly.

Row Labels	Sum of Amt
Barcode	\$420
Security Card	\$60
Social Room & Meeting Room	\$600
Grand Total	\$1,080

October to November revenue is \$1080. This is the beginning balance for fiscal year 25-26. Our goal is \$12,000.

Balance remaining is \$10,920.

Lake Management Report

Job: Markland (Southhaven CDD)

Date: 10/13/25

Technician: E McCammack

Equipment: Skiff

Weather: Clear/Pt Cloudy

Lake ID:

1. Grasses
2. Grasses
3. Ditches - re-treat





Tab 5

SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2024-2025 GOALS & OBJECTIVES REPORT

Financial Goals and Objectives:

☒ Successful ☐ Unsuccessful

Financial, Budget and Investment Transparency

Measurement: Monthly Financial Statements Completed, Annual Audit Submitted, Annual Budget Proposed and Adopted, Arbitrage Reports Accepted; All Reports Available Upon Request and/or Accessible on District's Website.

Board Meeting Goals and Objectives:

☒ Successful ☐ Unsuccessful

Public Meetings, Audience Comments, Teamwork, Safe & Respectful Work Environment

Measurement: Public Meetings Held, Public Meetings Noticed in Accordance with Florida Statutes (Newspaper Publication and Website). Adequate Opportunities for Audience Comments, Staff and Board Members Working Jointly and Respectfully in a Clean, Safe, Meeting Space.

Administrative Goals and Objectives:

☒ Successful ☐ Unsuccessful

Website Maintenance, Adhere to Established Rules of Procedure, Records Retention

Measurement: District Website Quarterly Audits Completed and in Compliance with Florida Statutes, Procurement and Bid Noticing Requirements Met per Adopted Rules of Procedures, Records Retained and Records Request Completed.

Operational Goals and Objectives:

☒ Successful ☐ Unsuccessful

Effective Communication, Maintain/Protect Assets, Reserve Study Review

Measurement: CDD Updates Provided by Multiple Platforms; Amenity and District Websites, Community E-Blast, Meetings, and Mailed Notices. Timely Review of Maintenance Concerns, Proposals and Execution of Agreements to Operate and Maintain Assets, Review of Capital Projects and Budget Priorities at Workshops/Meetings.

Tab 6



SOUTHEAST FITNESS REPAIR

14476 Duval Place West #208
Jacksonville, FL 32218
(904) 683-1439
Office@SoutheastFitnessRepair.com

Estimate

ESTIMATE#

1509

DATE

11/14/2025

PO#

2026 PM

CUSTOMER

Markland - Southaven CDD c/o Rizzetta & Co
61 Clarissa Ln
St Augustine FL 32095-7449
(904) 315-5171

SERVICE LOCATION

Markland - Southaven CDD c/o Rizzetta & Co
61 Clarissa Ln
St Augustine FL 32095-7449
(904) 315-5171

DESCRIPTION

2026 PM Rate

Estimate

Description

Qty

Rate

Total

SA-PM: Treadmill

2.00

34.00

68.00

SA-PM: Elliptical, Cross-trainer, ARC, AMT

2.00

34.00

68.00

SA-PM: Recumbent, Upright Bicycle

2.00

23.00

46.00

SA-PM: Stepper, Stepmill, Jacobs Ladder, Wave

2.00

34.00

68.00

Travel <60 miles

1.00

95.00

95.00

CUSTOMER MESSAGE

Estimate Total:

\$345.00

PRE-WORK SIGNATURE

Signed By:

PREVENTATIVE MAINTENANCE (PM) SERVICE DISCLAIMER - TERMS AND CONDITIONS

This disclaimer outlines the terms and conditions pertaining to our Preventive Maintenance (PM) services. By engaging Southeast Fitness Repair for PM services, you agree to the following:

1. Purpose of PM: Preventive Maintenance is designed to keep your fitness equipment operating safely and efficiently, extending its lifespan and limiting the frequency of unexpected repairs through regular maintenance, calibration, lubrication, and inspections. It is distinct from warranty coverage and complements the manufacturer's suggested maintenance schedules.

2. Cancellation Policy: To cancel or reschedule a scheduled Preventative Maintenance service without incurring charges, Southeast Fitness Repair must receive written notification at least thirty (30) days prior to the first day of the scheduled month of service. Failure to provide this 30-day advance notice will result in the full charge for the scheduled PM service, as technicians and resources are allocated in anticipation of the scheduled visit.

3. Scope of PM Service: During each preventative maintenance visit, all equipment covered under the agreement will be inspected for safety, thoroughly cleaned (including interiors), lubricated, and adjusted according to manufacturer's specifications. This service does not include the cost of parts or labor for repairs beyond the scope of routine maintenance.

4. Additional Repairs and Parts: Upon completion of the preventative maintenance, an estimate will be provided for any parts or additional labor found to be defective or required beyond the scope of the PM. **It is essential that Southeast Fitness Repair is made aware if a unit is currently under warranty with the manufacturer.** If your machines are covered under a parts warranty, we will facilitate the ordering of warranty parts on your behalf. Any non-warranty repairs or parts will require separate approval and payment.

5. Post-Service Malfunctions & Return Trips:

- **Within 2 Weeks of Service:** Should a malfunction directly related to the PM service occur within two (2) weeks of the service date, Southeast Fitness Repair will cover the cost of a return trip to address the issue.
- **Within 30 Days of Service:** For malfunctions directly related to the PM service occurring between two (2) weeks and thirty (30) days of the service date, Southeast Fitness Repair will cover the labor for the return service visit, but travel charges will be billed.

6. Payment Terms: Standard payment terms as outlined in your invoice or service agreement apply to all PM services rendered.

7. Limitation of Liability: Southeast Fitness Repair is responsible for performing the PM services as described. We are not responsible for equipment malfunctions or failures that occur outside of the PM visit, or for issues arising from improper use, lack of adherence to manufacturer guidelines, or unforeseen circumstances.

For any questions regarding this disclaimer or your PM service agreement, please contact our office.

Tab 7



Sunbelt Gated Access Systems of Florida

North Florida/Billing Location

9774 Florida Mining Blvd W, Suite 701
Jacksonville, FL 32257

Date: Oct 31, 2025

Attn: Lisa

Company: Markland

Property: Markland

Property Address: 60 Harkness Ct, St. Augustine, FL 32095

Quote #10070764

Adjust Entry and Exit Gates to J-Bolt Hinges for Proper Gate Alignment and Sturdiness

Material	Material Description	Qty	Unit Price	Subtotal
OSC-FIRSTCOAST-BO	Base Charge for Onsite Service Call - Baker, Clay, Nassau or St Johns County; Covers Travel, Truck and First 1/2 Hour Labor on Site	2	\$200.00	\$400.00
Labor		Qty	Unit Price	Subtotal
Standard - Installation Team		14	\$225.00	\$3,150.00
Subtotal				\$3,550.00
Discount				-\$355.00

Total	\$3,195.00
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Notes:

- Job to be completed during regular hours 08:00-16:30 Monday to Friday
- Pricing is subject to parts availability and all items being done concurrently

Thank you,

Michael Maykish

Service Estimator

mmaykish@sunbeltsys.com

P: 904-354-7060 ext. 382

C: 904-480-5532

Please note that by accepting this estimate you are agreeing to the terms listed below and that you have read and understand all of the provided information.

DISCLAIMERS

- Quotation/Proposal does not cover any unforeseen problems existing in completion of job that are not noted by customer or salesman prior to the order being placed.
- Quoted prices are based on the plans and specifications received as of the quotation/proposal date.
- Any changes or revisions to the plans or specifications that alter our scope of work may result in additional charges.
- This quotation requires all telephone lines/internet connections if required, any necessary permits and/or government fees, all 120VAC electrical circuits and low voltage electrical conduit requirements including all phone/data lines provided and installed by customer or customer's electrician.
- WARRANTY: Manufacturer Warranty on New Equipment/Parts and 90 days on workmanship from date of acceptance of installation by owner or beginning of constructive use of equipment, whichever shall come first.
- Sunbelt Gated Access Systems is a licensed contractor in the State of Florida (License #ES12000933) and this license covers the proposed work herein. Using an unlicensed contractor for this project is a crime subject to fines up to \$10,000 and could result in condemnation of the completed work. We encourage you to visit www.myfloridalicense.com to verify the license status of your chosen contractor before issuing any purchase orders or contracts for this work.

Warning - To reduce the risk of injury or death:

- Do not operate the gate unless area around gate is in full view.
- Do not allow children to play in the gate area.
- Periodically test the obstruction sensitivity to assure safe and proper operation.
- Always keep people and objects away from the gate.
- No person should cross the path of a moving gate. The entrance is for vehicles only. Pedestrians must use a separate entrance.
- Sunbelt Gated Access Systems of FL, LLC shall accept NO responsibility for gate closure on pedestrians and/or vehicles, nor be held responsible in the event that any Emergency vehicle is delayed or denied access due to a closed gate.

TERMS & CONDITIONS

By ordering any of our services, you agree to be bound by these terms & conditions:

- All work to be completed in a workmanlike manner according to standard practices;
- Estimates and/or proposals for work are valid until Dec 31, 2025;
- Contract acceptance requires a signed estimate or written approval and may require a deposit, otherwise payment terms are COD or due upon completion;
- Any alteration or deviation from the said specifications involving extra costs will be done only upon a written change order and the costs will become an extra charge over and above the original estimate;
- The estimate does not include additional labor which may be required should unforeseen problems arise after the work has started and Sunbelt Gated Access Systems reserves the right to amend any information without prior notice.

**Sunbelt Gated Access Systems is a licensed contractor in the State of Florida
(License #ES12000933) and this license covers the proposed work herein**