



Rizzetta & Company

Trout Creek Community Development District

**Board of Supervisors'
Meeting
January 22, 2026**

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

www.troutcreekcdd.org

TROUT CREEK COMMUNITY DEVELOPMENT DISTRICT

Kayak Club, 100 Kayak Way, St. Augustine, FL 32092

www.troutcreekcdd.org

Board of Supervisors

Clint Wright
Heather Loffredo
Jim Breslin
Ronnie Murphy
Vincent Sajkowski

Chairman
Vice Chairperson
Assistant Secretary
Assistant Secretary
Assistant Secretary

District Manager

Lesley Gallagher

Rizzetta & Company, Inc.

District Counsel

Chris Loy
Jennifer Kilinski

Kilinski Van Wyk
Kilinski Van Wyk

District Engineer

Mike Yuro

Yuro & Associates

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

Please refer to the final agenda for Audience Comment sections of the meeting. This will include **General Audience Comments** (for non-agenda items only) and **Audience Comments on Agenda Items**. 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. **All Public Comments or Public Hearing Comments will also be limited to a total of three (3) minutes.**

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.

TROUT CREEK COMMUNITY DEVELOPMENT DISTRICT

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

**Board of Supervisors
Trout Creek Community
Development District**

January 15, 2026

FINAL AGENDA

Dear Board Members:

The meeting of the Board of Supervisors of the Trout Creek Community Development District will be held on **January 22, 2026, at 6:00 p.m.** located at the Kayak Club, 100 Kayak Way, St. Augustine, FL 32092. The **District Board will also conduct an attorney client shade session at 5:30 p.m. This session will commence prior to the regular meeting.**

SHADE SESSION AGENDA:

- 1. CALL TO ORDER / ROLL CALL**
- 2. AUDIENCE COMMENTS (ONLY ON SHADE SESSION MATTER)**
- 3. ATTORNEY-CLIENT SHADE SESSION**

The attorney-client shade session, which is closed to the public, is being held pursuant to Section 286.011(8), Florida Statutes, and relates to advice on pending litigation expenditures and litigation strategy related to VerdeGo vs. Trout Creek Community Development District, Case Number 2025CA000937, pending in the Circuit Court for St. Johns County.

- 4. CONCLUSION OF SHADE SESSION/MOTIONS RELATED TO SAME**

REGULAR MEETING AGENDA:

- 1. CALL TO ORDER / ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. AUDIENCE COMMENTS (Agenda and General Comments Limited to 3 Minutes Each)**
- 4. STAFF REPORTS**
 - A. District Counsel
 1. Status of Settlement Agreement with Developer
 2. Discussion Regarding Scenic Buffer Concerns
 - B. District Engineer
 1. Consideration of Road Resurfacing Proposals – *Under Separate Cover*
 2. Outflow Updates
 - C. Landscape Maintenance Service Reports Tab 1
 1. Consideration of Prestige Landscape Proposals
 - D. Pond Aquatics Service Reports Tab 2
 1. Ratification of Charles Aquatics Service Proposal Adding 4 Ponds
 - E. General Manager Tab 3
 1. Consideration of Request for HUB Early Closure on January 23, 2026
 2. Consideration of Falls Park Improvement Proposal(s)
 3. Consideration of Outpost Fire Pit Proposal and Rental Reservations
 - F. District Manager Tab 4
 1. Variance Report by Supervisor Murphy

5. BUSINESS ITEMS

- A. Consideration of Tennis Fence and Gate Repair Proposals Tab 5
- B. Consideration of Meeting Audio/Visual Broadcasting Proposals..... Tab 6
- C. Consideration of First Amendment to Pool Resurfacing Agreement
- Project Timeline & Plaster Selection – *Under Separate Cover*
- D. Consideration of Seaforth Golf Cart Area Improvements Proposal Tab 7
- E. Discussion of Dog Park Hours of Operation and Lighting Tab 8
- F. Consideration of Nadar’s Fire Ant Pest Control Service Agreement Tab 9

6. BUSINESS ADMINISTRATION - CONSENT AGENDA

- A. Consideration of Minutes for the Board of Supervisors’ Meeting
held on December 17, 2025 Tab 10
- B. Consideration of Minutes for the Workshop held on January 6, 2026 Tab 11
- C. Ratification of Operations & Maintenance Expenditures
for November 2025 Tab 12
- D. Ratification of License Agreement with 360 Communities at Shearwater Tab 13
- E. Ratification of the Actions of the Chairman and Staff Relating to
Reimbursing Resident’s Catering and Rental Cost Tab 14
- F. Ratification of Requisitions CR 6 through 9, Series 2025..... Tab 15

7. 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 904-436-6270.

Yours kindly,

Melissa Dobbins

District Manager

Tab 1



RUPPERT
L A N D S C A P E

Trout Creek CDD: Monthly Report

December 2025

Fungus/Pest/Fertilizer:

- Herbicide applied to landscape beds
- Weeds hand pulled in landscape beds and plant material
- Pre emergent application applied in landscape beds.
-

Maintenance:

- As needed mowing service throughout phase 2
- We have been really focusing on getting the ornamental grasses cut down for winter (Shearwater parkway)
- As we complete a bed of ornamental grass cutbacks we are also pulling and treating the weeds.
- Muhly grass installation across from outpost on multi purpose path and sumpter place.
- Tree install throughout phase 2

Upcoming month:

- Cutting of ornamental grasses.
- weed control in the landscape beds
- Cutting and edging of SW prkway to maintain “neat” appearance .

- Hand pulling of weeds in the turf.

Irrigation:

- All irrigation has proper run times and coverage
- We are watering twice a week in the night time hours(EXCEPT ZONES THAT HAVE NEW TREES) those are watering 5 days a week for now.
- We have been working in house and with our turf vendor in correcting the soil on shearwater parkway. When the temperatures begin to rise consistently we should see propagation and improved turf quality.



PRESTIGE **LANDSCAPES** **OF NORTH FLORIDA, INC.**

December 2025 Maintenance Report

Trout Creek CDD Phase 1

Trout Creek CDD Phase 3

PRESTIGE LANDSCAPES OF NORTH FLORIDA
CHRIS KENNY - OWNER
904-315-8041
ST. JOHNS, FLORIDA 32260
chris@pliflorida.com

December, 2025

Belynda Tharpe , Community Director
First Service Residential
100 Kayak Way
St. Augustine, FL 32092

Re: Landscape Maintenance Service Report

Below is the landscape maintenance report for *Trout Creek CDD Ph 1*.

Weekly Maintenance

Maintenance crew is focused on completing our weekly maintenance program within ph1. Our detail personal has been busy performing weekly weed control within plant beds, removing fallen limbs from tree canopies, removing vine that exposes through plant materials. All Viburnum property line hedges have been trimmed to required heights, tree canopies are 8' and above, and mid to low level shrubs are being trimmed for reshaping.

With the construction at the 210 entrance winding down, we would like to meet with a board representative or FSR CDD management onsite to discuss the landscape renovation that needs to occur due to construction damage. We have the original landscape installation plans we can review onsite to decide the scope of work that needs to be performed.

Irrigation

Irrigation rotor heads and spray heads have been adjusted and or replaced during Dec.2025 inspection. No major issues within the ph1 irrigation system.

Irrigation System (Shearwater Parkway) is still running on battery timers as we are awaiting confirmation from FSR to reconnect the 2wire path at the 210 entrance.

Agronomics

Fert/chem has completed all turf fertilization, post weed applications, and pre-m in all turf/shrub areas within ph1. **Please see attached report.**

If you have any questions after reviewing our report, please contact us.

Sincerely,
Chris Kenny
Owner/President
chris@pliflorida.com
904.315.8041

December, 2025

Belynda Tharpe , Community Director
First Service Residential
100 Kayak Way
St. Augustine, FL 32092

Re: Landscape Maintenance Service Report

Below is the landscape maintenance report for *Trout Creek CDD Ph 3*.

Weekly Maintenance

Maintenance crew is focused on completing our weekly maintenance program within ph3. Our detail personal has been busy performing weekly weed control within plant beds, removing fallen limbs from tree canopies, removing vine that exposes through plant materials.

Timberwolf roundabout options with proposals are below. These were requested by FSR CDD management.

Irrigation

Our irrigation team completed the monthly inspection, which included nozzle cleaning and head/nozzle adjustments as needed throughout the property. The ph3 irrigation system is now running 2x per week on turf and 1x per week on plant bed areas. Clocks have been adjusted to reflect daylight savings time change.

Within the ph3 townhomes there was a stuck valve on zone 10 that was sent in via work order. That valve was turned off and debris cleaned out of valve. This was caused by the new construction tying into the system and debris getting into the mainline.

Agronomics

Fert/chem has completed all turf fertilization, post weed applications within ph3. *Please see attached report.*

If you have any questions after reviewing our report, please contact us.

Sincerely,
Chris Kenny
Owner/President
chris@pliflorida.com
904.315.8041



W. O. # _____

Name Amenity Center

Address _____

Date 12/9/2025 pg 1 of 1**Irrigation Inspection Report**

START TIME(S)	7pm	A
START TIME(S)		B
START TIME(S)		C

Water Source Reclaim/PotableClock Type Hunter ACC2Rain/Freeze Switch No

Program

Run Days

A	S	M	T	W	TH	F	S
B	S	M	T	W	TH	F	S
C	S	M	T	W	TH	F	S

ZONE #	#1 - 14						
TYPE (S,R,B,D)	S, R						
RUN TIME	14hr						
PROGRAM	A						

ADJUSTMENTS	Yes						
PARTIL CLOGS							
STRAIGHTENED	Yes						

BROKEN PIPE							
BROKEN HEADS							
BROKEN NOZZLES							
SEVERLY CLOGGED NOZZLE							
CHANGE TO 6"							
CHENG TO 12"							
CHANGE POP UP TO RISER							
RAISE HEADS (COVERAGE)							
MISSING HEADS							
NON TURNING HEADS							
VALVE FAILUER							
ZONE GOOD	X						

Comments : System is properly functioning with no major issues.



W. O. # _____

Name Shearwater Parkway PH1

Address _____

Date 12/10/2025 pg 1 of 1**Irrigation Inspection Report**

START TIME(S)	6pm	A
START TIME(S)		B
START TIME(S)		C

Water Source ReclaimClock Type Hunter ACC2Rain/Freeze Switch No

Program

Run Days

A	S	M	T	W	TH	F	S
B	S	M	T	W	TH	F	S
C	S	M	T	W	TH	F	S

ZONE #	#1 - 25						
TYPE (S,R,B,D)	S, R						
RUN TIME	18hr						
PROGRAM	A						

ADJUSTMENTS	Yes						
PARTIL CLOGS							
STRAIGHTENED	Yes						

BROKEN PIPE							
BROKEN HEADS	Yes						
BROKEN NOZZLES	Yes						
SEVERLY CLOGGED NOZZLE							
CHANGE TO 6"							
CHENG TO 12"							
CHANGE POP UP TO RISER							
RAISE HEADS (COVERAGE)							
MISSING HEADS							
NON TURNING HEADS							
VALVE FAILUER							
ZONE GOOD	X						

Comments : System is properly functioning with no major issues.



W. O. # _____

Name Martha Ct. Common Area

Address _____

Date 12/15/2025 pg 1 of 1**Irrigation Inspection Report**

START TIME(S)	7pm	A
START TIME(S)		B
START TIME(S)		C

Water Source ReclaimClock Type Rain Bird ESP-ME3Rain/Freeze Switch No

Program

Run Days

A	S	M	T	W	TH	F	S
B	S	M	T	W	TH	F	S
C	S	M	T	W	TH	F	S

ZONE #	#1 - 14						
TYPE (S,R,B,D)	S, R						
RUN TIME	14hr						
PROGRAM	A						

ADJUSTMENTS	Yes						
PARTIL CLOGS							
STRAIGHTENED	Yes						

BROKEN PIPE							
BROKEN HEADS							
BROKEN NOZZLES							
SEVERLY CLOGGED NOZZLE							
CHANGE TO 6"							
CHENG TO 12"							
CHANGE POP UP TO RISER							
RAISE HEADS (COVERAGE)							
MISSING HEADS							
NON TURNING HEADS							
VALVE FAILUER							
ZONE GOOD	X						

Comments : System is properly functioning with no major issues.



W. O. # _____

Name Timberwolf Clock ph3-A

Address SWP Turf

Irrigation Inspection Report

Date 12/15/2025 pg 1 of 4

START TIME(S)	7pm	A	Water Source	Reclaim
START TIME(S)		B	Clock Type	Hunter ACC2
START TIME(S)		C	Rain/Freeze Switch	Yes

Program

Run Days

A	S	M	T	W	TH	F	S
B	S	M	T	W	TH	F	S
C	S	M	T	W	TH	F	S

ZONE #	3,5,6,8,9,10,11,13,14,15,16,17,19,20,21,23,27,30,33,34,36,37,40						
TYPE (S,R,B,D)	R						
RUN TIME	9 hr.						
PROGRAM	A						

ADJUSTMENTS	X						
PARTIL CLOGS	X						
STRAIGHTENED	X						

BROKEN PIPE							
BROKEN HEADS							
BROKEN NOZZLES							
SEVERLY CLOGGED NOZZLE							
CHANGE TO 6"							
CHENGE TO 12"							
CHANGE POP UP TO RISER							
RAISE HEADS (COVERAGE)							
MISSING HEADS							
NON TURNING HEADS							
VALVE FAILUER							
ZONE GOOD	X						

Comments : System running good, no major issues as of now



W. O. # _____

Name Timberwolf Clock ph3-AAddress Timberwolf TurfDate 12/15/2025 pg 2 of 4**Irrigation Inspection Report**

START TIME(S)	
START TIME(S)	7pm
START TIME(S)	

A

B

C

Water Source ReclaimClock Type Hunter ACC2Rain/Freeze Switch Yes

Program

Run Days

A	S	M	T	W	TH	F	S
B	S	M	T	W	TH	F	S
C	S	M	T	W	TH	F	S

ZONE #	41,44,46,448,50,53,54,56,57,58,59,60,62,63,64,71,73,74,76,77,78,79						
TYPE (S,R,B,D)	R						
RUN TIME	10.3 hr.						
PROGRAM	B						

ADJUSTMENTS	X						
PARTIL CLOGS	X						
STRAIGHTENED	X						

BROKEN PIPE							
BROKEN HEADS							
BROKEN NOZZLES							
SEVERLY CLOGGED NOZZLE							
CHANGE TO 6"							
CHENGE TO 12"							
CHANGE POP UP TO RISER							
RAISE HEADS (COVERAGE)							
MISSING HEADS							
NON TURNING HEADS							
VALVE FAILUER							
ZONE GOOD	X						

Comments : System running good, no major issues as of now



Irrigation Inspection Report

W. O. # _____

Name Timberwolf Clock ph3-A

Address SWP Shrubs/Trees

Date 12/16/2025 pg 3 of 4

START TIME(S)		A
START TIME(S)		B
START TIME(S)	11pm	C

Water Source	Reclaim
Clock Type	Hunter ACC2
Rain/Freeze Switch	Yes

Program			Run Days				
A	S	M	T	W	TH	F	S
B	S	M	T	W	TH	F	S
C	S	M	T	W	TH	F	S

ZONE #	1,2,4,7,11,12,18,22,24,25,26,28,29,31,32,35,38,39						
TYPE (S,R,B,D)	S						
RUN TIME	6 hr.						
PROGRAM	C						

ADJUSTMENTS	X						
PARTIAL CLOGS	X						
STRAIGHTENED							

BROKEN PIPE							
BROKEN HEADS							
BROKEN NOZZLES							
SEVERLY CLOGGED NOZ-							
CHANGE TO 6"							
CHANGE TO 12"							
CHANGE POP UP TO RIS-							
RAISE HEADS							
MISSING HEADS							
NON TURNING HEADS							
VALVE FAILUER							
ZONE GOOD	X						

Comments : _____



W. O. # _____

Name Timberwolf Clock ph3-A

Address Timberwolf Shrubs/Trees

Date 12/16/2025 pg 4 of 4

Irrigation Inspection Report

START TIME(S)	
START TIME(S)	
START TIME(S)	
START TIME(S)	12am

A

B

C

D

Water Source Reclaim

Clock Type Hunter ACC2

Rain/Freeze Switch Yes

Program

Run Days

A	S	M	T	W	TH	F	S
B	S	M	T	W	TH	F	S
C	S	M	T	W	TH	F	S
D	S	M	T	W	TH	F	S

ZONE #	43,45,47,49,52,56,61,65,66,68,69,70,72,75,80						
TYPE (S,R,B,D)	S						
RUN TIME	5.45 hr.						
PROGRAM	D						

ADJUSTMENTS	X						
PARTIL CLOGS	X						
STRAIGHTENED							

BROKEN PIPE							
BROKEN HEADS							
BROKEN NOZZLES							
SEVERLY CLOGGED NOZ-							
CHANGE TO 6"							
CHENGE TO 12"							
CHANGE POP UP TO RIS- ER							
RAISE HEADS (COVERAGE)							
MISSING HEADS							
NON TURNING HEADS							
VALVE FAILUER							
ZONE GOOD	X						

Comments : System running good, no major issues as of now



W. O. # _____

Name Shearwater Parkway Clock ph3B-AAddress SWP_Cal TurfDate 12/17/2025 pg 1 of 4**Irrigation Inspection Report**

START TIME(S)	5pm
START TIME(S)	
START TIME(S)	

A
B
CWater Source Reclaim
Clock Type Hunter ACC2
Rain/Freeze Switch Yes

Program		Run Days					
A	S	M	T	W	TH	F	S
B	S	M	T	W	TH	F	S
C	S	M	T	W	TH	F	S

ZONE #	3,5,7,10,12,15,16,17,18,20,21,22,25,30,31,32						
TYPE (S,R,B,D)	R						
RUN TIME	11 hr.						
PROGRAM	A						

ADJUSTMENTS	X						
PARTIL CLOGS	X						
STRAIGHTENED	X						

BROKEN PIPE							
BROKEN HEADS							
BROKEN NOZZLES							
SEVERLY CLOGGED NOZ-							
CHANGE TO 6"							
CHENGE TO 12"							
CHANGE POP UP TO RIS- ER							
RAISE HEADS (COVERAGE)							
MISSING HEADS							
NON TURNING HEADS							
VALVE FAILUER							
ZONE GOOD	X						

Comments : System running good, no major issues as of now



Irrigation Inspection Report

W. O. # _____

Name Shearwater Parkway Clock ph3B-A

Address Shrubs_Trees

Date 12/17/2025 pg 2 of 4

START TIME(S)	
START TIME(S)	8pm
START TIME(S)	

A

B

C

Water Source

Reclaim

Clock Type

Hunter ACC2

Rain/Freeze Switch

Yes

Program			Run Days				
A	S	M	T	W	TH	F	S
B	S	M	T	W	TH	F	S
C	S	M	T	W	TH	F	S

ZONE #	1,4,6,8,9,11,14,19,23,24,26,28,29,32,35						
TYPE (S,R,B,D)	S						
RUN TIME	7.7 hr.						
PROGRAM	B						

ADJUSTMENTS	X						
PARTIL CLOGS							
STRAIGHTENED							

BROKEN PIPE							
BROKEN HEADS							
BROKEN NOZZLES							
SEVERLY CLOGGED NOZ-							
CHANGE TO 6"							
CHENGE TO 12"							
CHANGE POP UP TO RIS- ER							
RAISE HEADS (COVERAGE)							
MISSING HEADS							
NON TURNING HEADS							
VALVE FAILUER							
ZONE GOOD	X						

Comments : System running good, no major issues as of now



W. O. # _____

Name Shearwater Parkway Clock ph3B-AAddress Seaforth TurfDate 12/17/2025 pg 3 of 4**Irrigation Inspection Report**

START TIME(S)	
START TIME(S)	
START TIME(S)	430am

A

B

C

Water Source ReclaimClock Type Hunter ACC2Rain/Freeze Switch Yes

Program				Run Days			
A	S	M	T	W	TH	F	S
B	S	M	T	W	TH	F	S
C	S	M	T	W	TH	F	S

ZONE #	37,38,39,40,41,42,43						
TYPE (S,R,B,D)	R						
RUN TIME	2.15hr						
PROGRAM	C						

ADJUSTMENTS	X						
PARTIL CLOGS	X						
STRAIGHTENED	X						

BROKEN PIPE							
BROKEN HEADS							
BROKEN NOZZLES							
SEVERLY CLOGGED NOZ-							
CHANGE TO 6"							
CHENGES TO 12"							
CHANGE POP UP TO RIS-							
RAISE HEADS							
MISSING HEADS							
NON TURNING HEADS							
VALVE FAILUER							
ZONE GOOD	X						

Comments : System running good, no major issues as of now



W. O. # _____

Name Shearwater Parkway Clock ph3B-A

Address Cart Path

Date 12/17/2025 pg 4 of 4

Irrigation Inspection Report

START TIME(S)		A	Water Source	<u>Reclaim</u>
START TIME(S)		B	Clock Type	<u>Hunter ACC2</u>
START TIME(S)		C	Rain/Freeze Switch	<u>Yes</u>
START TIME(S)	3am	D		

Program

Run Days

A	S	M	T	W	TH	F	S
B	S	M	T	W	TH	F	S
C	S	M	T	W	TH	F	S
D	S	M	T	W	TH	F	S

ZONE #	44,45,46,47,48,49,50,51,52,53						
TYPE (S,R,B,D)	S						
RUN TIME	2.2 hr						
PROGRAM	D						

ADJUSTMENTS	X						
PARTIL CLOGS	X						
STRAIGHTENED							

BROKEN PIPE							
BROKEN HEADS							
BROKEN NOZZLES							
SEVERLY CLOGGED NOZZLE							
CHANGE TO 6"							
CHENGE TO 12"							
CHANGE POP UP TO RISER							
RAISE HEADS (COVERAGE)							
MISSING HEADS							
NON TURNING HEADS							
VALVE FAILUER							
ZONE GOOD	X						

Comments : System running good, no major issues as of now



Spray Report

Customer: Prestige Landscapes of North Florida

Property: Shearwater Phase 1 CDD

Date: 12/8/25- 12/11/25

Area treated +/- 7 acres

Total Gallons used: 800

Product:

8-4-36 @ 12 lbs per acre

Atra 4 @ 64oz per acre

Prodiamine @ 1 lb per acre

Bifen XTS @ 5 oz per acre

MSM Turf @ .3 oz per acre

The target for this application was to apply a post-emergent and pre-emergent weed control combo with a winter fertilizer blend. The weeds present will begin to die within 10-21 days once watered in. Also applied a pre-emergent weed control to help with the prevention of most winter weeds.



Spray Report

Customer: Prestige Landscapes of North Florida

Property: Shearwater Phase 3 CDD

Date: 12/1/25- 12/7/25

Area treated +/- 25 acres

Total Gallons used: 2500

Product:

8-4-36 @ 12 lbs per acre

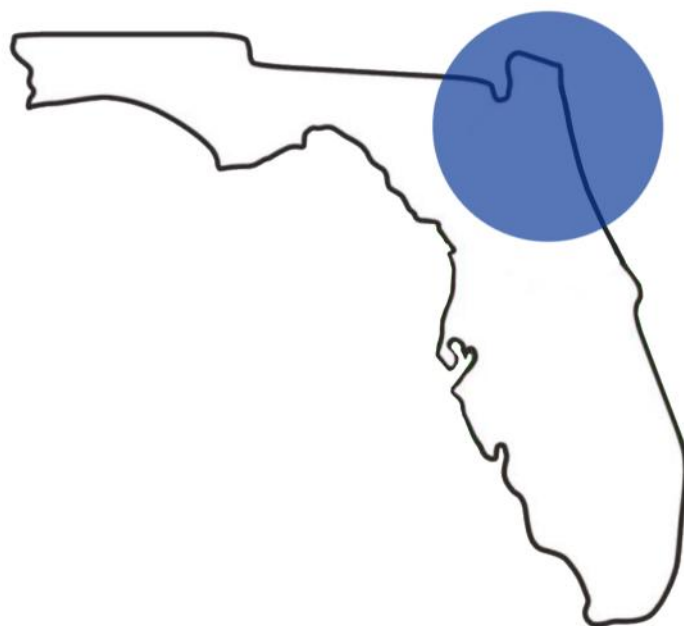
Atra 4 @ 64oz per acre

Prodiamine @ 1 lb per acre

Bifen XTS @ 5 oz per acre

MSM Turf @ .3 oz per acre

The target for this application was to apply a post-emergent and pre-emergent weed control combo with a winter fertilizer blend. The weeds present will begin to die within 10-21 days once watered in. Also applied a pre-emergent weed control to help with the prevention of most winter weeds.



PRESTIGE

LANDSCAPES

OF NORTH FLORIDA, INC.

PRESTIGE LANDSCAPES OF NORTH FLORIDA
CHRIS KENNY - OWNER
904-315-8041
ST. JOHNS, FLORIDA 32260
chris@pliflorida.com

PRESTIGE
LANDSCAPES
OF NORTH FLORIDA, INC.

Landscape/Hardscape

Job Name: Timberwolf Roundabout Landscape/Hardscape Job # 10jx1082.101
Property Name: Trout Creek CDD ph3 Date: January 6, 2026
Client: FSR - Belynda Tharpe
Address:
City/State/Zip:

Phone:

Prestige Landscapes of NF, Inc. will complete the work described below:

Description

Prestige Landscapes proposes to install landscape/hardscape at Timberwolf Roundabout.

All plant material will be FL #1.

Fine grading is to be performed our install crews to ensure proper grade before plant material is installed. Will also remove debris that would impact the install process.

Materials & Services	Quantity	Unit Price	Total
Bolder 2-3'	3 \$	280.66 \$	841.97
P-PB (Brown .5" river rock with gator bond) Gator Bond will secure the rock to ensure rock can not be thrown or spilled into the road.	10 \$	636.95 \$	6,369.48
Labor Prep	45 \$	45.00 \$	2,025.00
TOTAL PRICE		\$	9,236.45

ACCEPTANCE OF TERMS

Signature below authorizes Prestige Landscapes of NF to perform work as described above and verifies that the prices and specifications are hereby accepted.

Payment terms: Net 30 days. All overdue balances will be charged 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 Prestige Landscapes control (i.e. Acts of God, vandalism, inadequate irrigation due to water restrictions, etc.) shall not be included in the warranty.

Client:

Prepared by:

Prestige Landscapes of North Florida, Inc.

Date:

Date: January 6, 2026

TROUT CREEK CDD PH3 - TIMBERWOLF ROUNDABOUT ISLAND



EXISTING

REMOVE: PINESTRAW

ADD: 1.5" BROWN RIVER ROCK
BOULDER CLUSTER IN CENTER



PROPOSED

PRESTIGE
LANDSCAPES
OF NORTH FLORIDA, INC.

Landscape/Hardscape

Job Name: Timberwolf Roundabout Landscape/Hardscape
Property Name: Trout Creek CDD ph3
Client: FSR - Belynda Tharpe
Address:
City/State/Zip:
Phone:

Job # 10jx1082.101
Date: January 6, 2026

Prestige Landscapes of NF, Inc. will complete the work described below:

Description

Prestige Landscapes proposes to install landscape/hardscape at Timberwolf Roundabout.

All plant material will be FL #1.

Fine grading is to be performed our install crews to ensure proper grade before plant material is installed. Will also remove debris that would impact the install process.

Materials & Services	Quantity	Unit Price	Total
Muhly Grass 3 gal.	25 \$	21.86 \$	546.50
Bolder 2-3'	3 \$	280.66 \$	841.97
P-PB (Brown .5" river rock with gator bond) Gator Bond will secure the rock to ensure rock can not be thrown of spilled into the road.	10 \$	636.95 \$	6,369.48
Labor Prep	45 \$	45.00 \$	2,025.00
TOTAL PRICE		\$	9,782.95

ACCEPTANCE OF TERMS

Signature below authorizes Prestige Landscapes of NF to perform work as described above and verifies that the prices and specifications are hereby accepted.

Payment terms: Net 30 days. All overdue balances will be a charged 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 Prestige Landscapes control (i.e. Acts of God, vandalism, inadequate irrigation due to water restrictions, etc.) shall not be included in the warranty.

Client:

Prepared by:

Prestige Landscapes of North Florida, Inc.

Date:

Date: January 6, 2026

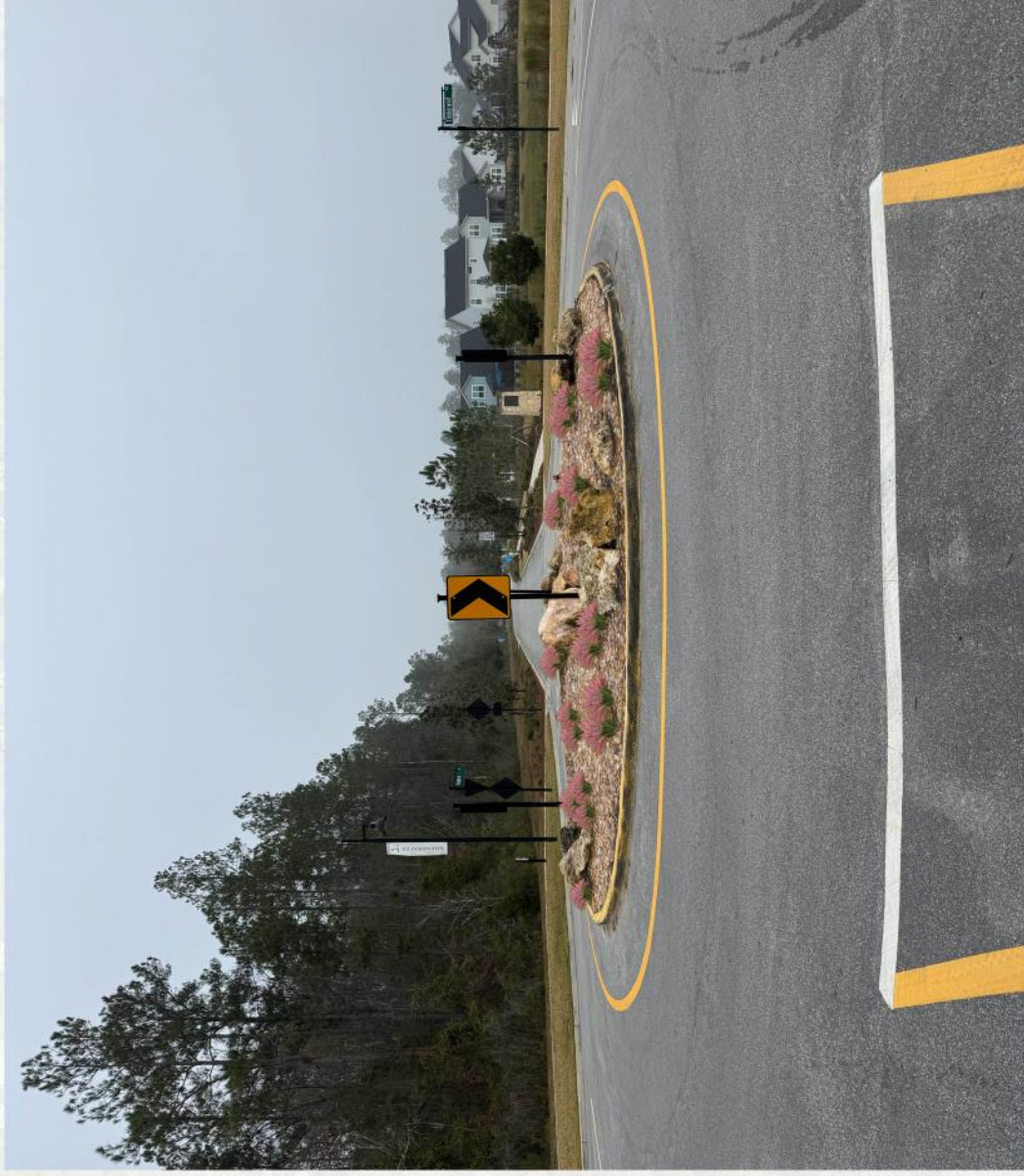
TROUT CREEK CDD PH3 - TIMBERWOLF ROUNDABOUT ISLAND



EXISTING

LANDSCAPE DESIGN SUGGESTIONS

- REMOVE:** PINESTRAW
- ADD:** 1.5" BROWN RIVER ROCK
MUHLY GRASS
BOULDER CLUSTER IN CENTER



PROPOSED

Tab 2



6869 Phillips Pkwy. Dr. South Jacksonville Fl. 32256

Phone: 904-997-0044

Service Report

Date: December 17, 2025

Biologists: Jim Charles
Justin Powers, Rich Powers

Client: Trout Creek CDD

Waterways: 43 ponds

Note: Second report for December.

Pond 2a: This pond was in fair condition. The water level is normal.
Treated perimeter for pennywort.



Pond 10a: Pond was in fair to good condition. The water level is good. Treated for algae.



Pond 21A: Pond was in fair condition. The water level is good. Treated perimeter for torpedo grass.



Pond 22B: Pond was in fair condition. The water level is good. Treated perimeter for Bacopa.



Pond 28A: Pond was in good condition. The water level is good. Treated perimeter for minor cattails.



Pond 28B: Pond was in good condition. Water level is normal. Treated perimeter for minor cattails.



Jim Charles



6869 Phillips Pkwy. Dr. South Jacksonville Fl. 32256

Phone: 904-997-0044

Service Report

Date: January 13, 2026

Biologists: Jim Charles
Justin Powers, Rich Powers

Client: Trout Creek CDD

Waterways: 43 ponds

Note: First report for January.

Entry Pond: Pond was in good condition. The water level is normal.



Amenity Pond: This pond was in good condition. The water level was a little low.



Pond 1a: This pond was in good condition. The water level is normal.



Pond 1b: Pond was in good condition. Water level is good.



Pond 2a: This pond was in improved condition. The water level is normal. Treatment for pennywort last month had good results.



Pond 2b: This pond was in good condition. The pond level is normal.



Pond 3a: This pond was in good condition. The water level is normal.



Pond 6: This pond was in good condition. The water level is low.



Pond 7a: Pond was in good condition. The water level is low.



Pond 7b: Pond was in good condition. The water level is good.



Pond 7c: Pond was in good condition. The water level is normal.



Pond 8a: Pond was in very good condition. The water level is normal.



Pond 9a: Pond was in good condition. The water level is normal.



Note: The homeowner at the end of the pond has cleaned up the overgrowth next to the pond.



Pond 9b: Pond was in good condition. The water level is normal.



Pond 9c: Pond was in good condition. The water level was normal.



Pond 10a: Pond was in good condition. The water level is good. Algae treatments last month were effective. No algae noted this month.



Pond 10c: Pond was in good condition. The water level is normal.



Pond 10d: Pond was in good condition. The water level is normal.



Pond 11a: Pond is finally in very good condition. The water level is good.



Pond 11b: Pond was in good condition. The water level is good.



Pond 11c: Pond was in good condition. The water level is normal.



Pond 12a: Pond was in good condition. The water level is normal.



Pond 14: Pond was in good condition. The water level is good.



Pond 14b: Pond was in good condition. The water level is normal.
Treated torpedo grass is decaying.



Pond 20: Pond was in good condition. The water level is normal.



Pond 21A: Pond was in fair condition. The water level is good. Perimeter treatment last month had good results.



Pond 21B: Pond is in good condition. The water level is low.



Pond 22A: Pond was in good condition. Water level is good.



Pond 22B: Pond was in good condition. The water level is good. Treatment for Bacopa last month had good results.



Pond 23A: Pond is in improved condition. The water level is good.



Pond 23B: Pond is in good condition. The water level is good.



Pond 24a: Pond was in good condition. Pond level is good.



Pond 24b: Pond was in good condition. The water level is good.



Pond 24c: Pond was in good condition. Water level is normal.



Pond 28A: Pond was in good condition. The water level is good. Perimeter treatment last month for minor cattails was effective.



Pond 28B: Pond was in good condition. Water level is normal. Minor cattail treatment last month had good results.



Pond 29A: Pond was in good condition. Water level is normal.



Pond 29B: Pond was in good condition. The water level is good. Scheduled for minor algae treatment.



Pond 31: Pond is in good condition. The water level is normal.



Pond 33: Pond was in fair condition. The water level is normal. Algae accumulated at end of pond will be treated in the next couple of days.



Pond 34: Pond was in good condition. The water level is good.



Pond 35: Pond is in good condition. Water level is normal.



Pond 36: Pond was in good condition. Water level is good.



Jim Charles



6869 Phillips Parkway Dr S
Jacksonville, FL 32256
904-997-0044

Aquatic Management Agreement

This Agreement dated January 12, 2026 is made between Charles Aquatics, Inc., a Florida Corporation, and

Name Trout Creek CDD c/o Rizzetta & Company

Property Address 100 Kayak Way, St Augustine, FL

Billing Address PO Box 32414, Charlotte, NC 28232

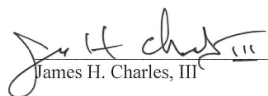
Phone Number 904-436-6270 Cell Number _____ E-Mail mdobbins@rizzetta.com

Hereinafter called "CLIENT"

The parties hereto agree to the following:

- Charles Aquatics, Inc. agrees to provide monthly visual inspections of the waterway(s) and application of herbicides or algaecides, as needed, in accordance with the terms and conditions of this Agreement and within all applicable governmental regulations for a period of twelve (12) months from the date of the execution of this Agreement at the following location:
Four (4) stormwater ponds previously known as Shearwater HOA located in St Johns County, FL.
- CLIENT agrees to pay Charles Aquatics, Inc. the following sum(s) for the listed aquatic management services:
 - Monthly Aquatic Management Services for 4 ponds in HOA \$ **247.00**
 - Total proposed monthly contract for Trout Creek CDD **\$4,100.00**
 - Permitting for Triploid Grass Carp \$ No Charge
 - Triploid Grass Carp Stocking (Upon Approval) \$ 8.00/fish
 - Fabrication and Installation of Aluminum Fish Barriers \$ 55.00/s.f.
- The terms and conditions in this Agreement (pages 1-3) form an integral part of this Agreement and CLIENT hereby acknowledges that he has read and is familiar with the contents thereof. Agreement must be returned signed and in its entirety to be considered valid.
- The offer contained herein is withdrawn and this Agreement shall have no further force and effect unless executed and returned by CLIENT to Charles Aquatics, Inc. within 30 days of issuance.
- The Effective Date of this Agreement is the first day of the month in which aquatic management services are first provided.
- CLIENT warrants he is authorized to execute this Agreement on behalf of the riparian owner and to hold Charles Aquatics, Inc. harmless for consequences of such service not arising out of the sole negligence of Charles Aquatics, Inc. This would include injury or death to humans or animals who swim, drink, boat or fish in waterways. Recreational activities may result in ingesting or coming into contact with harmful, pathogenic microorganisms.
- CLIENT agrees to reimburse Charles Aquatics, Inc. for all processing fees for registering with third party companies for compliance monitoring services.

Charles Aquatics, Inc.


James H. Charles, III

CLIENT

Sign _____

Print _____

Date _____

Terms & Conditions

1. Control Methods: Aquatic Management Services will be provided by environmentally safe water management practices using one or more of the following established methods and techniques where applicable for the control of non-native, invasive or noxious species of aquatic weeds:
 - a. Chemical Control: this method consists of periodic applications of aquatic herbicides and algacides to control aquatic weeds and filamentous or macrophytic algae. When necessary and prior to treatment with aquatic herbicides or algacides, dissolved oxygen tests will be conducted to ensure oxygen levels are adequate for fish and other aquatic life survival. There is no additional charge for the oxygen testing. Planktonic algae, Spikerush and Cyanobacteria will be an additional fee to control. Shoreline weeds that border the water's edge, such as torpedo grass, alligator weed and cattails, will be controlled with herbicide treatments. Many of these species take several months or longer to fully decompose. CLIENT is responsible for any desired physical removal at an additional cost.
 - b. Biological Control: this method consists of stocking of weed-eating fish, primarily Triploid Grass Carp. CLIENT acknowledges that prior to fish stocking, governmental permits may be required and there may be further requirements for the installation of fish barriers. Fish barrier installation is a separate service from fish stocking.
 - c. Mechanical Removal: this method consists of the physical removal of floating aquatic weeds from waterways. The disposal site of the removed weeds will be determined by mutual agreement between Charles Aquatics, Inc. and the CLIENT. This service is available for an additional fee but is not included in this Agreement.
 - d. Trash: Trash and light debris floating within and from the areas immediately surrounding the waterway(s) may be collected during the regularly scheduled service. Trash and light debris is defined as litter such as cups, plastic bags and other man-made materials that will fit into a 5 gallon bucket. Large or dangerous items such as biohazards, landscape debris or construction debris will not be included. Styrofoam materials are excluded. Removal of 100% of lake trash is not guaranteed.
2. Disclaimer - Neither party to this Agreement shall be responsible for damages, penalties or otherwise any failure or delay in performance of any of its obligations hereunder caused by strikes, riots, acts of God, war, governmental orders and regulations, curtailment or failure to obtain sufficient materials or other force majeure condition (whether or not the same class or kind as those set forth above) beyond its reasonable control and which by the exercise of due diligence, it is unable to overcome.
3. Damages - Charles Aquatics, Inc. agrees to hold CLIENT harmless from any loss, damage or claims arising out of the sole negligence of Charles Aquatics, Inc. However, Charles Aquatics, Inc. shall in no event be liable to the CLIENT or to others, for indirect, special or consequential damages to property resulting from normal activities performed in a responsible manner.
4. Access: CLIENT agrees to provide adequate access of aquatic management equipment to waterway(s) being treated. Access should be on an unobstructed utility or drainage easement and allow for 10' wide by 10' high, provide a firm surface for passage of boat, boat trailer and towing vehicles, have a grade of no greater than 45°, and not require crossing bulkheads surrounding waterway(s). In the event it is deemed there are not adequate access routes to waterways for aquatic management equipment, this Agreement may be terminated or renegotiated.
5. Time-Use Restrictions: When Federal and State regulations require water time-use restrictions following the application of aquatic herbicides, Charles Aquatics, Inc. will notify the CLIENT in writing of such restrictions at the time of treatment. It shall be the responsibility of the CLIENT to comply with the restrictions throughout the required period of time-use restrictions. CLIENT understands and agrees that notwithstanding any other provisions of this Agreement, Charles Aquatics, Inc. does not assume any liability for failure by any party to be notified of, or comply with, the above time-use restrictions.
6. Insurance: Charles Aquatics, Inc. shall maintain the following insurance coverage: Automobile Liability, General Liability, and Pollution Liability. Workers' Compensation coverage is also provided at statutory limits. Charles Aquatics, Inc. will submit certificates of insurance upon request.
7. Payment terms: CLIENT understands that, for convenience, the annual investment amount has been spread over a twelve-month period and that individual monthly billings do not reflect the fluctuating seasonal costs of service. If CLIENT places their account on hold, an additional start-up fee may be required due to aquatic re-growth. All invoices will be paid within 30 days of the date of the invoice. Payments made after 30 days will be considered in arrears and will be assessed interest charges in the amount of 1.5% for each month payment is late. CLIENT agrees to reimburse Charles Aquatics, Inc. for any bank charges and handling fees resulting from a returned check.
8. Non-payment/Default: In the case of non-payment by the CLIENT, Charles Aquatics, Inc. reserves the right, following written notice to the CLIENT, to terminate this Agreement and reasonable attorneys' fees and costs of collection shall be paid by the CLIENT, whether suit is filed or not.
9. Renewal: Upon completion of this Agreement or any extension thereof, this Agreement shall be extended for a period equal to its original term unless terminated by either party. To compensate for economic forces beyond the control of Charles Aquatics, Inc., CLIENT agrees to pay an annual four percent (4%) increase for provided aquatic management services. The increase will be rounded off to the nearest dollar.

10. Termination: Termination of this Agreement may be made in writing at any time by Charles Aquatics, Inc. or by the CLIENT. The effective date of any termination will be the last day of the month during which written notice is received and acknowledged by the recipient. In the event CLIENT terminates the Agreement prior to the end of the initial year, CLIENT agrees to pay Charles Aquatics, Inc. for the balance of the agreement.
11. Assignment of this Agreement: This Agreement is not assignable by the CLIENT except upon prior written consent by Charles Aquatics, Inc.
12. Alterations and Modifications: This three (3) page Agreement constitutes the entire Agreement of the parties hereto and no oral or written alterations or modifications of the terms contained herein shall be valid unless made in writing and accepted by an authorized representative of both Charles Aquatics, Inc. and the CLIENT.
13. Disclosure: CLIENT agrees to disclose, by checking and initialing boxes adjacent to subparagraphs (a) through (i) below, the existence of any of the following which presently exist or will be expected to exist in the treated waterway(s) during the entire term of this Agreement and any extension(s) thereof.

	YES	NO	INITIALS
a) Water used for irrigating landscaping around pond is effluent or reclaimed water			
b) Water from the treated waterway(s) is used for irrigation			
c) Water from the treated waterway(s) is used for human or animal consumption			
d) Treated waterway(s) are not used for swimming by humans or pets			
e) Treated waterway(s) have been mitigated (government required aquatic planting) or are scheduled to be mitigated.			
f) Any special use of treated waterway(s) which may conflict with treatments			
g) The presence of fish such as Triploid Grass Carp, Tilapia or Koi in the treated waterway(s)			
h) Restrictions on the use of any aquatic herbicides or algaecides in the waterway(s) to be treated			
i) Existence of other aquatic management programs being conducted in the same waterway(s) which Charles Aquatics, Inc. is treating			

14. For any condition(s) checked "YES" above, please provide additional details below:

15. CLIENT agrees that its failure to disclose any conditions listed above may compromise Charles Aquatics, Inc.'s capacity to adequately perform satisfactory aquatic management service and may necessitate renegotiation of the Agreement. Any failure disclose any condition which hinders or significantly changes Charles Aquatics, Inc.'s ability to provide their services does not relieve CLIENT's obligation to pay for the services provided under the terms and conditions of this Agreement.

Tab 3

Trout Creek CDD
GM/AGM Operations Report for January 22, 2026

Mischief/ Vandalism:

- 2 ping pong balls have been destroyed in addition to others reported in prior months reports, along with the foosball tables rubber seal for scoring
- Covers are continuing not to be put back on game tables (foosball and pool table even when not in use)
- Volleyball net poles destroyed at Falls Park – Photos attached, Board please advise Staff on how to proceed
- Turf destroyed at Falls Park side field – Photos and proposals to repair options attached for Board consideration, please advise Staff on how to proceed
- Firepit at Outpost was destroyed and vandalized due to teenagers putting wood pallets into pit and shifting/ breaking – Staff is requesting Board to consider the attached options on how to move forward
- Vandalism graffiti under the bridge going into phase 3, near the Outpost - Photos attached and listed in Maintenance Report
- Vape device flushed in the men's private restroom at the Fitness Lodge, causing the toilet to be serviced as it was not flushing - Photos attached and listed in Maintenance Report
- Picnic tables painted at North Creek Park – Photos attached and listed in Maintenance Report

Administration:

- Assisted Lifestyle/ Maintenance with Holiday Decoration setup/ breakdown
- Assisted Lifestyle with Light up Shearwater event
- Onsite discussion with design architects
- Attended FirstService Residential training sessions
- Onsite meeting and discussion with potential DM regarding RFP
- Assisted Lifestyle with Ladies Hallmark Movie Night event
- Hosted team Holiday outing at Topgolf
- Discussion/ meeting with First Coast Vender Village regarding Winterfest
- Onsite meeting with fencing companies to collect proposals for the Tennis/ Gym fence
- Assisted Lifestyle and team with Winterfest event
- Worked with landscaping companies and pine straw vendor for continued pine straw project
- Worked with Ruppert and Prestige Landscaping companies regarding placement/planting of 45 trees from JEA waterline
- Conducted interviews for new hire for the maintenance technician position, and conducted on boarding paperwork and routine
- Assisted Lifestyle with Kids New Years Eve event

Reoccurring Meetings/Events:

- Property drive with Ruppert Landscape
- Property drive with Prestige Landscape
- Attended the CDD Workshop Meeting
- Monthly meeting with Chairman Clint Wright
- Monthly meeting with Supervisor Ronnie Murphy
- Monthly meeting with Supervisor Vincent Sajkowski
- Monthly meeting with Vice Chairperson Heather Loffredo
- Conducted weekly staff meeting (every Thursday)
- RecNet monthly meetings
- Maintenance inspection with maintenance supervisor (bi-weekly)
- Attended the monthly FSR lifestyle collaboration call

Kayak Hub:

- December Square Café Category Sales Report ([attached](#))
- December TCCDD Square Sales Report ([attached](#))
- December Square Café Sunday Category Sales Report ([attached](#))

Lifestyle:

- December Profit & Loss Report ([attached](#))
- December Lifestyle Summary Report ([attached](#))

Maintenance/ Vandalism/ Mischief Issues:

- Maintenance December Report ([attached](#))









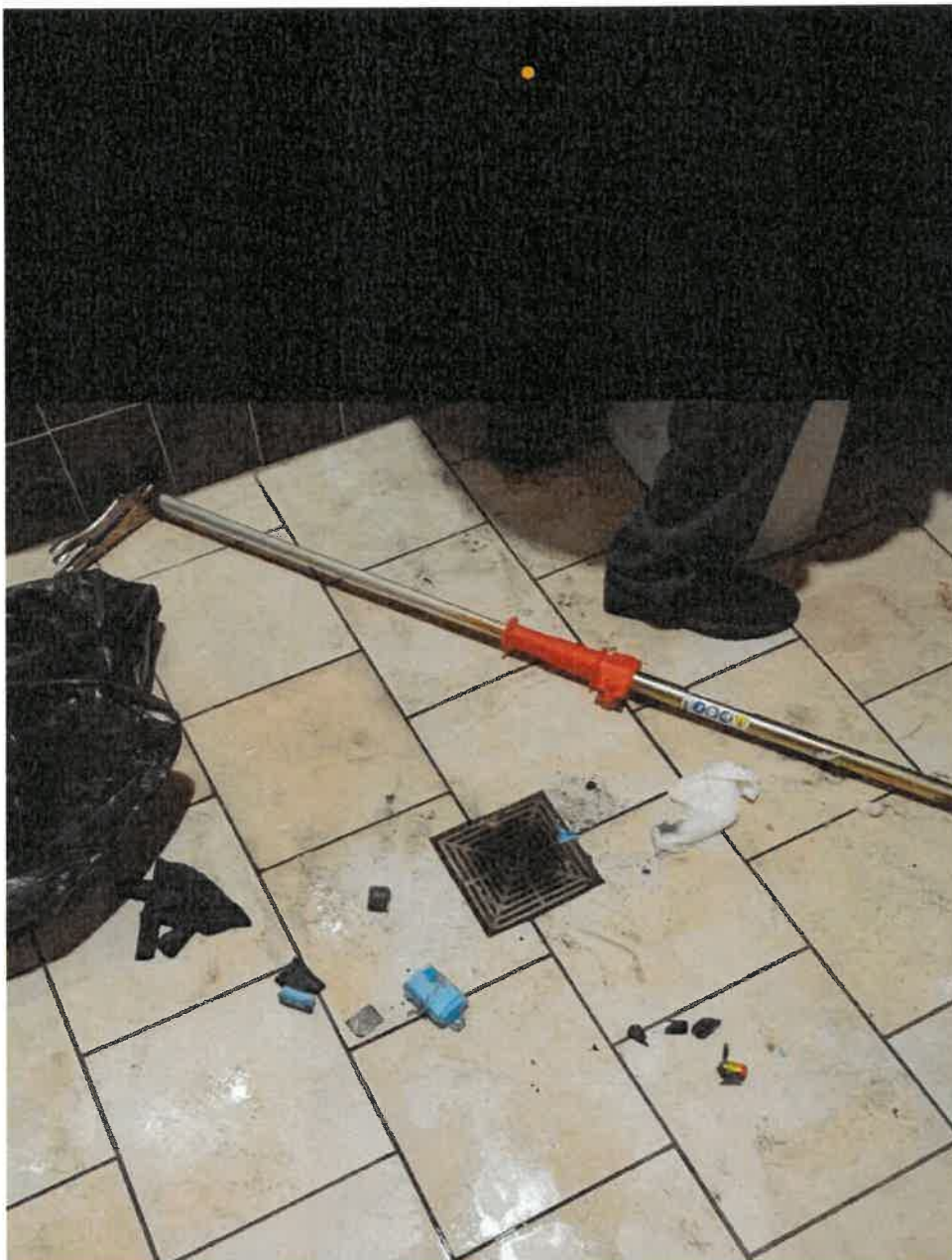
(9)



Vandalism Under The Bridge In Phase 3

Created: Tue, 1/6/2026

(13)



Removed Vape Pen From Toilet In Men's Private Stall At Fitness Lodge.

Created: Tue, 1/6/2026

Before

(11)



Painted Tables At North Creek, Recommend Replacing Soon.

Created: Tue, 1/6/2026

Before

Dec 1, 2025–Dec 31, 2025



Category Sales Report

CAFE

Category	Items Sold	Gross Sales
Uncategorized	9	\$320.27
CANDY	35	\$50.75
CHIPS	26	\$52.00
DRINKS	78	\$137.00
HOT DRINKS	11	\$11.00
KIDS MEAL	4	\$27.50
PIZZA	4	\$20.00
SANDWICHES	1	\$7.50
SINGLE ITEMS	1	\$4.00
TREATS	43	\$162.00
WRAPS/BURGERS	3	\$22.00
Total	215	\$814.02

Dec 1, 2025–Dec 31, 2025

Category Sales Report

TCCDD



Category	Items Sold	Gross Sales
Uncategorized	56	\$2,144.67
FOBS	19	\$570.00
TCCDD Reservations	53	\$5,315.00
Total	128	\$8,029.67

Dec 14, 2025



Category Sales Report

CAFE

Category	Items Sold	Gross Sales
CANDY	1	\$1.75
DRINKS	4	\$8.00
KIDS MEAL	2	\$14.00
PIZZA	1	\$5.00
SINGLE ITEMS	1	\$4.00
Total	9	\$32.75

Dec 21, 2025

Category Sales Report

CAFE



Category	Items Sold	Gross Sales
CHIPS	1	\$2.00
DRINKS	2	\$4.00
TREATS	4	\$16.00
Total	7	\$22.00

Dec 28, 2025



Category Sales Report

CAFE

Category	Items Sold	Gross Sales
CHIPS	3	\$6.00
DRINKS	7	\$11.00
HOT DRINKS	3	\$3.00
KIDS MEAL	1	\$7.00
PIZZA	1	\$5.00
TREATS	3	\$12.00
Total	18	\$44.00

December, 2025

Lifestyle Profit & Loss



JOE GERENA
Lifestyle Director - Trout Creek CDD
100 Kayak Way| St. Augustine, FL | 32092
Direct: 904.342.3739
Email: Joe.Gerena@fsresidential.com

DEMETRIC ARNOLD
Lifestyle Coordinator - Trout Creek CDD
100 Kayak Way| St. Augustine, FL | 32092
Direct: 904.342.3739
Email: Demetric.Arnold@fsresidential.com

Summary	Estimated	Actual
Total income	\$0.00	\$3,004.58
Total expense	\$0.00	\$15,899.86
Total profit	\$0.00	(\$12,895.28)

EVENT REVENUE/ COST

Breakfast with Santa	Revenue	Cost
Dunkin Donuts		\$63.73
Publix - Food		\$56.81
Walmart - Food		\$74.58
Chick Fil A		\$491.40
Ticket Sales	\$1,099.45	
Total	\$1,099.45	\$686.52

Photos w/ Santa - 3 Days	Revenue	Cost
Candy Canes		\$54.95
Santa		\$500.00
Total	\$0.00	\$554.95

Tree Lighting	Revenue	Cost
Walmart - Beverages		\$28.57
Grinch		\$150.00

Winterfest	Revenue	Cost
Affy Tapple		\$434.89
Amazon Décor		\$2,671.14
Oriental Trading Décor		\$243.63
Home Depot - Tents, etc.		\$91.92
FCVV - Attractions and characters		\$5,050.00
Progressive		\$4,110.00
Home Depot - Lights and batteries		\$15.87
Walmart - Team Shirts + Décor - 29.96 +		\$133.84
Sam's Club - Hot cocoa supplies		\$118.13
Amazon - Tree fencing		\$85.99
Publix - Hot cocoa station		\$111.05
Total	\$0.00	\$13,066.46

Coffee & Conversation	Revenue	Cost
Sam's Club - Supplies		\$244.79
Publix		\$19.74
Total	\$0.00	\$264.53

Kids NYE Party	Revenue	Cost
Deritas - Sandwiches		\$216.00
Sam's - food and drinks		\$161.90
Dollar Tree		\$18.00
Publix - Beverages/ice		\$38.15

			Amazon - décor 50.44 + 50.03 + 36.81+	\$50.44
			Walmart - activity supplies	\$9.90
Total	\$0.00	\$178.57	Total	\$0.00 \$494.39
Curiosity U	Revenue	Cost	Luminary on Christmas Eve	Revenue Cost
Software		\$100.00	Home Depot Sand	\$19.71
Publix - Food (56.03 + 47.97)		\$104.00	Amazon - Bags	\$120.78
Total	\$0.00	\$204.00	Total	\$0.00 \$140.49
Ladies Hallmark Movie Night	Revenue	Cost	Shuttle Service	Revenue Cost
Blowup seats		\$309.95	EZ Event ride - 4 shuttles	\$2,400.00
Total	\$0.00	\$309.95	Total	\$0.00 \$2,400.00
Events Summary		Actual		
Total income		\$1,099.45		
Total expense		\$15,245.42		
Total Profit		-\$14,145.97		
VENDOR REVENUE - 10% OF ALL SALES				
Vendor	Payment Method		Income	
904 Tennis	Check		\$1,541.00	
Zumba - Songhwanara	Check		\$40.00	
Ma'at Johnson - SOCA	Square		\$94.00	
Sarap Stop	Square		\$230.13	
Total			\$1,905.13	
SPONSORSHIPS				
Sponsor	Type		Income	
Total			\$0.00	\$0.00

Shearwater Lifestyle Summary Report – December 2025

December 1st – Shearwater Light the Night

- ✓ Inaugural tree lighting event was a success. The tree was a string light tree set, donated by our phase 1 & 3 landscaping company Prestige. We offered smores and hot cocoa. We had a group of teen musicians who sang for us on behalf of Soundwave Academy. We only had 12 RSVP's for the event, we prepped for about 70 attendees, and were blown away with about 300 attendees. While slightly overwhelmed, I would say this is a great success for a first event and we will be substantially more prepared next year now that a new tradition has been established.

December 5th – Hallmark Holiday Ladies Movie Night

- ✓ Small gathering. 14 RSVP's. This was a nice gathering where residents provided shareable goodies to eat and drink

December 10th – Coffee and Conversations, sponsor David Katz w/ Gold and Silver Roadshow

- ✓ Coffee provided by Kinder Kafe. We had about 55 attendees to start the morning. Our sponsor traveled from IL to host events like this at various communities. After the coffee and conversations event he set up in the conference room to buy gold and silver from residents. Unfortunately, we only had 6 appointments for people to have their jewelry appraised.

December 12th - Kids Story time with Ivybrook Academy + Trivia Night

- ✓ Ivy Brook Academy hosted the kids story time at the Outpost and we had about 15 kids attend. This is an event for kids under 5 typically. Trivia night had about 15 RSVP's and about 25 attendees. We are going to host trivia nights and Bingo's ourselves to eliminate the cost of DJ services. It does not seem to impact the attendance.

December 13th – Winterfest and Whoville taproom.

- ✓ After hearing complaints about not having adult-related activities at our big events we put together the taproom concept. Unfortunately, we did not sell enough tickets to cover the cost to make this happen and cancelled this aspect. Winterfest was a huge success. Our Grinch themed provided cohesion with all of the activities. We had Santa, Mrs. Claus, The Grinch, Whoville Mayor, Cindy Lou, and more characters set up and roaming for photo ops. The vendor village did very well and focused mostly on holiday related businesses or products. Thanks to the SJSO for donating the light tower, it was much better lit this year. Overall, we'd estimate about 3200 attendees throughout the event.

December 16th – Café Takeover and SeaGlass tree art project by Artistic Ways.

- ✓ Bakery Cartel was originally scheduled but decided to close her business temporarily. Filo's Fresh stepped in to recover the event. She didn't receive any business this night. The Sea Glass Tree Art Project was postponed due to lack of rsvp's.

December 20th – Breakfast with Santa

- ✓ One of the best new events we've added to the program this month, Breakfast with Santa was a hit. With almost 130 attendees, we generated over \$1k and had quite a few happy residents. Santa was available to take pictures with (Resident Jon Rod was Santa). In addition, First Coast Tech, donated an Xbox as a free raffle prize.

December 21st – Movie on the Lawn – How the Grinch Stole Christmas

- ✓ We had 31 RSVP's and about 75 attendees. Filo's Fresh served food out of the Kayak Club Café. This was a popular movie and having Hot Cocoa available was an added touch.

December 22nd – Silent Disco Family Night

- ✓ This event was postponed for the 2nd time due to lack of ticket sales. We are scrapping the idea of making this a family event as attendance just isn't happening. This will be rescheduled and converted to a Tween night. This was the demographic targeted last year with much better results. New date TBD.

December 24th – Storytime with Goddard School

- ✓ No attendance likely due to the holiday. We will continue this activity in the upcoming months and just be mindful of the holidays.

December 31st – NYE Kids party

- ✓ This was another great addition to our holiday programming. We had over total 130 attendees easily with 78 RSVP's, and an additional 15 RSVP's that did not have website access to the site but sent us email requests instead. This event drove quite a bit of traffic to the website to register. We were overcrowded after a bit so we moved the activities to the event lawn. Next year we will add some formal activities since we weren't able to do what we had planned with the larger attendance. We initially planned for about 50 to 60 attendees based on initial RSVP's.

Additional Activities

- ✓ Bookmobile at the Outpost Every Monday – Continues to do well. Curiosity U every Tuesday, attendance about 14 per event this month. OneBlood Donation truck on site 12/9 with 10 donations made. We also have had Deja Brew food truck at the Outpost every Wednesday. Sarap Stop tried a few breakfast dates but were not well attended. Our Fitness programming slowed down these last 2 months but should ramp up again in January.

(1)



Replaced Landscape Lighting At Rangeline Dr.

Created: Tue, 1/6/2026

Before

(2)



Replaced Landscape Lighting At Rangeline Dr.

Created: Tue, 1/6/2026

After

(3)



Installed Solar Lighting At Dog Park.

Created: Tue, 1/6/2026

(4)



Installed Solar Lighting At Dog Park.

Created: Tue, 1/6/2026

(5)



Installed Volleyball Net At Falls Park.

Created: Tue, 1/6/2026

Before

(6)



Installed Volleyball Net At Falls Park.

Created: Tue, 1/6/2026

After

(7)



Replaced Lights At The Bridge In Phase 3

Created: Tue, 1/6/2026

Before

(8)



Replaced Lights At The Bridge In Phase 3

Created: Tue, 1/6/2026

After

(9)



Vandalism Under The Bridge In Phase 3

Created: Tue, 1/6/2026

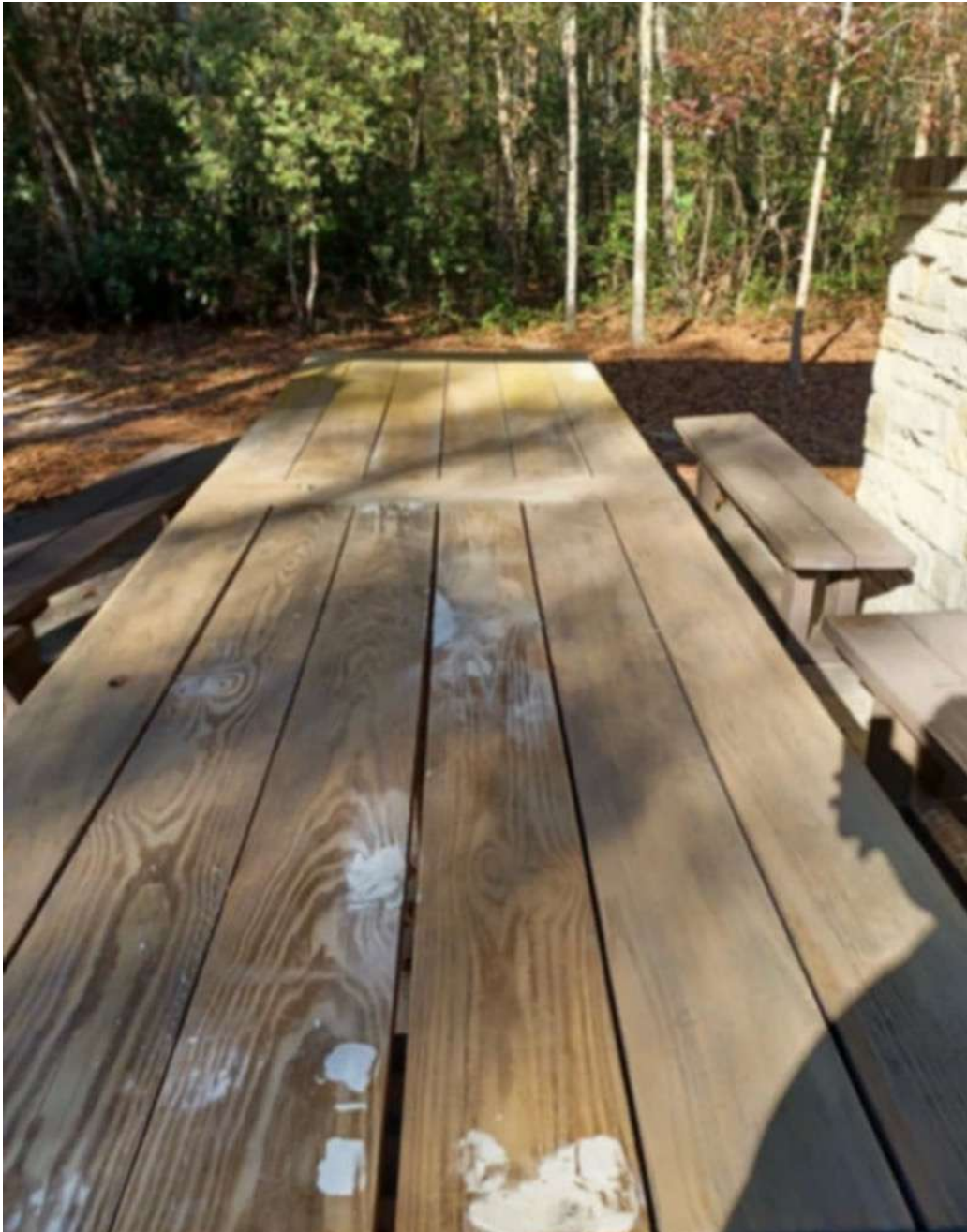
(10)



Vandalism Under The Bridge In Phase 3

Created: Tue, 1/6/2026

(11)

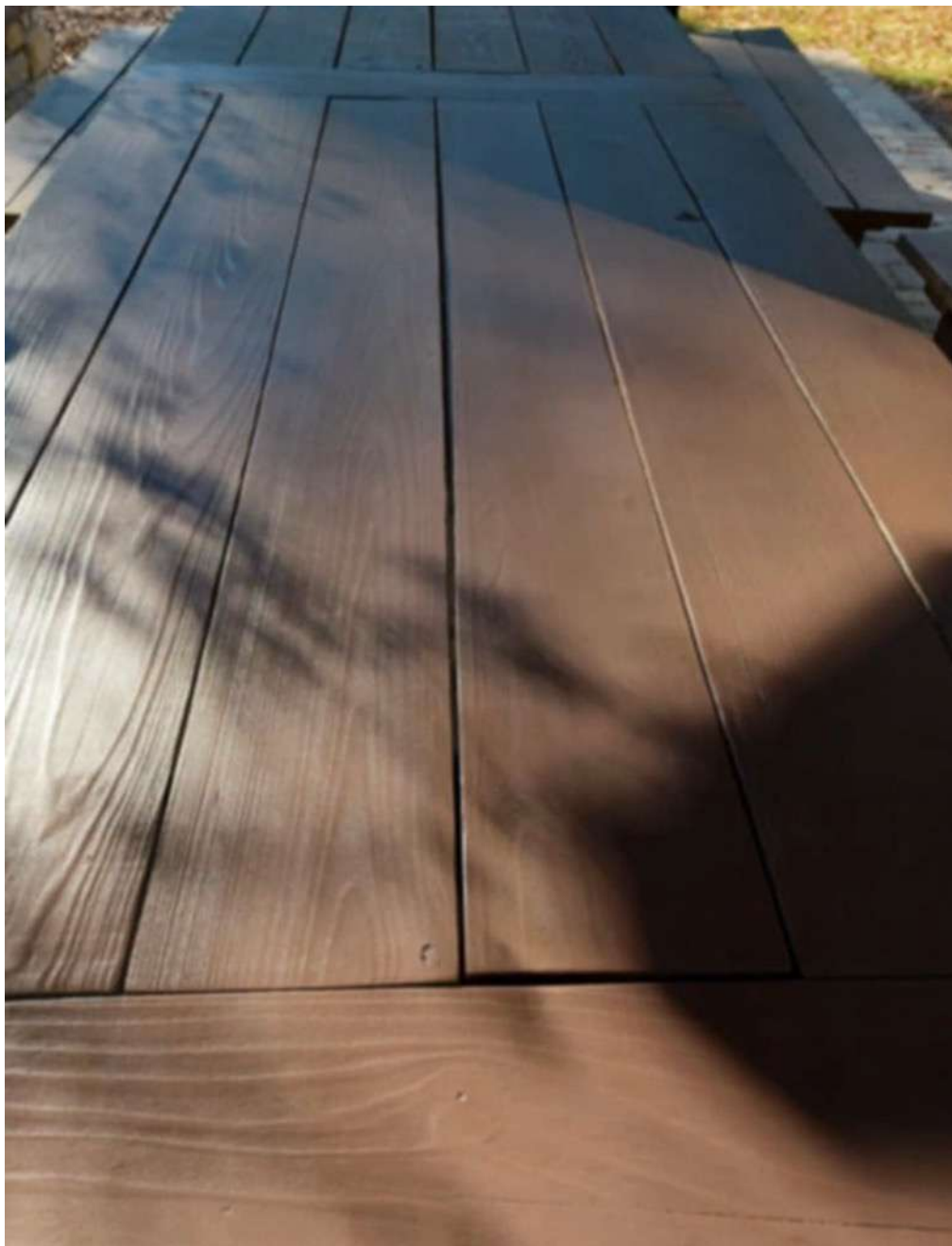


Painted Tables At North Creek, Recommend Replacing Soon.

Created: Tue, 1/6/2026

Before

(12)

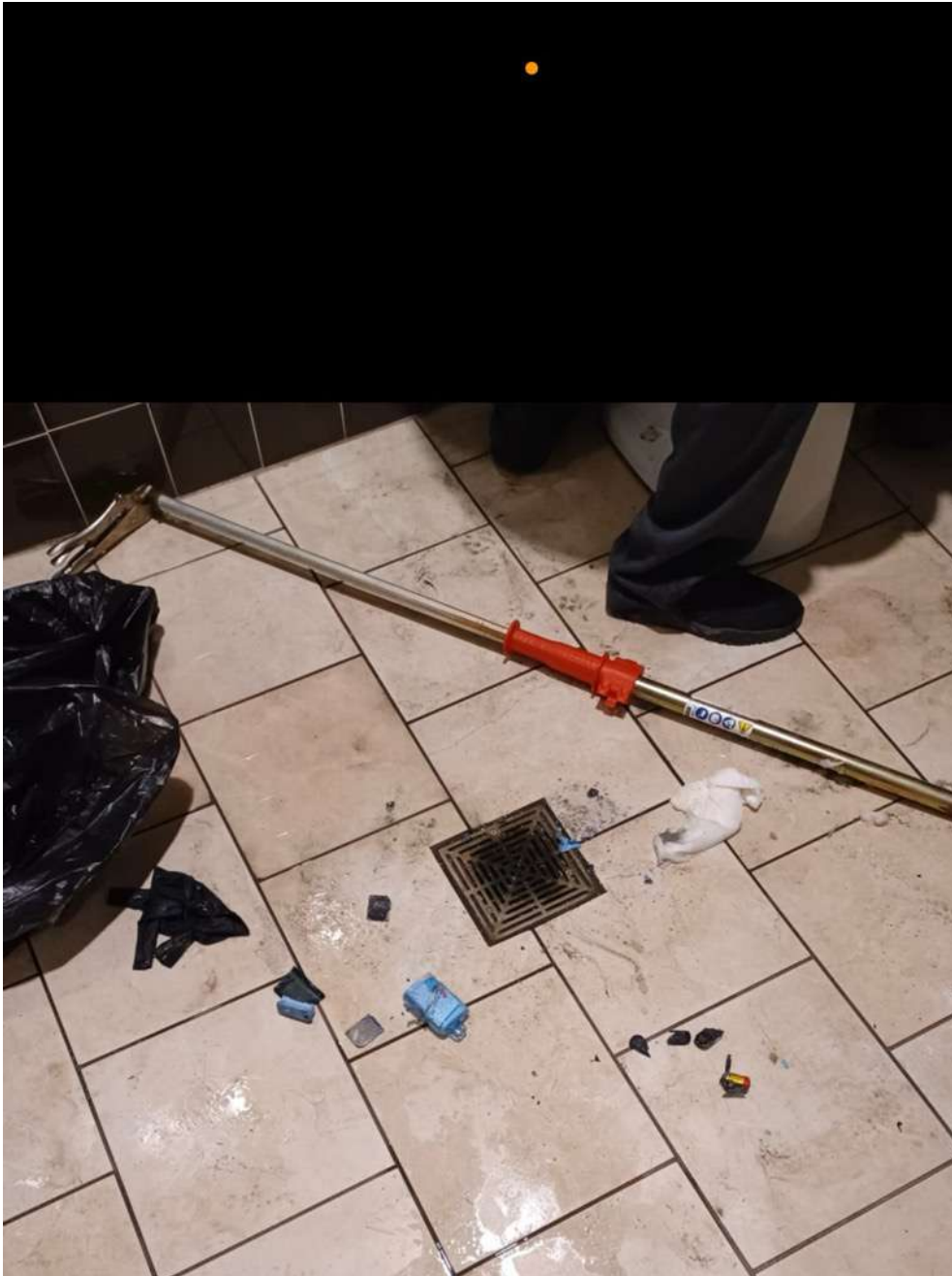


Painted Tables At North Creek, Recommend Replacing Soon.

Created: Tue, 1/6/2026

After

(13)



Removed Vape Pen From Toilet In Men's Private Stall At Fitness Lodge.

Created: Tue, 1/6/2026

Before

(14)



Removed Vape Pen From Toilet In Men's Private Stall At Fitness Lodge.

Created: Tue, 1/6/2026

After

(15)

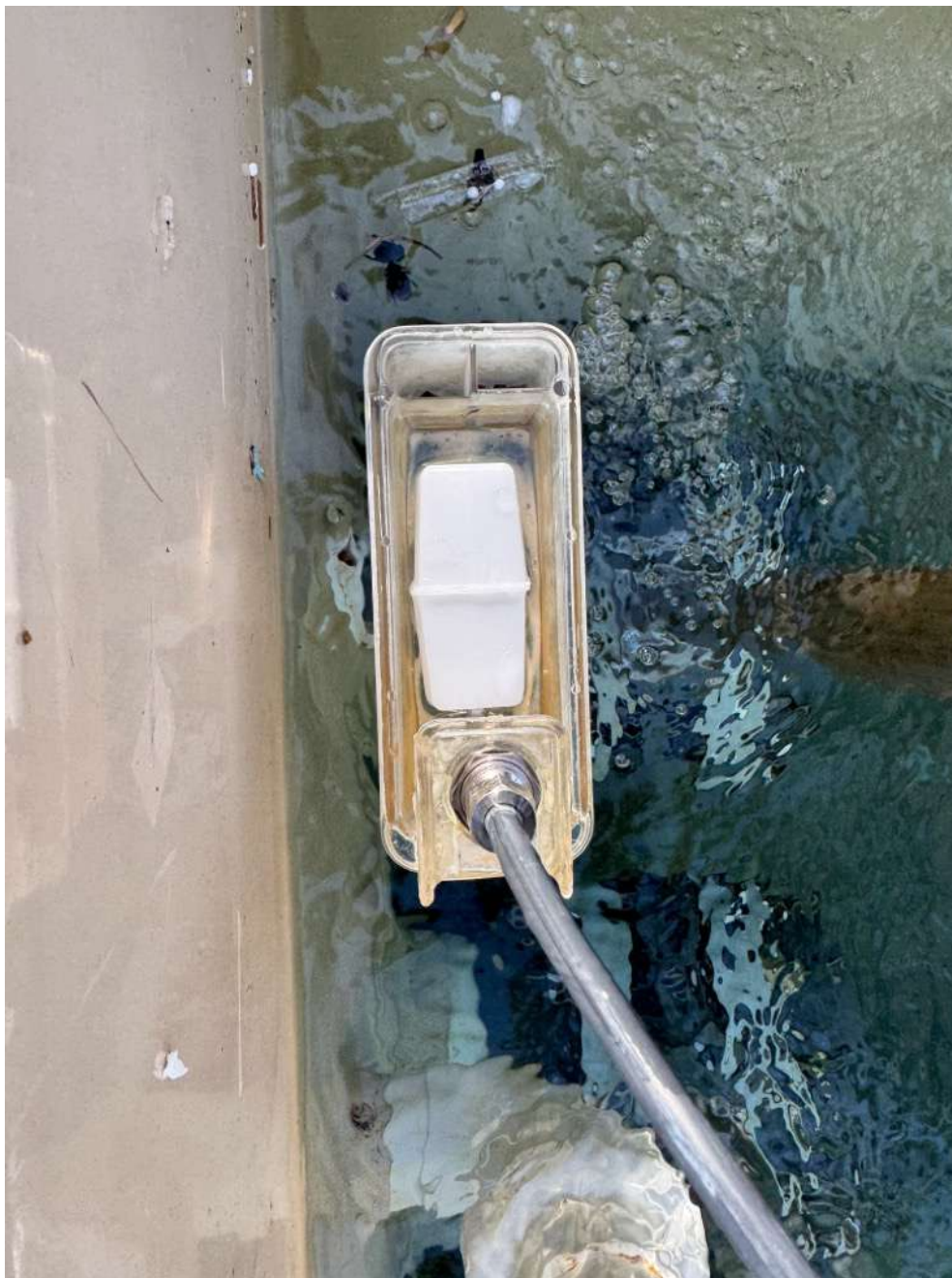


Replaced Fill valve At Lap Pool Surge Tank.

Created: Tue, 1/6/2026

Before

(16)



Replaced Fill valve At Lap Pool Surge Tank.

Created: Tue, 1/6/2026

After

(17)



Fire Pit At The Outpost Has Been Removed Due To Damage From Improper Use And Vandalism.

Created: Tue, 1/6/2026

(18)



Fire Pit At The Outpost Has Been Removed Due To Damage From Improper Use And Vandalism.

Created: Tue, 1/6/2026

(19)



Installed 5 Minutes Parking Signs At Mailbox Parking On Rosemont Dr.

Created: Tue, 1/6/2026

Before

(20)



Installed 5 Minutes Parking Signs At Mailbox Parking On Rosemont Dr.

Created: Tue, 1/6/2026

After

(21)



Built New Picnic Table For Community Garden.

Created: Tue, 1/6/2026

Before

(22)



Built New Picnic Table For Community Garden.

Created: Tue, 1/6/2026

After

(23)



Installed New Wall Sconces In Aerobics Room.

Created: Tue, 1/6/2026

Before

(24)



Installed New Wall Sconces In Aerobics Room.

Created: Tue, 1/6/2026

After

(25)



Painted All Trim And Baseboard In Aerobics Room At Fitness Lodge.

Created: Tue, 1/6/2026

Before

(26)



Painted All Trim And Baseboard In Arobics Room At Fitness Lodge.

Created: Tue, 1/6/2026

After

(27)

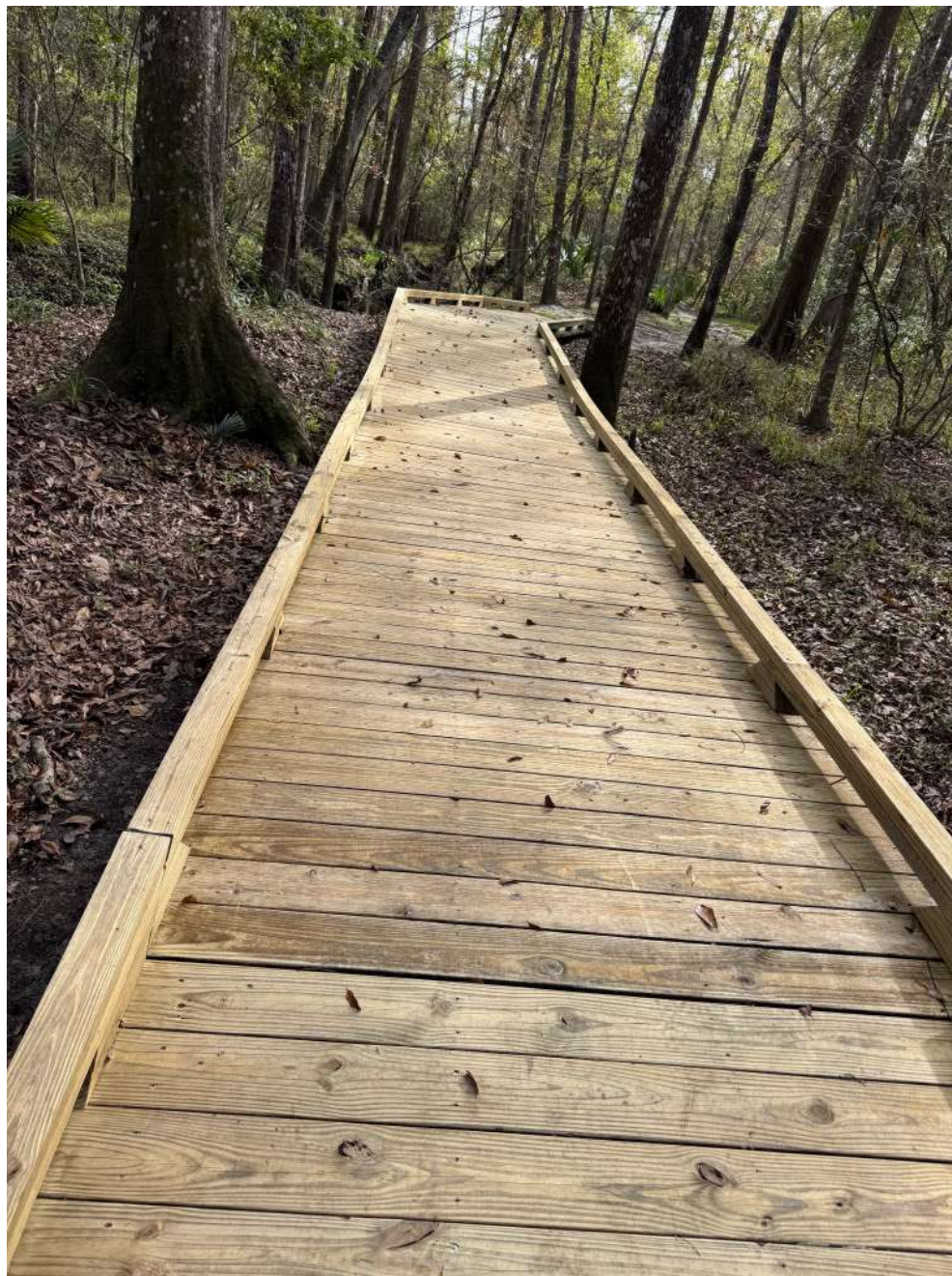


Boardwalk Cleaning At Northcreek Trail.

Created: Tue, 1/6/2026

Before

(28)



Boardwalk Cleaning At Northcreek Trail.

Created: Tue, 1/6/2026

After

Completed by Johnnie verdell



January 09, 2026

**322 Paseo Reyes Drive
St. Augustine , FL 32095**

Attn: Jessicajessica.knutelsky@fsresidential.com

Re: Sod removal on dirt mounds

Ruppert Landscape proposes to furnish all materials, labor, and equipment necessary to perform the following Landscape Enhancement at **Trout Creek CDD Phase 2**. Specifically, the scope of work shall be as described here in.

Scope of Work: This proposal is to remove the damaged sod from the dirt mounds.

Materials:

Description	Quantity	UM/Size
St Augustine sod	18	Pallets

Miscellaneous:

Description
Grade/ Demo

Total price* : \$11,377 _____ Initial

- Installation of plant material, sod, and seed shall be in accordance with generally excepted state/local industry specifications and guidelines.
- Proposal is based on Ruppert Landscape completing the full scope of work in one mobilization, unless otherwise indicated.
- Ruppert Landscape will contact the appropriate Utility Locate service for the project area and have all major utilities located prior to the start of our work. The

Ruppert Landscape, Inc.
2105 Harbor Lake Drive ■ Fleming Island, FL 32003
Office 904-778-1030 ■ Fax 301-482-0303 ■ www.ruppertlandscape.com

customer will be responsible for locating any private utilities on the property such as site lighting and irrigation systems.

- Ruppert Landscape is not liable for damage to, or resulting from, undisclosed subsurface utilities and structures that are not properly identified. If hand digging is required to avoid utilities, Ruppert Landscape will notify the customer immediately and bill for the additional costs on a time and materials basis.
- Proposal is based on reasonable access to all areas by construction equipment such as backhoes and skidsteer loaders. If access is restricted, Ruppert Landscape will notify the customer immediately and will bill for additional costs on a time and materials basis.
- Proposal is based on all work areas being free of major subsurface obstructions such as rock, hardpan, clay, water, contaminated soils and miscellaneous construction debris that conflict with the completion of our work. If hidden obstructions are encountered, Ruppert Landscape will notify the customer immediately and will bill the additional costs incurred on a time and materials basis.
- Ruppert Landscape will not be responsible for damages to existing landscape or structures due to actions or conditions beyond our control including but not limited to: Acts of God, weather, neglect, vandalism, theft, etc.
- Proposal based on receiving curb lane access provided by Owner/General Contractor as may be required for Ruppert Landscape installations.
- All newly installed plant material shall be covered by a one time, six month replacement warranty, which does not cover acts of God or vandalism, and is contingent upon proper watering and maintenance being provided for by the owner.
 - Initial watering will be provided upon installation;
 - Subsequent watering is to be provided by the property owner unless preapproved by the owner as an additional service to be billed on a time plus material basis, at the rates noted below.
 - Hand-watering by garden hose from a private water source on-site is \$60.00 per hour.
 - Hand-watering by hose from a metered public source (hydrant) is \$70.00 per hour.
 - Tank-truck watering, from a metered public source (hydrant), is \$100 per hour.

Subsequent watering will be provided by Ruppert Landscape on a time and materials basis according to the above-provided rates which supersede all previously provided rates. Frequencies and schedules will be determined by site conditions.

Additional watering: YES _____ NO _____

Terms and Conditions

- Pricing does not include state and local taxes but will be invoiced where applicable.
- Payment shall be requisitioned upon completion of each rotation and be due, in full, within fifteen (15) days.

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2105 Harbor Lake Drive ■ Fleming Island, FL 32003
Office 904-778-1030 ■ Fax 301-482-0303 ■ www.ruppertlandscape.com

- Owner agrees to pay for any direct or indirect fees or set-up costs related to the Contractor's processing of invoices through a third-party servicer, with any such fees or costs being added to the Owner's invoice as an additional sum owed to the contractor.
- A late charge of 1.5% per month will be charged on all amounts 30 days past due. A \$30 fee will apply to any returned check. Should Owner choose to pay by credit card, third-party fees associated with this payment type will be covered by the addition of a Convenience Fee, which shall be added to the total transaction amount (the current Convenience Fee is 3.0%). We recommend making payments via check or via ACH, as neither of these forms of payment have any additional costs associated. In addition, ACH offers many of the same conveniences as paying by credit card, but without the added cost.
- This proposal shall only be valid for Thirty (30) days. After that time unit prices will need to be readjusted.
- If this proposal meets your approval, please sign and return one copy.

My contact information is shown below. If you have any questions please contact me.
Thank you.

Acceptance of Proposal:

jessica.knutelsky@fsresidential.com

Ruppert Landscape LLC

Kyle Carasea

813-293-0587 cell

kcarasea@ruppertcompanies.com

Date: _____



January 09, 2026

322 Paseo Reyes Drive
St. Augustine , FL 32095

Attn: Jessica jessica.knutelsky@fsresidential.com

Re: Grading and sod

Ruppert Landscape proposes to furnish all materials, labor, and equipment necessary to perform the following Landscape Enhancement at **Trout Creek CDD Phase 2**. Specifically, the scope of work shall be as described here in.

Scope of Work: The purpose of this project is to correct existing soil elevation issues and ensure proper surface drainage away from structures and landscaped areas. Current dirt humps and uneven grading are causing improper water retention. This proposal outlines the removal, regrading, sod installation, and irrigation adjustments needed to achieve positive drainage and healthy turf establishment.

Materials:

Description	Quantity	UM/Size
St Augustine Sod	18	Pallets

Miscellaneous:

Description
Grade/ Demo
Dumpsters
Equipment

Total price* : \$17,922 _____ Initial

Ruppert Landscape, Inc.
2105 Harbor Lake Drive ■ Fleming Island, FL 32003
Office 904-778-1030 ■ Fax 301-482-0303 ■ www.ruppertlandscape.com

- Installation of plant material, sod, and seed shall be in accordance with generally excepted state/local industry specifications and guidelines.
 - Proposal is based on Ruppert Landscape completing the full scope of work in one mobilization, unless otherwise indicated.
 - Ruppert Landscape will contact the appropriate Utility Locate service for the project area and have all major utilities located prior to the start of our work. The customer will be responsible for locating any private utilities on the property such as site lighting and irrigation systems.
 - Ruppert Landscape is not liable for damage to, or resulting from, undisclosed subsurface utilities and structures that are not properly identified. If hand digging is required to avoid utilities, Ruppert Landscape will notify the customer immediately and bill for the additional costs on a time and materials basis.
 - Proposal is based on reasonable access to all areas by construction equipment such as backhoes and skidsteer loaders. If access is restricted, Ruppert Landscape will notify the customer immediately and will bill for additional costs on a time and materials basis.
 - Proposal is based on all work areas being free of major subsurface obstructions such as rock, hardpan, clay, water, contaminated soils and miscellaneous construction debris that conflict with the completion of our work. If hidden obstructions are encountered, Ruppert Landscape will notify the customer immediately and will bill the additional costs incurred on a time and materials basis.
-
- Ruppert Landscape will not be responsible for damages to existing landscape or structures due to actions or conditions beyond our control including but not limited to: Acts of God, weather, neglect, vandalism, theft, etc.
 - Proposal based on receiving curb lane access provided by Owner/General Contractor as may be required for Ruppert Landscape installations.
 - All newly installed plant material shall be covered by a one time, six month replacement warranty, which does not cover acts of God or vandalism, and is contingent upon proper watering and maintenance being provided for by the owner.
 - Initial watering will be provided upon installation;
 - Subsequent watering is to be provided by the property owner unless preapproved by the owner as an additional service to be billed on a time plus material basis, at the rates noted below.
 - Hand-watering by garden hose from a private water source on-site is \$60.00 per hour.
 - Hand-watering by hose from a metered public source (hydrant) is \$70.00 per hour.
 - Tank-truck watering, from a metered public source (hydrant), is \$100 per hour.

Subsequent watering will be provided by Ruppert Landscape on a time and materials basis according to the above-provided rates which supersede all previously provided rates. Frequencies and schedules will be determined by site conditions.

Additional watering:

YES _____ **NO** _____

Ruppert Landscape, Inc.
 2105 Harbor Lake Drive ■ Fleming Island, FL 32003
 Office 904-778-1030 ■ Fax 301-482-0303 ■ www.ruppertlandscape.com

Terms and Conditions

- Pricing does not include state and local taxes but will be invoiced where applicable.
- Payment shall be requisitioned upon completion of each rotation and be due, in full, within fifteen (15) days.
- Owner agrees to pay for any direct or indirect fees or set-up costs related to the Contractor's processing of invoices through a third-party servicer, with any such fees or costs being added to the Owner's invoice as an additional sum owed to the contractor.
- A late charge of 1.5% per month will be charged on all amounts 30 days past due. A \$30 fee will apply to any returned check. Should Owner choose to pay by credit card, third-party fees associated with this payment type will be covered by the addition of a Convenience Fee, which shall be added to the total transaction amount (the current Convenience Fee is 3.0%). We recommend making payments via check or via ACH, as neither of these forms of payment have any additional costs associated. In addition, ACH offers many of the same conveniences as paying by credit card, but without the added cost.
- This proposal shall only be valid for Thirty (30) days. After that time unit prices will need to be readjusted.
- If this proposal meets your approval, please sign and return one copy.

My contact information is shown below. If you have any questions please contact me.
Thank you.

Acceptance of Proposal:

jessica.knutelsky@fsresidential.com

Ruppert Landscape LLC

Kyle Carasea

813-293-0587 cell

kcarasea@ruppertcompanies.com

Date: _____



[Outdoor Living](#) / [Fire Pits](#) / Highland Fire Pit Kit

Highland Fire Pit Kit

BELGARD

(17)



Fire Pit At The Outpost Has Been Removed Due To Damage From Improper Use And Vandalism.

Created: Tue, 1/6/2026





COLOR: James River*



TYPE: Circle Kit

\$ 1,165.99

Kit-\$875.00

Shopping Cart

Price



HILLMASTER Heavy Duty Door Hasp Latch 7-3/4" Extra Thick Steel Safety Gate Door

In Stock

FREE delivery **Mon, Jan 12**

[FREE Returns](#)

Size Name: Straight

4

[Delete](#)

[Save for later](#)

[Share](#)

\$13.99

**Coupon
Clipped**

Save 5%



1MORE Fire Pit Lid Round 38" - Metal Firepits Cover with Wooden Handles for Patio

In Stock

FREE delivery **Fri, Jan 16** for Prime members

[FREE Returns](#)

Model: 38in

1

[Delete](#)

[Save for later](#)

[Share](#)

\$171.99

**Coupon
Clipped**

Save \$10.00

Subtotal (5 items): **\$227.95**

The price and availability of items at Amazon.com are subject to change. The Cart is a temporary place to store a list of your items and reflects each item's most recent price. [Learn more](#)

Outpost Firepit Options

Option 1: Rebuild and Maintain Current Use

- Rebuild the fire pit per the attached quote for kit
- Construction completed in-house with Maintenance team (no labor cost)
- Fire pit remains **wood-burning**
- Open to **all residents**
- Available daily from **8:00 a.m. to 8:00 p.m.**
- No reservation required

Considerations:

- Least restrictive option
 - Maintains current amenity access and operations
 - Higher risk of misuse or future vandalism
-

Option 2: Rebuild with Metal Lid and Controlled Reservations

- Rebuild the fire pit per the attached quote with Maintenance team doing in house
- Add a **metal lid** with **four locks**
- Fire pit becomes a **separate reservable amenity**
- Reservations managed through the existing amenity reservation system
- Board to determine:
 - Reservation fee

Considerations:

- Increased security and reduced vandalism risk
 - Allows cost recovery through reservation fees
 - Requires staff oversight for reservations and access control
 - Limits spontaneous use
-

Option 3: Rebuild with Metal Lid – Use Limited to Outpost Reservations

Description:

- Rebuild the fire pit per the attached quote with Maintenance team doing in house
- Add a **metal lid**
- Fire pit is **only available to residents who reserve the Outpost and included**
- Board to determine:
 - Whether there is an **additional fee** for fire pit use, or
 - If it is **included in the current Outpost reservation cost**

Considerations:

- Most restrictive use, but lowest risk of misuse
- Simplifies management and access control
- Enhances the value of the Outpost reservation
- Limits availability to a smaller group of residents

Tab 4

Trout Creek YTD Revenues & Expenditures Thru 11/30/2025

SUMMARY

	<u>Annual Budget</u>	<u>YTD Budget Thru 011/30/25</u>	<u>YTD Actual Thru 11/30/25</u>	<u>Better/(Worse) Variance</u>
Total Revenues - O & M	4,133,309	3,841,142	3,868,460	27,318
Total Revenues - Capital Reserve	<u>465,000</u>	<u>431,667</u>	<u>427,418</u>	<u>(4,249)</u>
Total General Fund Revenues	4,598,309	4,272,809	4,295,878	23,069
Total Expenditures O & M	4,133,309	654,257	708,460	(54,203)
Total Expenditures - Capital Reserve	<u>465,000</u>	<u>465,000</u>	<u>39,850</u>	<u>425,150</u>
Total General Fund Expenditures	4,598,309	1,119,257	748,310	370,947
Total O & M Excess of Revenues Over(Under) Expenditures	0	3,186,885	3,160,000	(26,885)
Total Excess of Revenues Over(Under) Expenditures	<u>0</u>	<u>(33,333)</u>	<u>387,568</u>	<u>420,901</u>
Total Excess of Revenues Over(Under) Expenditures	0	3,153,552	3,547,568	394,016

Explanations of Variances

O & M Expenses - (Over)/Under by (54,203)
O & M Revenue - (Less)/More by \$ 27,318
Net O & M - (Over)/Under by \$ (26,885)

Common Area Mulch/Pinestraw - Timing of Mulching is ahead of budget schedule	(32,516)
Contingency - Stocking Ponds with Fish (\$12,082) Pressure Washing Boardwalks (\$7,000)	(17,215)
Amenity Maintenance & Repairs - \$9,300 of pool pump repair, Floor Replacement - \$6,125	(12,831)
Reclaimed Water - Higher than anticipated Water usage	(9,638)
Legal Council - More activity, mostly relating to developer negotiations, and RFP for District Manager	(6,970)
Special Events - Many Winterfest bills paid in November but was budgeted in December	(6,280)
Utility Street Lights - Retroactive correction charge made for Phase 3 lights	(5,651)
Landscaping - St Augustine Grass Replaced on Phase 3 Shearwater Pkwy (\$9,228)	(4,925)
Litigation - Verdego	(4,077)
Distict Engineer - Work on Golf Cart accessible paths, work relating to traffic circle and school crossing	(3,894)
Other District Financial & Accting - Timing of Trustee Fees	(2,560)
Law Enforcement Security - Only October bills posted, November should have been accrued	4,759
Landscape Replacement Plants, etc - Timing of when things are replaced	9,644
Employee Staff - Two staff people have left and not been replaced , plus all raises not given yet	28,393
Other	<u>9,558</u>
Total of O&M Expense Variance Explanations	(54,203)
More special assessments collected than anticipated Prior year collections or late payments	38,646
Special Events Revenue - Timing of when events and sponsorships happen	(4,860)
Interest earned - hasn't earned interest yet	(4,167)
Insurance Proceeds reimbursed for Kayak Club Floor damage	2,000
Activity Fees and Facilities Rental - timing of activities compared to evenly spread budgets	(3,922)
Other	<u>(379)</u>
Total of O&M Revenue Variance Explanations	27,318

Trout Creek YTD Revenues & Expenditures Thru 11/30/2025

Chart of Accounts Classification	Annual Budget	YTD Budget Thru 011/30/25	YTD Actual Thru 11/30/25	Better/(Worse) Variance	Variance Explanation
O&M					
Revenues					
Interest Earnings					
Interest Earnings	25,000	4,167	0	(4,167)	No interest posted yet
Special Assessments					
Off Roll	8,631	8,631	8,636	5	
Tax Roll	3,809,678	3,809,678	3,848,324	38,646	Tax Collector Excess
Contributions & Donations from Private Sources					
HOA Capital Transfer	110,000	0	0	0	
Other Misc. Revenues					
Activity Fees	20,000	3,333	1,300	(2,033)	
Cafe Revenue	35,000	2,000	1,616	(384)	
Facilities Rentals	40,000	6,667	4,778	(1,889)	
HOA Reimbursement	45,000	0	0	0	
Insurance Proceeds	0	0	2,000	2,000	Reimb for Water Damage in Kayak Club
Misc Revenue	0	0	0	0	
Special Events Revenue	40,000	6,666	1,806	(4,860)	Timing of when events and sponsorships happen
Total Revenues	4,133,309	3,841,142	3,868,460	27,318	
Expenditures					
District Expenses:					
Board of Supervisor Fees	24,000	4,000	3,800	200	
District Management	61,644	15,245	15,246	(1)	
Other District Financial & Accting	41,075	11,254	13,814	(2,560)	Timing of when Trustee Fees are paid
Counsel	150,000	25,000	31,970	(6,970)	More work than anticipated due to RFP, and other issues
Litigation/Mediation	0	0	4,077	(4,077)	Litigation/Mediation Relating to Verdego
Engineer	40,000	6,666	10,560	(3,894)	Work on Golf Cart accessible paths, work relating to traffic circle and school crossing
Law Enforcement - Security	62,000	10,333	5,574	4,759	Only October bills posted, November should have been accrued
Total District Expenses:	378,719	72,498	85,041	(12,543)	
Staffing Related Expenses:					
Employee - Amenity Staff	905,000	150,833	122,440	28,393	Two staff people have left and not been replaced , plus all raises not given yet
Amenity Management Service Contracts	23,244	3,874	3,874	0	
Total Staffing Related Expenses	928,244	154,707	126,314	28,393	
Utilities:					
Electric Utility - Recreation Facilities	56,000	9,333	8,879	454	
Electric Utility - Street Lights	62,000	10,334	15,985	(5,651)	Retroactive correction charge made, due to lighting in Phase 3
Electric Utility Services	12,000	2,000	1,969	31	
Gas Utility Services	17,000	334	278	56	
Water-Sewer Utility - Reclaimed	445,000	66,750	76,388	(9,638)	Higher than anticipated Water usage
Water-Sewer - Recreation Facilities	18,375	3,062	3,047	15	
Garbage/Solid Waste Control Services	15,000	2,500	3,628	(1,128)	December bill was paid
Total Utilities	625,375	94,313	110,174	(15,861)	
Landscaping & Irrigation:					
Landscape & Irrigation Maintenance	1,070,000	161,712	166,637	(4,925)	St Augustine Grass Replaced on Phase 3 Shearwater Pkwy (\$9,228)
Landscape Replacement Plants, Shrubs, Tr	70,000	11,667	2,023	9,644	Grass Replacement above should go here
Common Area Pinestraw Mulch	140,000	23,333	55,849	(32,516)	Timing of Mulching is ahead of budget schedule
Irrigation Repair	35,000	5,833	3,383	2,450	
Miscellaneous Expense	20,000	3,333	5,225	(1,892)	Repair of damaged sign on Wayfinder (\$3,475)
Total Landscaping & Irrigation	1,335,000	205,878	233,117	(27,239)	

Trout Creek YTD Revenues & Expenditures Thru 11/30/2025

Chart of Accounts Classification	Annual Budget	YTD Budget Thru 011/30/25	YTD Actual Thru 11/30/25	Better/(Worse) Variance	Variance Explanation
Amenity Related Expenses:					
Amenity Janitorial Services	25,000	4,167	3,200	967	
Amenity Maintenance & Repairs	75,000	12,500	25,331	(12,831)	\$9,300 of pool pump repair, Floor Replacement - \$6,125 (\$2,000 reimbursed by insurance)
Amenity Janitorial Supplies	12,000	2,000	2,482	(482)	
Amenity Office Supplies	10,800	1,800	1,585	215	
Amenity Operating Supplies	7,200	1,200	802	398	
Pool Chemicals & Service Contract	94,000	20,576	20,612	(36)	
Lifeguard/Pool Monitors	185,733	5,600	0	5,600	The Budget anticipated a bill for beginning of October, based on last year
Fitness Equipment Lease & M&R	41,560	6,927	6,258	669	
Tennis Court Programs & Maint & Supplies	5,000	833	158	675	
Access Control & Security Monitoring M&R	14,000	2,334	5,121	(2,787)	Service Call for UPS Battery backup & surge protector and other issues-\$2,600
Licenses, Fees & Permits	16,000	2,667	3,047	(380)	
Pest Control/Termite Bond & Wildlife Mgmt	4,500	750	422	328	
Telephone, Internet, Cable	15,000	2,500	1,411	1,089	
Training & Education	5,400	900	1,791	(891)	
Other	3,250	541	232	309	
Total Amenity Related Expenses	514,443	65,295	72,452	(7,157)	
Lifestyle Expenses:					
Shuttle Service	15,100	3,000	3,000	0	
Special Events	75,000	14,000	20,280	(6,280)	Many Winterfest bills paid in November but was budgeted in December
Cafe Materials	25,000	1,000	1,043	(43)	
Total Lifestyle Expenses:	115,100	18,000	24,323	(6,323)	
Other Shearwater Expenses:					
Aquatic Maintenance	55,000	9,166	8,106	1,060	
Stormwater Assessments	3,500	584	0	584	
Road & Street Facilities	5,000	833	0	833	
Entry & Walls Maintenance & Repair	2,500	417	0	417	
General Liability & Property Insurance	112,928	24,232	21,489	2,743	
Holiday Decorations	7,500	0	1,895	(1,895)	
Total Other Shearwater Expenses	186,428	35,232	31,490	3,742	
Misc./Contingency Expenses:					
Capital Improvements/Contingency	50,000	8,334	25,549	(17,215)	Stocking Ponds with Fish - \$12,083
Total Misc./Contingency Expenses	50,000	8,334	25,549	(17,215)	Custom Canopies Fabric Replacement - \$3,530
					Pressure Washing Boardwalks - \$7,000
Total Expenditures	4,133,309	654,257	708,460	(54,203)	Pool table and other outdoor game supplies - \$2,936
Total Excess of Revenues (Over/(Under) Expen-	0	3,186,885	3,160,000	(26,885)	
Total Other Financing Sources(Uses)					
Interfund Transfer			0	0	
Total Other Financing Sources(Uses)	0	0	0	0	
Fund Balance, Beginning of Period	0	0	294,581	294,581	
Total Fund Balance, End of Period	0	3,186,885	3,454,581	267,696	

Trout Creek YTD Revenues & Expenditures Thru 11/30/2025

Chart of Accounts Classification	Annual Budget	YTD Budget Thru 011/30/25	YTD Actual Thru 11/30/25	Better/(Worse) Variance	Variance Explanation
Capital Reserve					
	Annual Budget	YTD Budget Thru 011/30/25	YTD Actual Thru 11/30/25	Better/(Worse) Variance	
Revenues					
Interest Earnings					
Interest Earnings	40,000	6,667	2,418	(4,249)	
Special Assessments					
Off Roll	0	0	0	0	
Tax Roll	425,000	425,000	425,000	0	
Total Revenues	465,000	431,667	427,418	(4,249)	
Expenditures					
Contingency					
Capital Outlay	465,000	465,000	39,850	425,150	Outdoor Furniture for Lanai by Pool - \$39,850
Total Contingency	465,000	465,000	39,850	425,150	
Total Expenditures	465,000	465,000	39,850	425,150	
Total Excess of Revenues Over(Under) Expenditures	0	(33,333)	387,568	420,901	
Total Other Financing Sources(Uses)					
Interfund Transfer (Revenue)					
Interfund Transfer(Expense)	0	0	0	0	
Total Other Financing Sources(Uses)	0	0	0	0	
Fund Balance, Beginning of Period	0	0	691,409	691,409	
Total Fund Balance, End of Period	0	(33,333)	1,078,977	1,112,310	

Trout Creek YTD Revenues & Expenditures Thru 11/30/2025

Chart of Accounts Classification	Annual Budget	YTD Budget Thru 011/30/25	YTD Actual Thru 11/30/25	Better/(Worse) Variance
Lifestyle Revenues:				
Activity Fees	20,000	3,333	1,300	(2,033)
Facilities Rentals	40,000	6,667	4,778	(1,889)
Special Events Revenue	40,000	6,666	1,806	(4,860)
Total Lifestyle Revenues	100,000	16,666	7,884	(8,782)
Lifestyle Expenses:				
Shuttle Service	15,100	3,000	3,000	0
Special Events	75,000	14,000	20,280	(6,280)
Total Lifestyle Expenses	90,100	17,000	23,280	(6,280)
Net Lifestyle Revenue/(Expense)	9,900	(334)	(15,396)	(15,062)
Café Revenue vs Expense				
Cafe Revenue	35,000	2,000	1,616	(384)
Cafe Materials	25,000	1,000	1,043	(43)
Net Café Revenue/(Expense)	10,000	1,000	573	(427)

Many Winterfest bills paid in November but was budgeted in December

2024/2025 Capital Expenditures

O & M - Capital Improvements - Contingency

Fish to Stock Ponds	12,083
Replace Material on Canopy	3,530
Pressure Washing Boardwalks	7,000
Pool table and other outdoor game supplies	2,936
Other	<u>0</u>
Total	25,549

Capital Reserve - Capital Improvements

Outdoor Furniture for Lanai by Pool	39,850
Other	<u>0</u>
Total Cap Impvts in Capital Rerve Fund	39,850

Total Capital Spent : (Reserve + Bond Fund) 125,702

Bond Refi Capital Impvts (\$500k Total)

Good Hope Ct	55,906
Playground - Tot Lot	23,496
Shades For Pool Games	6,450

Total Cap Spent against Bond 85,852

Misc Net bond proceeds 5,646

Interest earned 7,522

Bond Fund Remaining as of 11/30/25 427,316

Bills approved to be paid, in process:

Highwater Solutions - Good Hope Rd	17,810
Kompan, Inc.	23,496
Sunshine State - Pergola Deposit	8,803
Southern Breeze - Outpost Furn Deposit	5,590
Green Cove Golf Cart	<u>12,275</u>
Sub-total	67,975

Balance after bills paid 359,341

Reserve Latest YTD BOLD is against \$500K Bond
Study Forecast Actual

Item	Reserve Component Inventory	2025-2026	2025-2026	2025-2026	
	Property Site Elements				
4.011	Artificial Turf, Adventure Park, Replacement				
4.019	Asphalt Pavement, Amenity Center Parking Project (not sure if will be done?)	125,000	125,000		
4.020	Asphalt Pavement, Patch Repairs, Neighborhoods, Phase 1	0	9,297		Was scheduled for 2024-25
4.021	Asphalt Pavement, Patch Repairs, Neighborhoods, Phase 2				
4.022	Asphalt Pavement, Patch Repairs, Neighborhoods, Phase 3 (rumble strips)	0	46,000		New item
4.023	Asphalt Pavement, Patch Repairs, Shearwater Parkway, Phase 1 (Incl. Kayak Club Parking A				
4.024	Asphalt Pavement, Patch Repairs, Shearwater Parkway, Phase 2				
4.025	Asphalt Pavement, Patch Repairs, Shearwater Parkway, Phase 3 (Incl. Timberwolf)				
4.040	Asphalt Pavement, Mill and Overlay, Neighborhoods, Phase 1 ?	160,000	160,000		
4.041	Asphalt Pavement, Mill and Overlay, Neighborhoods, Phase 2				
4.042	Asphalt Pavement, Mill and Overlay, Neighborhoods, Phase 3				
4.043	Asphalt Pavement, Mill and Overlay, Shearwater Parkway, Phase 1 (Incl. Kayak Club Parking				
4.044	Asphalt Pavement, Mill and Overlay, Shearwater Parkway, Phase 2				
4.045	Asphalt Pavement, Mill and Overlay, Shearwater Parkway, Phase 3 (Incl. Timberwolf)				
4.080	Asphalt Pavement, Multi-Use Paths, Total Replacement, Phase 1				
4.081	Asphalt Pavement, Multi-Use Paths, Total Replacement, Phase 2				
4.082	Asphalt Pavement, Multi-Use Paths, Total Replacement, Phase 3				
4.085	Boardwalks, Wood, Inspections and Capital Repairs, Phase 1 (Incl. Dock), Partial				
4.086	Boardwalks, Wood, Inspections and Capital Repairs, Phase 2, Partial				
4.087	Boardwalks, Wood, Inspections and Capital Repairs, Phase 3 (Incl. Dock), Partial				
4.088	Boardwalks, Wood, Replacement, Phase 1 (Incl. Dock)				
4.089	Boardwalks, Wood, Replacement, Phase 2				
4.090	Boardwalks, Wood, Replacement, Phase 3 (Incl. Dock)				
4.091	Bulkhead, Masonry, Stone, Inspections and Capital Repairs				
4.100	Catch Basins, Inspections and Capital Repairs, Phased				
4.110	Concrete Curbs and Gutters, Partial				
4.140	Concrete Sidewalks, Non-Residential, Partial				
4.141	Concrete Sidewalks, Residential, Partial				
4.161	Dog Park and Garden Area, Phased (Incl. Shade Structures), Phased	9,000	9,630		Higher estimate
4.220	Fences, Chain Link, Dog Park and Garden Area				
4.260	Fences, Vinyl, Entry				
4.301	Golf Carts, Phased + attachment	9,297	16,775		Higher estimate + also includes 4,000 attachment
4.410	Irrigation System, Pumps				
4.420	Irrigation System				
4.561	Lights, Holiday Lights and Trees				
4.620	Pavers, Masonry, (Incl. Dog Park and The Playground Areas)				
4.630	Pergola, North Creek Park Trail Install (2025 is Planned)	45,452	44,016		Lower estimate
4.631	Pergolas, Adventure Park, Kayak Launch, and The Falls				
4.650	Pipes, Subsurface Utilities, Drain Repair, Phase 3 (2024 is Planned)	68,000	17,810		\$55,906 paid in 2024-25, estimate came in higher
4.660	Playground Equipment, Adventure Park				
4.661	Playground Equipment, North Creek Park				
4.662	Playground Equipment, Tot Lot (Incl. Kayak Club Exterior Wooden Furniture) (2024 is Planned)	0	23,496		Only 1/2 paid in 2024-25, came in lower than estimate
4.663	Playground Equipment, The Falls Park				
4.669	Pond Water Columns, Renovation				
4.700	Ponds, Aerators, Phased				

		Reserve Study	Latest Forecast	YTD Actual	BOLD is against \$500K Bond
Item	Reserve Component Inventory	2025-2026	2025-2026	2025-2026	
4.710	Ponds, Erosion Control, Partial				Much smaller estimate of work
4.711	Ponds, Outfalls, Inspections and Capital Repairs (2025 is Planned)	100,000	41,025		
4.740	Retaining Walls, Masonry, Inspection and Capital Repairs				
4.800	Signage, Renovation, Entrance, (Incl. Entrance Fence Monuments)				
4.801	Signage, Renovation, Neighborhood Entrances, (Incl. Bridge, Dog Park and Pergola Post Mon)				
4.803	Signage, Replacement, Street and Traffic				
4.820	Site Furniture, Bronze Monuments, Maintenance				
4.840	Sport Courts, Tennis, Fence				
4.845	Sport Courts, Tennis, Furniture (2024 is Planned)				
4.850	Sport Courts, Tennis, Light Poles and Fixtures				
4.855	Sport Courts, Clay, Scarify, Replenish and Laser Grade				Paid \$9,715 in 2024-25, lower than estimated
4.865	Sport Courts, Clay, Surface Replacement				
4.875	Pond 11B Bank (planned for 2025)	15,000			
	Entry Pavillion Elements				
5.070	Air Handling and Condensing Units, Split System, Entry Pavillion				
5.072	Paint Finishes, Interior, Entry Pavillion				
5.073	Roofs, Metal, Entry Pavillion				
5.074	Rest Rooms, Renovation, Entry Pavillion				
5.075	Shutters, Aluminum, Entry Pavillion				
5.076	Walls, Masonry, Stone, Inspections and Partial Repairs, Entry Pavillion				
5.077	Walls, Siding, Fiber Cement, Paint Finishes and Repairs, Entry Pavillion				
5.078	Windows and Doors, Entry Pavillion				
	Fitness Center Elements				
5.170	Air Handling and Condensing Units, Split Systems, Fitness Center				
5.171	Exercise Equipment, Strength, Phased				
5.173	Floor Coverings, Rubber				
5.174	Floor Coverings, Vinyl, Fitness Center				
5.176	Furnishings, Exercise Room, Phased				
5.177	Paint Finishes, Interior, Fitness Center				
5.178	Rest Rooms, Renovation, Fitness Center				
5.179	Roofs, Metal, Fitness Center				
5.180	Walls, Masonry, Stone, Inspections and Partial Repairs, Fitness Center				
5.181	Walls, Siding, Fiber Cement, Paint Finishes and Repairs, Fitness Center				
5.182	Windows and Doors, Fitness Center				
	Kayak Club Elements				
5.270	Air Handling and Condensing Units, Split Systems, Kayak Club				
5.271	Floor Coverings, Luxury Vinyl Plank, Kayak Club				
5.272	Floor Coverings, Tile, Hallway				
5.273	Furnishings, Kayak Club, Phased (architecture fees)	5,000	5,000		
5.274	Kitchen, Equipment, Amenity Café Updates (2024 and 2027 is Planned), Phased				
5.275	Kitchen, Equipment, Phased				
5.276	Life Safety System, Control Panel, Amenity Area				
5.277	Life Safety System, Emergency Devices, Amenity Area				
5.279	Phone and Data Systems, Amenity Area				

		Reserve Study	Latest Forecast	YTD Actual	BOLD is against \$500K Bond
Item	Reserve Component Inventory	2025-2026	2025-2026	2025-2026	
5.280	Rest Rooms, Renovation, Kayak Club				
5.281	Roofs, Metal, Kayak Club, (Incl. Party Pavillion and Maintenance Building)				
5.282	Security System, Access System, Amenity Area (2024 is Planned)	10,000	10,000		
5.283	Security System, Surveillance System, Amenity Area, Phased				
5.285	Shutters, Aluminum, Kayak Club (Incl. Party Pavillion)				
5.286	Walls, Masonry, Stone, Inspections and Partial Repairs, Kayak Club (Incl. Party Pavillion and				
5.287	Walls, Siding, Fiber Cement, Paint Finishes, Kayak Club (Incl. Party Pavillion)				
5.288	Windows and Doors, Kayak Club (Incl. Party Pavillion)				
	The Outpost Elements				
5.152	Docks, Floating, Kayak Launch				
5.369	Doors, Entrances, Replacement (Incl. Restroom Doors)				
5.370	Furnishings, The Outpost, Phased	0	11,180		New item
5.371	Rest Room, Renovation, The Outpost				
5.372	Roofs, Metal, The Outpost				
5.373	Screens and Frames				
5.374	Walls, Siding, Fiber Cement, Paint Finishes and Repairs, The Outpost				
	Pool Elements				
6.200	Deck, Pavers				
6.400	Fence, Aluminum				
6.500	Furniture (Incl. Shade Structures, Canvas) (2024 is Planned)	4,300	4,300		
6.501	Furniture, Cushions				
6.502	Furniture, Existing (Incl. Lanai Pool Furniture and Fire Pit Furniture)	38,841	39,850	39,850	Higher estimate
6.503	Furniture, Outdoor Pool Games	0	3,000		Paid \$6,450 for in 2024-25, came in lower than estimate
6.599	Mechanical Equipment, Heater including Electric/Gas Installation (2025 is Planned)	103,300	71,061		Much lower than estimated
6.600	Mechanical Equipment, Phased (lazy river pump 2025)	35,000			\$29,377 paid in 2024-25, came in lower than planned
6.630	Pergola, Party Pavillion				
6.800	Pool Finish,Pebble, Lap Pool (Tiles)	0	14,843		New Item - needed sooner so would match fun pool
6.801	Pool Finish, Pebble, Lazy River (Tiles)	0	17,196		New Item - needed sooner so would match fun pool
6.802	Pool Finish, Pebble, Main Pool	0	240,783		Moved forward from 2026-27
6.810	Pool Finish, Tile, Lap Pool				
6.811	Pool Finish, Tile, Lazy River				
6.812	Pool Finish, Tile, Main Pool				
6.870	Pool Racing Lines & Rack & Covers	7,231	7,231		
6.870	Shade Structures, Frame				
6.890	Sound System, Pool (2024 is Planned)				
6.975	Water Slide, Fiberglass, Refinishing (2024 is Planned)				
6.980	Water Slide, Fiberglass, Replacement (Incl. Roof and Staircase)				
	Reserve Study Update with Site Visit				
TOTAL PROJECTED RESERVE		735,421	917,493	39,850	
TOTAL IN RESERVE STUDY					
Difference from Reserve Study Less/(More)			(182,072)		

Tab 5



Proposal #205961

Date: 12/1/2025

Customer

Trout Creek CDD

Property:

Shearwater Amenity
100 Kayak Way
St. Augustine , FL 32092

Wall Fence Replacement

Remove existing core drilled 4' aluminum fence & replace with 6' tall and add custom section over columns. All fence to be core drilled.

SFN- Commercial Install

Items	Quantity	Price
6' 3 Rail Aluminum	72.00	
SFN- Commercial Install:		\$12,260.00
PROJECT TOTAL:		\$12,260.00

Terms & Conditions

By _____

Lauren Baylis

Date 12/1/2025

United Land Services

By _____

Date _____

Posey Family Outdoor Services

228 Little Owl Lane
Saint Augustine, FL 32086 US
+13869374054
poseyfamily1925@gmail.com
<https://poseyfos.com>



Estimate

ADDRESS

Trout Creek CDD ShearWater Shearwater
Trout Creek CDD
3434 Colwell Ave
Suite 200
Tampa
FL
33614

SHIP TO

Trout Creek CDD ShearWater Shearwater
Trout Creek CDD
100 Kayak Way
St. Augustine
FL
32092

ESTIMATE

194549

DATE

12/19/2025

DATE	ACTIVITY	DESCRIPTION	AMOUNT
	Fence installation	As per Jessica with Trout Creek CDD's request: remove and dispose of existing 4 foot tall fencing around entrance to tennis court area and Install 6' x 6' Black industrial 2 rail flush bottom fence; *special order fence with use of core drill and other special tools *special order fence requires a 8 week lead time	16,758.85

		SUBTOTAL	16,758.85
		TAX	0.00

		TOTAL	\$16,758.85

Accepted By

Accepted Date

Tab 6



Subject: Livestream Production Proposal

Thank you for the opportunity to provide livestream production services for your upcoming meetings. Below is a detailed outline of the baseline package, recommended enhancements, and pricing structure.

Overview & Pricing

A livestream production of this nature typically ranges from **\$300–\$500 per stream**, depending on baseline requirements and additional services selected. %50 of payment is required to confirm booking and remainder of payment required prior to production.

Livestream Basic Package (\$300)

- One Camera setup with a single viewing angle.
- Two microphones for clear audio capture.
- Up to three hours of live coverage.
- Access to footage of live stream upon completion of meeting via an external hard drive.

Livestream Plus Package (\$350)

- **Additional Camera viewing angle** (focused on the microphone stand for public comments and audience participation.)

Livestream Platinum Package (\$500)

- **Monthly Pre-Production Video Package:** pre-meeting video highlighting community features, ongoing construction, amenity improvements, and meeting agenda topics that would play roughly ten to twenty minutes prior to the start of the stream that would be updated monthly prior to the next meeting.
- **On-Screen Agenda Overlays:** Live overlays displaying the current agenda topics as the meeting progresses. Any presentations or documents can also be shown live to viewers in real time as they are being discussed.
- **Closed Captions:** Closed Captioning support for auditory-impaired viewers.
- **Live Question monitoring:** A monitored comment section for viewer questions, presented at the end of each agenda topic.
- **Audio & Technical Equipment Assistance:** Real time support for any audio or technological issues during the stream.

Respectfully Sent,

Sean E. Luttrell
United States Marine Corps Ret.
Sean.E.Luttrell@gmail.com
(904)-705-4150

From: Nick Cupp <Nick@commercial-acoustics.com>
Sent: Friday, January 24, 2025 10:10 AM
To: johnnie Verdell; Jessica Knutelsky
Subject: RE: 100 Kayak Way - St Augustine
Attachments: CA Ekko Eraser Acoustic Panel.pdf; CA Ekko Eraser Acoustical Cloud Panels.pdf; CA Ekko Eraser Fabric Wall System.pdf; CA Ekko Eraser Felt Acoustic Panel.pdf; CA Fabric-Wrapped Ceiling Baffles.pdf

Hey Jonnie,

Thanks, for the info.

Breakdown of analysis:

- 1) Current RT60 (reverb/echo) is sitting around **2.26 seconds** – very high for the spaces use. We see readings close to this in gymnasiums, so I understand your concern.
- 2) A comfortable RT60 would be around 1-1.3 seconds.
- 3) To reduce the rt60 to **1 second** (removing 1.26 seconds of echo) we will need to add 576 SF of absorptive material. This can be made up in a variety of ways (sizes, shapes, colors, etc.).
- 4) For ease of reference, **576 SF = (72) 2'x4' acoustic panels**. These can be installed along the ceiling and the walls, spaced out to your preference/layout/design (client responsibility)
- 5) Attached are my recommendations for treatment options.
- 6) Below you'll find the screenshot of the data and at the bottom you'll see pricing for 2x4x2" Fabric Wrapped Ceiling Panels. (wall panels are \$20 less per panel) This is the most common choice of treatment – looks fantastic and performs amazing while staying on budget. For this space I wouldn't go any cheaper (i.e., PVC, not aesthetic). We do have higher end options available, but the price below is your baseline number.
- 7) [Check out some of our past projects](#) to get a better idea of what style treatment you like.

If you would like to move forward, please let me know and I will put together a formal proposal for you to sign and return. From there we send the invoice for the deposit and then schedule a day for a PM to come to site to look at measurements.

Let me know if you have any questions.

Thanks!

Acoustic Assessment

Assessor Name	Nick
Date	1/24/2025
Location	100 Kayak Way - St



Primary Room Geometries	
Length (ft)	45
Width (ft)	34
Height (ft)	20
Volume (ft ³)	30600

Surface	Material	Coefficient of Absorption	Area	Sa
Wall 1	Glass	0.05	900.00	45
Wall 2	Glass	0.05	900.00	45
Walls 3 & 4	Drywall	0.15	1360.00	204
Floor	Hardwood	0.1	1530.00	153
Ceiling	Drywall	0.15	1530.00	230

677 Baseline Sabins
Geometric Adjustment

Sabins Calculations	
RT60 = .05 * V / Sa	
Estimated RT60	2.26
Desired RT60	1
Total Sabins Required	1530
Additional Sabins Required	854

# 2'x4' Panels Needed - Estimated	72
Sqft needed	576
Price per 2x4 Ceiling Panel	\$ 165.00
Materials	\$ 11,880.00
Labor	\$ 3,350.40
Freight	\$ 300.00
Total	\$ 15,530.40

Nick Cupp | Commercial Acoustics | Account Manager | M: 772-559-4536 | O: 888-815-9691
www.Commercial-Acoustics.com



From: johnnie Verdell <johnnie.Verdell@fsresidential.com>
 Sent: Thursday, January 23, 2025 8:22 PM
 To: Nick Cupp <Nick@commercial-acoustics.com>; Jessica Knutelsky <Jessica.Knutelsky@fsresidential.com>
 Subject: Re: 100 Kayak Way - St Augustine

Fabric Wrapped Hanging Acoustic Baffles



Sound Absorbing Baffles Designed to Reduce Reverberation

Quiet your space and turn your ceiling into a work of art with our custom-covered hanging ceiling baffles.

Handmade by experienced craftsmen, these panels are made of resin hardened acoustic fiberglass that is firm and impact resistant. Available to be covered in one of our many acoustic fabric options or personalized with a fabric you supply, our fabric wrapped acoustic ceiling baffles are an excellent ceiling reverberation solution for rooms with limited wall space and the desire for quality, decorative and effective sound absorption.



All Commercial Acoustics hanging baffles have excellent noise absorption qualities, are moderately lightweight and can be easily installed with light- or medium-duty chains and S-hooks.

Product Ideal For:

Warehouses, manufacturing and industrial facilities, gymnasiums, auditoriums, call centers, sports complexes, computer rooms, entertainment facilities, gun ranges, studios, band rooms and any open floor plans or large expanse of space.

Features / Benefits

Size Availability	1'x4', 1'x8, 2'x2', 2'x4', 2'x6', 2'x8', 4'x4'
Thickness:	1" or 2"
Tolerance:	+/- 1/4 inch
Core:	3 or 6 pcf Acoustical Fiberglass
Covering:	Acoustically Transparent Fabric Options from Guilford of Maine
Edge Profile:	Square, Resin Hardened
Mounting:	Fastens with Zip Ties or Airline Wire along Ceilings
Flammability	Class A - Does not exceed 25 Flame Spread, 50 Smoke Developed when tested in accordance with ASTM E84, UL 723 and NFPA 255.



6122 Benjamin Rd. • Tampa, Florida 33634 • 888-815-9691

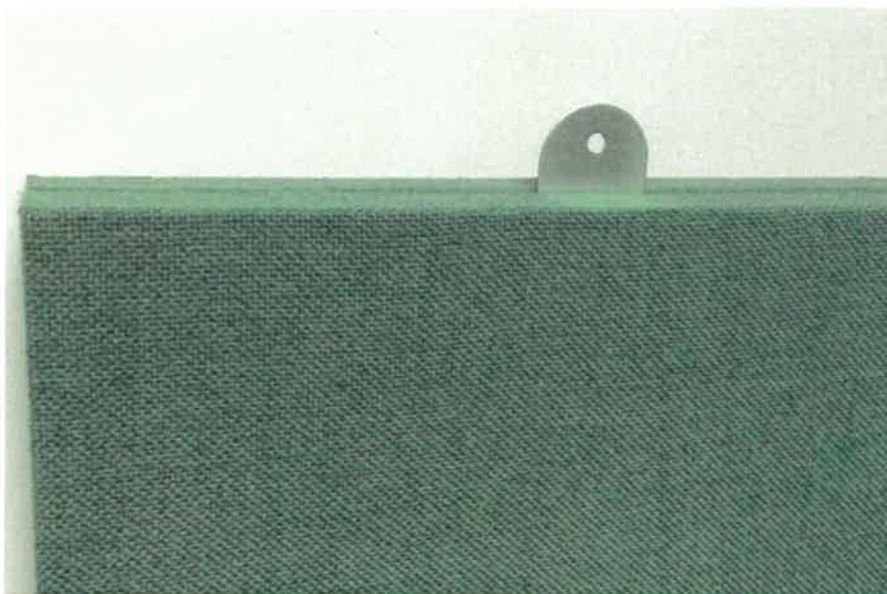
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Technical Specifications

Thickness	Covering	Density	125	250	500	1000	2000	4000	NRC*
1 inch	Fabric	6 lbs	.05	.26	.77	1.04	1.04	1.03	0.80
2 inch	Fabric	6 lbs	.07	.86	1.21	1.26	1.17	1.10	1.05

* NRC = noise reduction coefficient



Detailed View of Mounting Hardware Along Top of Baffle

Technical Data

Commercial Acoustics Ekko Eraser Felt



Commercial Acoustics Ekko Eraser Felts are sound absorbing wall panels, which feature full wall applications, shape clusters, and individual shapes. Durable and colorful enough for office spaces, Ekko Eraser Felts create an acoustically comfortable environment and are available in standard shapes as well as a wide variety of custom shapes. Ekko Eraser Felts are offered in 16 standard colors.

The Felt Acoustic Panels provide an absorptive material which improves speech intelligibility and reduces noise complaints. NRC (Noise Reduction Coefficient) ranges from 0.45 to 1.05, depending on density and thickness chosen. 2" Thick Panels are suggested for low-frequency performance (below 500 Hz).



Ideal For:

- Office Spaces: Lobbies, Conference Rooms, Open Work Areas (RT60 0.8-1.3)
- Schools: Classrooms (RT60 0.4-1.0), Cafeterias, Auditoriums (RT60 0.6-1.2)
- Churches (RT60 1.4-2.4)

Reverberation Time is a measurement of amount of time it takes a sound to attenuate by 60 dB (RT60 Value). The geometry and finishes of a space are critical to determining how much Acoustic Treatment is needed, via the Sabins Formula.

For applications where noise and reverberation (echo) is an issue, hanging our Felt Acoustic Panels on the walls or ceilings can transform the space with effective sound absorption. In untreated rooms sound waves will continue to bounce off reflective walls, ceilings, floors and other hard surfaces until they eventually dissipate. The larger the room the longer it takes for the sound waves to lose strength and die down.

Features / Benefits

½" and 1" Thick Panels (12 pcf):

- Available in 16 Standard Colors
- Felt Panel will be the same color on front, edges, and back



1" (7 pcf) and 2" (5 pcf) Thick Panels:

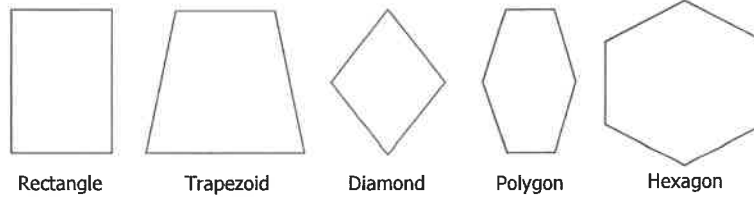
- Only Available in White Polyester
- The front face can be Painted, Printed, or Felt Covered



6122 Benjamin Road • Tampa, Florida 33634 • 888-815-9691
www.Commercial-Acoustics.com • info@commercial-acoustics.com



Standard Shapes:



Technical Specifications

Thickness	Covering	Density	125	250	500	1000	2000	4000	NRC*
1/2 inch	None	12 lbs/cf	.12	.03	.23	.59	.89	1.05	0.45
1 inch	None	12 lbs/cf	.09	.21	.72	1.03	1.12	1.05	0.70
1 inch	None	7 lbs/cf	.12	.26	.64	.90	1.09	1.12	0.70
2 inch	None	5 lbs/cf	.32	.66	1.06	1.19	1.20	1.22	1.05

* NRC = noise reduction coefficient

NRC Based on Type A Mounting

Size Availability	2'x2', 2'x4', 2'x6', 2'x8', 4'x4', 4'x8' - Custom Sizes and Shapes Available on Request
Thickness:	1/2", 1" or 2"
Tolerance:	+/- 1/4 inch
Core:	12, 7 or 5 pcf Compressed Recycled Polyester
Finish:	1/2" & 1" (12 pcf) Panels Available in 16 Standard Colors 1" (7 pcf) and 2" (5 pcf) Panels Available in White Polyester, Face can be Felt Fabric Covered, Painted or Printed
Edge Profile:	Square
Mounting:	Construction Adhesive applied to panel, then pressed against wall. Acceptable adhesives include Liquid Nails, Loctite, and commercially-available equivalent products.
Flammability	Class A - Does not exceed 25 Flame Spread, 50 Smoke Developed when tested in accordance with ASTM E84, UL 723 and NFPA 255.
Cleaning:	Bleach-Cleanable (10:1), Water-Based/Solvent (WS), Mold & Fungal Resistant



Technical Data

Commercial Acoustics Fabric Walls

The Commercial Acoustics Wall-Mounted Fabric Wall System is a pre-engineered, field-assembled solution to increase sound absorption ratings in Movie Theaters, Auditoriums, and Speaking Halls.

The Fabric Wall System may be outfitted with 1" Thick, 2" Thick or 4" thick Fiberglass panels, depending on the acoustic requirements of the space. Rigid and durable, the fabric wall system is ideal when floor-to-ceiling designs are needed, rather than individual acoustic panels. Acoustic fabric is stretched between parallel tracks to provide a precise finish, resulting in an NRC-rated system that reduces reverberation time and echo.



Ideal For:

- Theaters (Commercial & Residential), Auditoriums, Churches, Speaking Halls

For any application where noise and reverberation (echo) is an issue, hanging our Acoustic Panels on the walls can transform the space with effective sound absorption. Generally in an untreated room sound waves will continually bounce off walls, ceilings, floors and other hard surfaces until they eventually dissipate. The larger the room the longer it takes for the sound waves to lose strength and die down. The absorptive material inside our Acoustic

Fabric Walls instantly contains the sound waves and prevents them from continuing to travel throughout the room.

Features / Benefits

Acoustic Properties: High-end absorption, with exceptional acoustic properties. They are critical for good speech intelligibility in restaurants, theaters, gymnasiums and other large-volume spaces to limit echo and reverberation.

Design Options: Mix and match to fit your needs. Various colors to choose from.

Durability: Fiberglass core is durable. Edge is chemically hardened to provide additional edge protection and a clean, finished look. Product is guaranteed for 1 year, but designed to last 10+.

Installation Options: Attached within parallel and perpendicular track grid systems.

Flammability Rating: Rated for commercial, industrial, and residential applications.

Technical Specifications

Thickness	Covering	Density	125	250	500	1000	2000	4000	NRC*
1 inch	Fabric	6 lbs	.05	.26	.77	1.04	1.04	1.03	0.80
2 inch	Fabric	6 lbs	.07	.86	1.21	1.26	1.17	1.10	1.05
4 inch	Fabric	6 lbs	.87	.87	1.24	1.26	1.26	1.25	1.15

* NRC = noise reduction coefficient

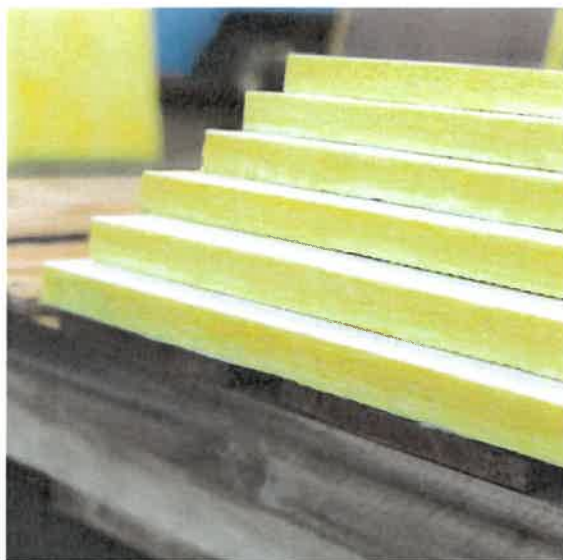
Size Availability	Custom Sized to Fit Wall Partitions
Thickness:	1", 2" or 4"
Tolerance:	+/- 1/4 inch
Core:	3 or 6 pcf Acoustical Fiberglass
Covering:	Acoustically Transparent Fabric Options from Guilford of Maine
Edge Profile:	Square, Beveled
Mounting:	Ceilings, Columns, Walls - Mounted in PVC Tracks, and Fabric Stretched to Taut Finish
Flammability	Class A - Does not exceed 25 Flame Spread, 50 Smoke Developed when tested in accordance with ASTM E84, UL 723 and NFPA 255.
Indoor Air Quality:	Certified as a low emitting product by the GREENGUARD Environmental Institute GREENGUARD Certification Program



6122 Benjamin Rd. · Tampa, Florida 33634 · 888-815-9691
www.Commercial-Acoustics.com · info@commercial-acoustics.com



Fiberglass Core



1" Fiberglass, 6pcf
NRC 0.8



2" Fiberglass, 6pcf
NRC 1.05

Track Sizes

1" Track

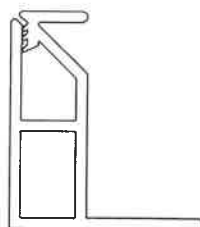


10MOTD

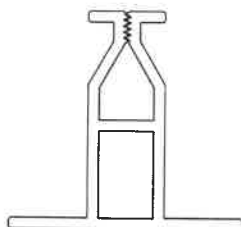


10MOCL

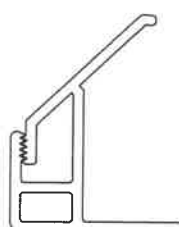
2" Track



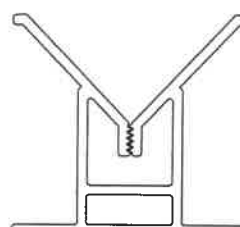
20MOTD



20MOCL



20BVTD



20BVCL

Technical Data

Acoustical Ceiling Clouds



The Commercial Acoustics Fabric-Wrapped Ceiling Cloud is a general-purpose solution for reverberation and echo issues. The Acoustic Ceiling Cloud serves as an aesthetic option to decrease reverberation time (RT60) in a space.

Acoustical Ceiling Clouds are most effective at remedying an acoustic problem within a single room, ideal for classrooms, offices, worship centers, restaurants, hotel lobbies, home theaters or recording studios.

We offer fabric wrap finishes or custom art Acoustical Ceiling Clouds with limitless design potential. All are handmade in the USA.



Ideal For:

- Offices, Large Workspaces, Restaurants
- Nightclubs, Theaters, Auditoriums, Churches

For any application where noise and reverberation (echo) is an issue, hanging our Acoustical Ceiling Clouds on the ceilings can transform the space with effective sound absorption. Generally in an untreated room sound waves will continually bounce off walls, ceilings, floors and other hard surfaces until they eventually dissipate. The larger the room the longer it takes for the sound waves to lose strength and die down. The dense absorptive core material inside our Acoustical Ceiling Clouds instantly contains the sound waves and prevents them from continuing to travel throughout the room.

Features / Benefits

Acoustic Properties: High-end absorption, with exceptional acoustic properties. They are critical for good speech intelligibility in restaurants, theaters, gymnasiums and other large-volume spaces to limit echo and reverberation.

Design Options: Mix and match to fit your needs. Various colors to choose from.

Durability: Fiberglass core is durable. Edge is chemically hardened to provide additional edge protection and a clean, finished look. Product is guaranteed for 1 year, but designed to last 10+.

Installation Options: Attach in any number of ways, including impaling clips, mechanical z clips and more.

Flammability Rating: Rated for commercial, industrial, and residential applications.



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www.Commercial-Acoustics.com · info@commercial-acoustics.com

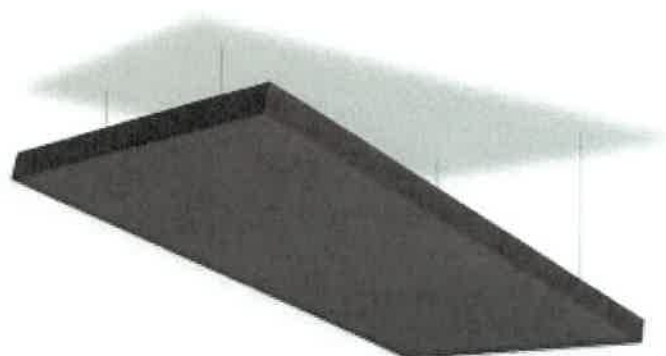


Technical Specifications

Thickness	Covering	Density	125	250	500	1000	2000	4000	NRC*
1 inch	Fabric	6 lbs/cf	.05	.26	.77	1.04	1.04	1.03	0.80
2 inch	Fabric	6 lbs/cf	.07	.86	1.21	1.26	1.17	1.10	1.05
4 inch	Fabric	6 lbs/cf	.87	.87	1.24	1.26	1.26	1.25	1.15

* NRC = noise reduction coefficient

Size Availability	2'x2', 2'x4', 2'x6', 2'x8', 4'x4', 4'x6', 4'x8'
Thickness:	1", 2" or 4"
Tolerance:	+/- ¼ inch
Core:	6 – 7 lb. Acoustical Fiberglass
Covering:	Acoustically Transparent Fabric
Edge Profile:	Square, Beveled
Mounting:	Ceilings
Flammability	Class A - Does not exceed 25 Flame Spread, 50 Smoke Developed when tested in accordance with ASTM E84, UL 723 and NFPA 255.
Indoor Air Quality:	Certified as a low emitting product by the GREENGUARD Environmental Institute GREENGUARD Certification Program



Suspension: Ceiling Clouds are hung with Airline Wire horizontally or to match contour of ceiling.



2498 Centerville Road
Tallahassee, FL 32308

(850)-385-7649
brian@hitechflorida.com
www.hitechflorida.com

Project Management
Brian Jones

Projection Screen For Meeting Room

Project # 9361-5-0

Prepared For
Jessica Knutelsky

Shearwater
100 Kayak Way
Saint Augustine, FL 32092

(904)-472-0883
Jessica.Knutelsky@FSresidential.com

Proposal Issued
6/3/2025

Proposal Valid To
7/3/2025

PROJECT DESCRIPTION & INVESTMENT**Client Information****Name:** Shearwater**Site**

100 Kayak Way
Saint Augustine, FL 32092

Billing

100 Kayak Way
Saint Augustine, FL 32092

Contact

Jessica Knutelsky

P (904) 472-0883

E

Jessica.Knutelsky@FSresidential.com

Project Description

Install 120 inch short throw projector screen on top of counter top behind where board sits. Set short throw projector approximately three feet in front of screen to fill viewing area. Provide HDMI cable to connect to projector long enough to any of the board PCs at their table. Board may need PC adaptor to connect cable to their PC.

PROJECT INVESTMENT

Estimate

QTY	Manufacture	Part #	Description	Unit Price	Ext.Price
1	Miscellaneous	Misc. Part	Epson Power lite Short throw Projector	\$3,500.00	\$3,500.00
1	Miscellaneous	Misc. Part	Screen Innovations Short Throw Lft	\$5,000.00	\$5,000.00
			Screen 120 in		
1	Binary	B6A-4K2-10	10m B6 Active 4K High Speed HDMI Cable	\$150.00	\$150.00

Labor:

QTY	Description	Ext.Price
8	Installation	\$760.00

Equipment Subtotal	\$8,650.00
Labor Subtotal	\$760.00
Estimate SubTotal	\$9,410.00

Total Equipment	\$8,650.00
Total Labor	\$760.00
Total Proposal Amount	\$9,410.00
Deposit Due in Advance	\$4,705.00
Balance Due Upon Completion	\$4,705.00

Note: Taxes are not included and will be charged at the time of invoice.

Shopping Cart

Price



Facilife 2 Shelves Projector Stand Tripod, Height Adjustable Max 64", Mobile Laptop

In Stock

FREE delivery **Mon, Jan 12**

[FREE Returns](#)

\$56.90

Price ~~\$59.99~~

[Business Savings:](#)

\$3.09 (5%)

[Business Price](#)

**Coupon
Clipped**

Save 20%

1

[Delete](#)

[Save for later](#)

[Share](#)



Projector Screen Outdoor, Projector Screen with Aluminum Alloy Stand Portable 120"

In Stock

FREE delivery **Mon, Jan 12**

[FREE Returns](#)

Recycled materials +2 more

Model: ST120

20% off

Limited time deal

\$47.99

Typical price:

~~\$59.99~~

1

[Delete](#)

[Save for later](#)

[Share](#)



Aurzen EAZZE D1 MAX Upgraded Google TV Smart Projector 4K Supported, Ultra-

In Stock

FREE delivery **Mon, Jan 12**

[FREE Returns](#)

Color: Brown

Qty: 1

[Delete](#)

[Save for later](#)

[Share](#)

44% off

Ends in 5:48:39

\$279.98

List Price ~~\$499.99~~

Check out in **13:56**

to receive this deal price.

Subtotal (3 items): **\$384.87**

The price and availability of items at Amazon.com are subject to change. The Cart is a temporary place to store a list of your items and reflects each item's most recent price. [Learn more](#)

Tab 7

South Creek Asphalt Path

Currently Golf Carts are NOT Allowed

- There is a total of 7 entry points to path (map attached).
 - Shearwater Parkway (Main Entrance) **Red X**
Red Dots
 - Amalia
 - Victory
 - Rushing
 - Neighbor
 - Dollar
 - Seaforth
- One entry (Rushing Dr.) currently has fencing (**Black Lines**) pictured below and a bollard (**Yellow Dot**) at the path entrance.

OPTION 1: Wood Fence

24 4x4 post - \$288

24 2x6 lumber - \$192

12 bags of concrete - \$60

2 Gallons of paint - \$96

24 hours of labor - \$624

TOTAL - \$1260

OPTION 2: Bollards

24 Bollard posts - \$2400

12 bags of concrete - \$60

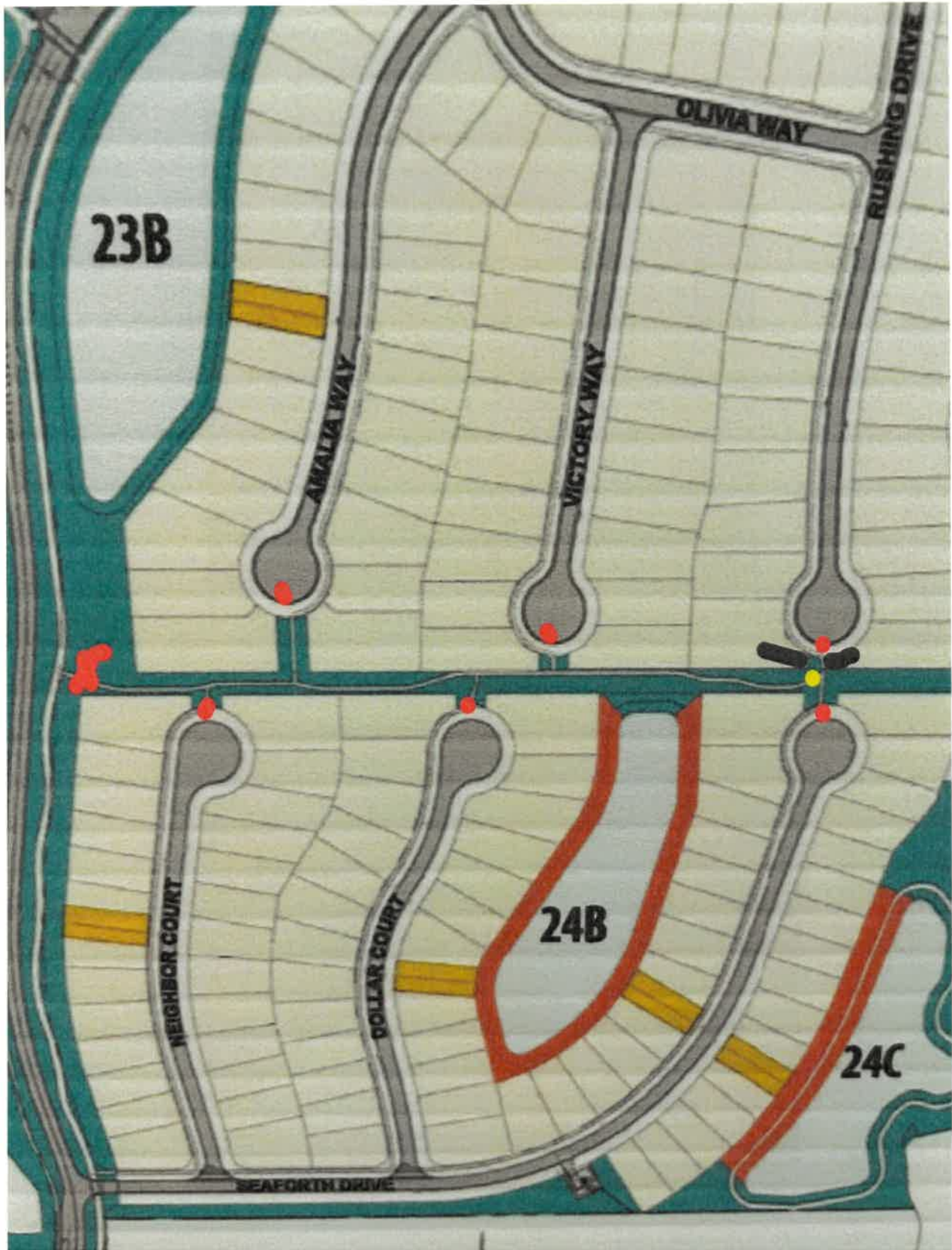
24 hours of labor - \$624

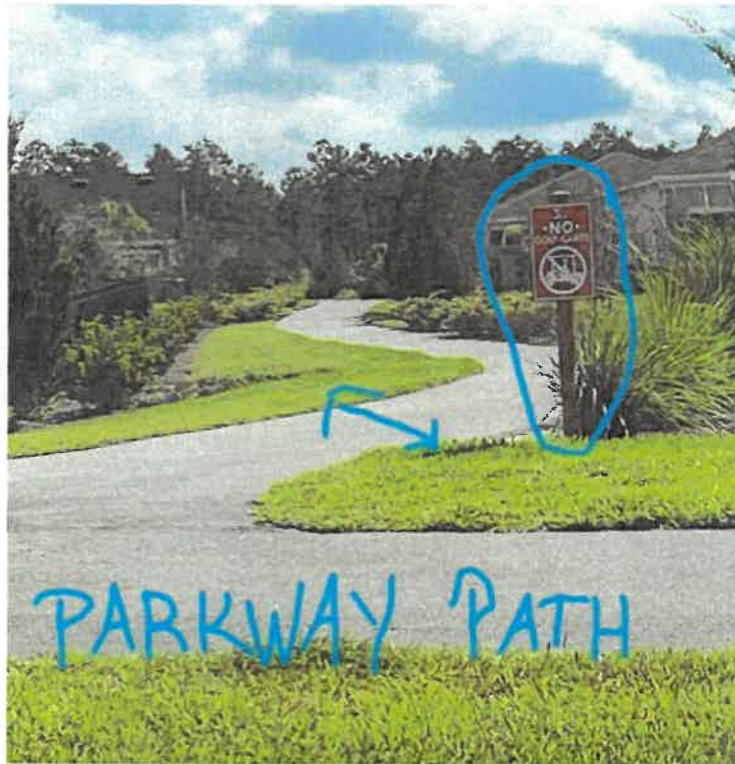
TOTAL - \$3084

BOTH OPTIONS WOULD INCLUDE SIGNAGE:

8 Signs (\$95 each) for the end of each cul-de-sac and both ends of the path

TOTAL - \$760.00





The South Creek path is 8.5 ft in width.

Parkway path is 10 ft in width



Sidewalks are 5 ft in width









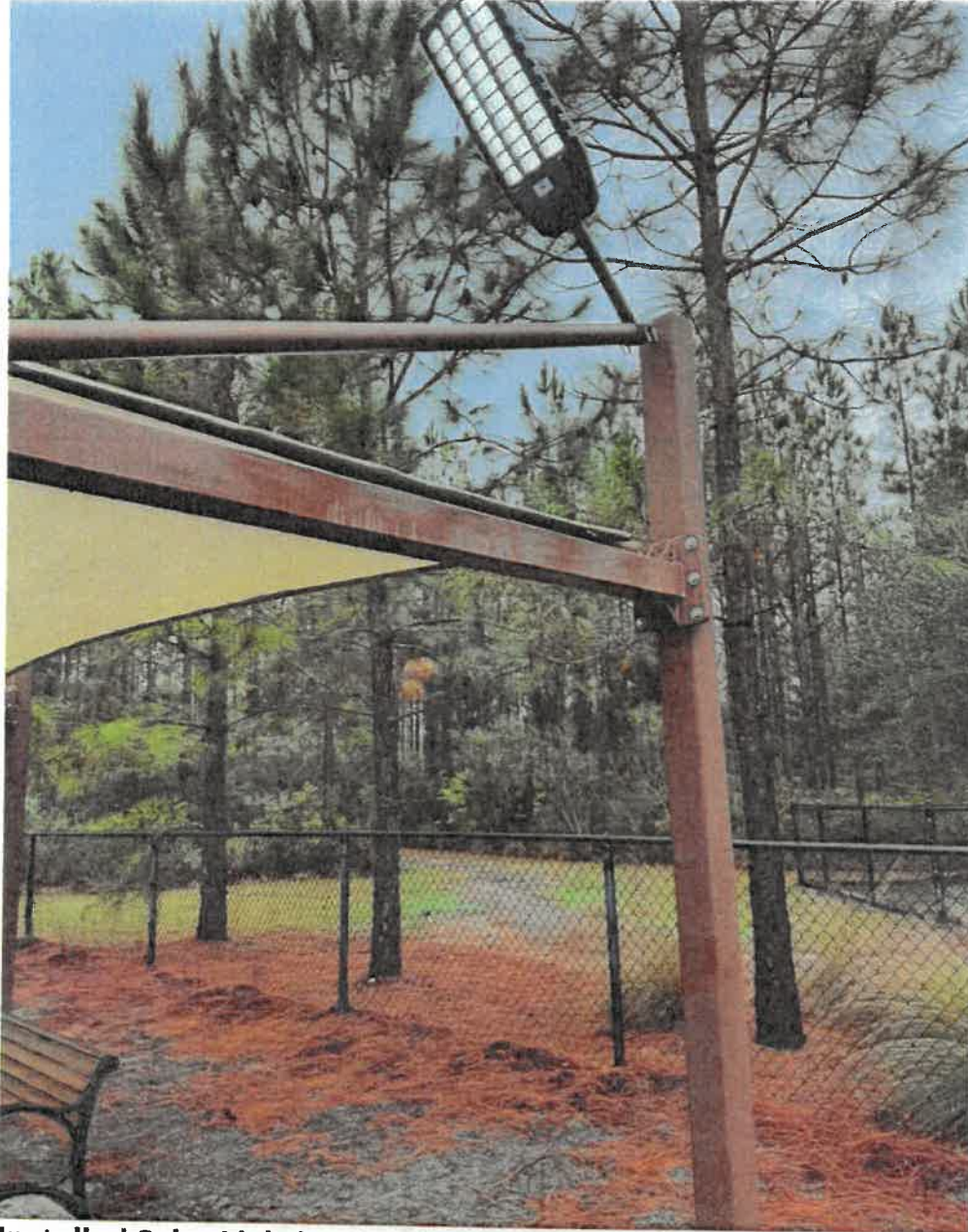
NO MOTORIZED VEHICLES



GOLF CARTS,
E-BIKES OR E-SCOOTERS
ALLOWED PAST
THIS POINT

Tab 8

(3)



Installed Solar Lighting At Dog Park.

Created: Tue, 1/6/2026

(4)



Installed Solar Lightning At Dog Park.

Created: Tue, 1/6/2026

DOG PARK POLICIES

1. Please note that the Dog Park is an unattended facility and persons using the Dog Park do so at their own risk. Voluntary use of the Dog Park waives any claim or liability against the District resulting from such use of the Dog Park.

2. All Patrons and Guests using the Dog Park are expected to conduct themselves in a responsible, courteous and safe manner in compliance with all policies and rule of the District. Any disregard or violation of these policies or misuse or destruction of Dog Park facilities or equipment may result in suspension or termination of Dog Park or Amenity Facility privileges. The District reserves the right to seek reimbursement for damages. Guests may use the Dog Park only if accompanied by a Patron.

3. Dog Park is open from dawn to dusk.

4. The District reserves the right to close the Dog Park or sections of the Dog Park for any reason including maintenance, mowing, severe weather conditions, special events, or for any other health, safety and danger issues.

5. Food, alcoholic beverages and glass containers are prohibited in the Dog Park area.

6. Only dogs are allowed in the Dog Park area; all other pets are prohibited from the Dog Park area.

7. Dogs shall be on leash at all times unless in designated "off-leash" areas.

8. Patrons shall always supervise their dogs and shall not leave their dogs unattended at the Dog Park.

9. Dogs exhibiting aggressive behavior are prohibited.

10. All spiked collars are prohibited in the Dog Park.

11. Owners shall supervise the dogs to ensure dogs do not dig or damage any portion of the Dog Park.

12. Dogs under four (4) months old, in heat, with fleas or other skin conditions, or otherwise ill are prohibited from the Dog Park.

13. Dogs shall be up-to-date on vaccinations prior to entering the Dog Park, and shall have current rabies and applicable license tags clipped to their collars at all times.

Tab 9



SERVICE AGREEMENT FOR COMMERCIAL PEST MANAGEMENT

Source Code: Creative

Shearwater

Account Name

100 Kayak Club Dr

Service Address

Saint Augustine

FL

Apt/Bldg #

32092

City

State

Zip Code

904-342-3737

Service Phone

Cell Phone

Fax

Tenant

cddinvoice@rizzetta.com

Contact Person

Email

Trout Creek CDD

Billing Name

3434 Colwell Ave

Suite #200

Billing Address

Tampa

FL

Apt/Bldg #

33614-8390

City

State

Zip Code

813-994-1001

813-933-5571

Billing Phone

Cell Phone

Fax

Contact Person

rizzettacddinvoices@avidbill.com

Email

SERVICE FREQUENCY:

☐ Weekly

☐ Every Other Month

☒ Bi-Monthly

☐ Quarterly

☐ Monthly

☐ One Time

SERVICE TYPE:

☐ Interior

☒ Exterior

SERVICE FOR:

☐ Insect Control

☐ Rodent Control

☐ Rodent Exclusion

☐ Stored Product Pest Control

☐ Drain Management

☐ Bird Management

☒ Fire Ant Control

☐ Fly Control

I. SCOPE OF SERVICE: Program Designed As Follows

Bi-Monthly fire ant control for Community Garden and Dog Parks. No treating inside of garden beds.

II. **ALL PEST CONTROL MATERIALS**, when applied, will conform with product labeling. All services will be performed in a professional manner and in accordance with the most effective and scientifically advanced pest control methods. Caution will be exercised to avoid any accident to humans or non-target pests. Prior to rendering service, the customer agrees to notify Nader's Pest Raiders (the COMPANY) of any occupant who is allergic or sensitive to material applications.

III. **AS PART OF THE COMPANY'S PEST CONTROL SERVICE**, customer will be notified in writing of conditions that are conducive to breeding and harboring of pests which must be corrected to insure effective results.

IV. **UPON REQUEST**, the company will furnish a Certificate of Insurance.

V. **THIS AGREEMENT SHALL BE EFFECTIVE FOR ONE YEAR**; and shall renew at the same frequency thereafter unless written notice is given by either party thirty (30) days prior to anniversary date. If the company fails to comply with specifications as outlined, the company will be given thirty (30) days to correct the problem, and if at the expiration of such thirty (30) days notice, the problem has not been corrected, customer reserves the right to cancel this agreement.

VI. **IF PESTS COME BACK, SO WILL WE!** If extra service is needed between regularly scheduled visits for covered pests, we will render such service promptly.

IPM services for roaches, ants (excluding fire ants, carpenter ants), silverfish, earwigs, house crickets, scorpions, pill bugs, millipedes, centipedes, mice and other crawling pests (excluding brown recluse, black widow spiders, and bed bugs). Specialized service for excluded pests can be added for an additional charge per occurrence. Rodent Program is for control of interior and exterior rats and mice.

Customer to purchase initial supply of _____ Rodent

Stations and any required additions or replacements.

Customer to purchase initial supply of _____ Rodent

Traps and any required additions or replacements.

Customer to purchase initial supply of _____ Insect

Light Traps and any required additions or replacements.

SERVICE FEES:

Initial Service Fee + Equipment Costs \$ 65.00

Regular Service Fee \$65 x 5 services..... \$ 325

Optional Service Fees \$

Subtotal For Services \$ 390

5% Discount For Year In Advance Payment \$

Subtotal Of This Service Agreement..... \$ 390

Sales Tax (If applicable) _____% \$ 0

TOTAL ANNUAL AMOUNT \$ 390

Company Info

Address: 9143 Philips Hwy

City: Jacksonville

State: FL Zip: 32256

Phone: 904-646-4717

Company Representative Signature

01/09/2026

Date

METHOD OF INITIAL PAYMENT: ☐ Cash ☐ Check ☐ Credit Card

Amount Remitted with Agreement..... \$

☐ Includes Initial Service Fee Payment + ☐ Sales Tax of _____%

☐ Includes Year in Advance Payment + ☐ Sales Tax of _____%

BALANCE OF: \$ To Be Paid @ \$ Per

☐ Month ☐ Every Other Month ☐ Quarter ☐ Year ☐ N/A

☐ Sales Tax of _____% Included ☐ Add Sales Tax of _____% ☐ N/A

PAYMENT METHOD FOR REMAINING SERVICES:

☐ Pay Tech Each Service

☐ Deduct Credit Card Each Service

☐ Bill

☐ Other: _____

☐ N/A

Service Center Manager Approval

Date

By signing below, I hereby acknowledge that I have read and understand the Terms and Conditions stated on each page of this agreement.

Customer Name (please print)

Customer Signature

**COMMERCIAL PEST MANAGEMENT GUARANTEE
TERMS AND CONDITIONS OF GUARANTEE**

1. **IF PESTS COME BACK, SO WILL WE!** The COMPANY agrees to provide guaranteed pest control service as indicated on the reverse side of this agreement. Additional treatments for pest covered under this agreement will be promptly rendered between regularly scheduled services, when requested by the customer or deemed necessary by the COMPANY.
2. **TRANSFERABLE** This Service Agreement may be transferred to a new customer or occupant.
3. **SERVICE SCHEDULE:** Customer agrees to allow scheduled appointments for service. In the event a scheduled appointment can't be met due to unexpected circumstances, the customer acknowledges that exterior treatments may be rendered to prevent a lapse in ongoing pest protection.
4. **PAYMENT SCHEDULE:** Payment is due on the scheduled service date upon completion of service unless otherwise noted on reverse side of this agreement. Customer acknowledges that all billed and/or invoiced services will be paid within thirty (30) days of the date that services are rendered. All billed and/or invoiced services must be indicated on the reverse side of this agreement and approved by the COMPANY's service center manager.
5. **CANCELLATION POLICY:** Customer acknowledges this is a one year service agreement, however if you are not completely satisfied with your service, you may cancel this agreement at any time by providing the COMPANY with a thirty day written notice.
6. **RENEWABLE SERVICE AGREEMENT:** Upon the completion of the first year of service, this agreement shall continue thereafter at the same service frequency unless written notice is given, by either party, thirty days prior to the anniversary date of this agreement.
7. **ANNUAL PRICE GUARANTEE:** This agreement assures the customer of no price increase on services during the first year of service. After the first twelve months of service, the COMPANY reserves the right to adjust service fees.
8. **CUSTOMER'S OBLIGATION TO NOTIFY THE COMPANY:** Prior to the COMPANY rendering service, Customer agrees to notify the COMPANY of any occupant at the premises to be serviced, who may be an expectant mother, allergic or sensitive to chemicals and/or the arrival of newborn infants.
9. **ARBITRATION:** It is understood and agreed that this is the entire agreement of the parties, and that the COMPANY and the customer are bound only by the terms and conditions of this agreement and not by any other representation, warranty or agreement, oral or otherwise. The Customer and the COMPANY agree that any controversy or claim between them shall be settled by private, binding arbitration or, if agreeable to the parties, mediation, to be followed by arbitration should mediation not result in a settlement of the dispute. The parties shall submit their claim to a private arbitration or mediation provider. Any arbitrator shall have no authority to award any damages other than the actual monetary loss sustained. In no event shall the arbitrator have the authority to award any punitive or exemplary damages, treble or multiplied damages under any law or theory, damages for mental or emotional distress of any kind, or any costs or attorney's fees incurred by the parties.
10. **INSURANCE:** The COMPANY is fully insured for providing services described in this Agreement. Information about this coverage is available from the COMPANY.
11. **ACCEPTED IN ALL ITS TERMS AND CONDITIONS** without limitations, it being specifically understood that the COMPANY and the undersigned will be bound only by the terms set forth in this agreement and not by any other representations, oral or otherwise. This agreement is not binding until approved by the service center manager.
12. **PAYMENT:** When a check is provided as payment, the Customer agrees that the COMPANY is authorized to use check information to make a one-time electronic funds transfer from Customer's account or to process the payment as a check transaction. For inquiries, please call 904-285-0091.
13. **Company-branded rodent equipment and associated materials provided by the Company are and shall remain the exclusive property of the Company. Customer understands that he/she does not acquire any ownership, interest, or title to such equipment and components, and that upon termination of agreement for any cause whatsoever, the Company is hereby authorized to remove all such Company-branded equipment and components.**

Tab 10

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.

TROUT CREEK COMMUNITY DEVELOPMENT DISTRICT

The meeting of the Board of Supervisors of the Trout Creek Community Development District will be held on **December 17, 2025, at 6:00 p.m.** located at the Kayak Club, 100 Kayak Way, St. Augustine, FL 32092. The District Board will **also conduct an attorney-client shade session at 5:30 p.m.** This session will commence prior to the regular meeting/public hearings.

Present and constituting a quorum:

Clint Wright	Board Supervisor, Chairman
Heather Loffredo	Board Supervisor, Vice Chairperson
Jim Breslin	Board Supervisor, Assistant Secretary
Ronnie Murphy	Board Supervisor, Assistant Secretary
Vincent Sajkowski	Board Supervisor, Assistant Secretary

Also present were:

Melissa Dobbins	District Manager, Rizzetta & Co., Inc
Lesley Gallagher	District Manager, Rizzetta & Co., Inc.
Belynda Tharpe	General Manager, First Service Residential
Jessica Knutelsky	Assistant Manager, First Service Residential
Chris Loy	District Counsel, Kilinski Van Wyk
Roger Claxton	Ruppert Landscaping
Mike Yuro	Yuro & Associates

Members of the public present.

SHADE SESSION AGENDA:

FIRST ORDER OF BUSINESS

CALL TO ORDER

Mr. Wright called the meeting to order 5:30 p.m.

SECOND ORDER OF BUSINESS

AUDIENCE COMMENTS (ONLY ON SHADE SESSION MATTER)

No audience present.

THIRD ORDER OF BUSINESS

**ATTORNEY-CLIENT SHADE
SESSION**

The attorney-client shade session, which is closed to the public, is being held pursuant to Section 286.011(8), Florida Statutes, and relates to advice on pending litigation expenditures and litigation strategy related to VerdeGo vs. Trout Creek Community Development District, Case Number 2025CA000937, pending in the Circuit Court for St. Johns County.

Transcript of the shade session will become public at the end of litigation.

FOURTH ORDER OF BUSINESS

**CONCLUSION OF SHADE
SESSION/MOTIONS RELATED
TO SAME**

Shade session adjourned at 5:52 pm.

REGULAR MEETING AGENDA:

FIRST ORDER OF BUSINESS

CALL TO ORDER

Mr. Wright called the meeting to order 6:01 p.m.

SECOND ORDER OF BUSINESS

PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited.

THIRD ORDER OF BUSINESS

**GENERAL AUDIENCE
COMMENTS (AGENDA AND
GENERAL COMMENTS
LIMITED TO 3 MINUTES EACH)**

Audience comments were taken on agenda and general comments excluding the request for proposals (RFP) for District Management Services. It was noted that the comments would be opened back up following the presentations on this subject.

Audience comments were heard on debt service distributions.

FOURTH ORDER OF BUSINESS

**NOTICE OF RIZZETTA &
COMPANY'S RESIGNATION OF
DISTRICT SERVICES**

The Board confirmed the effective date of the Rizzetta and Company resignation found under tab 1 of the agenda to be February 27, 2026.

FIFTH ORDER OF BUSINESS**CONSIDERATION OF
PROPOSALS RECEIVED IN
RESPONSE TO DISTRICT
MANAGEMENT RFP**

Mr. Loy noted that the RFP had been circulated to six companies and that they had received two responses. Presentations were provided by Governmental Management Services (GMS) and Vesta/FCS Management Group with each group taking questions from the board and took audience comments.

On a motion by Mr. Wright, seconded by Ms. Loffredo, with all in favor, the board selected the proposal from Vesta/ FCM Management Group with a commencement date of February 27, 2026, for Trout Creek Community Development District.

SIXTH ORDER OF BUSINESS**STAFF REPORTS****A. District Counsel****1.) Status of Settlement Agreement with Developer**

On a motion by Mr. Wright, seconded by Ms. Loffredo, with all in favor, the board authorized staff and Supervisor Brezlin to work with Ms. Greenlee on a settlement letter to VerdeGo, for Trout Creek Community Development District.

On a motion by Mr. Wright, seconded by Ms. Loffredo, with all in favor, the board set a shade session at 5:30 pm on January 22, 2026 and directed staff to advertise for VerdeGo vs. Trout Creek Community Development District litigation, 2026, for Trout Creek Community Development District.

On a motion by Mr. Wright, seconded by Mr. Breslin, with all in favor, the board approved a temporary construction easement to have the developer construct the crosswalk to be completed by January 5, 2026, for Trout Creek Community Development District.

It was also noted that the Developer was funding the construction of the crosswalk.

2.) Update Concerning Pond Maintenance and Mowing in the Woodlands

On a motion by Mr. Wright, seconded by Ms. Loffredo, with all in favor, the board approved amendment with Prestige Landscape, adding the pond bank mowing of phase 1 HOA area in the Woodlands at no expense to the district, for Trout Creek Community Development District.

On a motion by Mr. Wright, seconded by Mr. Breslin, with all in favor, the board approved amending the current Charles Aquatics agreement effective January 1, 2026 at an expense of \$247/month adding the 4 ponds in the Woodlands, for Trout Creek Community Development District.

Mr. Wright requested a punch list be completed for the entry to share with the County.

B. District Engineer

1.) Update on Crosswalk Proposal

Mr. Yuro provided an update that he has a walk through with Mr. Roane from Freehold regarding the crosswalk. Mr. Breslin to also attend.

2.) Consideration of Proposal for Asphalt Testing & Vallencourt

Mr. Yuro updated the board that Vallencourt will not accept full responsibility due to age of the roadway. He is not recommending moving forward with testing at this time and will obtain resurfacing proposals.

3.) Consideration of Cross Walk Flashing Light Proposal for Phase 3 Traffic Circle

On a motion by Mr. Wright, seconded by Ms. Loffredo, with all in favor, the board approved three pairs of solar crosswalk flashing signs with a not to exceed amount of \$20,000.00 and authorized Ms. Loffredo to work with the District Engineer on locations for Trout Creek Community Development District.

**Mr. Wright left the meeting progress.*

C. Landscape Maintenance Service Reports

No comments on Ruppert and Prestige Landscape reports for November 2025 in the agenda.

D. Pond Aquatics Service Reports

No comments on pond reports for December 3,5, 9, 2025 in agenda.

1.) Consideration of Charles Aquatics Phase 3 Carp and Barrier Installation Proposal – Under Separate Cover

This item was tabled to the January meeting.

E. General Manager

1.) Consideration of Amenity Access Fence Repair and/or Replacement Proposal

This item was tabled for further discussion at the workshop and January meeting as additional proposals were anticipated.

F. District Manager

1.) Variance Report Presented by Supervisor Murphy – no comments

Ms. Dobbins noted that the Poolsure invoice being paid in full totaling \$58,585.97, as directed.

SEVENTH ORDER OF BUSINESS

**CONSIDERATION OF CBUSS
BULK TILE PURCHASE
PROPOSAL**

On a motion by Ms. Loffredo, seconded by Mr. Breslin, with all in favor, the board approved the proposals from CBuss for the bulk tile purchases for the lap pool in the amount of \$14,843.15 and lazy river \$17,196.00 with CBuss to store the tile and counsel to include additional language in the agreement regarding this, for Trout Creek Community Development District.

EIGHTH ORDER OF BUSINESS

**BUSINESS ADMINISTRATION -
CONSENT AGENDA**

**A.) Consideration of Minutes for the Board of Supervisors' Meeting held on
November 19, 2025**

B.) Consideration of Minutes for the Workshop held on December 3, 2025

The board approved as amended to correct Ms. Murphy's name on each set of minutes.

On a motion by Ms. Loffredo, seconded by Mr. Breslin, with all in favor, the Board approved the minutes of the Board of Supervisors' meeting held on November 19, 2025, the minutes of the Workshop held on December 3, 2025, as amended for Trout Creek Community Development District.

**C.) Ratification of the Operation and Maintenance Expenditures for
November 2025**

This item was tabled.

NINETH ORDER OF BUSINESS

SUPERVISOR REQUESTS

A list of items for the January 6th workshop was provided.

TENTH ORDER OF BUSINESS

ADJOURNMENT

On a motion by Ms. Loffredo, seconded by Mr. Breslin, with all in favor, the Board adjourned the meeting at 8:28 p.m., for Trout Creek Community Development District.

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Secretary /Assistant Secretary

Chairman / Vice Chairman

DRAFT

Tab 11

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.

**TROUT CREEK
COMMUNITY DEVELOPMENT DISTRICT**

The **workshop** of the Board of Supervisors of the Trout Creek Community Development District was held on **January 6, 2026, at 10:00 a.m.** located at the Kayak Club, 100 Kayak Way, St. Augustine, FL 32092. The following is the agenda for the workshop:

Attended:

Clint Wright	Board Supervisor, Chairman
Heather Loffredo	Board Supervisor, Vice Chairperson
Jim Breslin	Board Supervisor, Assistant Secretary
Ronnie Murphy	Board Supervisor, Assistant Secretary
Vincent Sajkowski	Board Supervisor, Assistant Secretary

Also present were:

Belynda Tharpe	General Manager, First Service Residential
Jessica Knutelsky	Assistant Manager, First Service Residential
Howard McGaffney	FCS Management Group

Members of the public present.

FIRST ORDER OF BUSINESS**CALL TO ORDER**

Mr. Wright called the meeting to order at 10:00 a.m.

SECOND ORDER OF BUSINESS**COMCAST PRESENTATION**

FSR Representatives hosted a call to help guide or coordinate with the Board/District related to bulk services from Comcast.

**Moved to CBus Project Completion Extension Request Item.*

THIRD ORDER OF BUSINESS**DISCUSSION OF CBUSS PROJECT
COMPLETION EXTENSION
REQUEST**

CBUSS requested a project Timeline Extension: Requested the project deadline be extended by two weeks to February 13, 2026 to be considered at January meeting with new plaster selection (Tempool's White Elements Series: COBALT WHITE PL) as previous selection is no longer available.

FOURTH ORDER OF BUSINESS

RESIDENT FEEDBACK/COMMITTEE DISCUSSION

Resident Committees discussion ensued. The Board asked to have this discussion/consideration of committees as an agenda item on the February agenda.

FIFTH ORDER OF BUSINESS

DISCUSSION ON GOLF CART PATH IMPROVEMENTS

Discussion about the addition or widening of 6 paths/areas.

SIXTH ORDER OF BUSINESS

DISCUSSION OF ONGOING PROJECT DEVELOPMENT ON LONG-TERM OBJECTIVES FOR RESIDENTIAL SERVICES

Short-term goals were discussed such as: Financials and Budget, verifying ownership, identifying the plan.

Discussions ensued regarding the following:

- Pickleball Courts
- Basketball Court
- 2nd Amenity Center/Pool
- Food and Beverage
- Golf Cart Paths
- Parking: Kayak / Outpost
- 16A Buffer Wall

SEVENTH ORDER OF BUSINESS

FINANCIAL DISCUSSION OR UPDATES

Supervisor and vendor payments discussed.

EIGHTH ORDER OF BUSINESS

DISCUSSION ON DEVELOPER SETTLEMENT AGREEMENT

NINETH ORDER OF BUSINESS

**DISCUSSION ON
TECHNOLOGY & VIRTUAL
MEETINGS**

General Discussions ensured about the desire to have full audio video production for the purpose of televising meetings.

TENTH ORDER OF BUSINESS

**DISCUSSION ON MILLING &
RESURFACING**

Discussion about the resurfacing of the road from “Springs” to the Roundabout at an approximate expense of \$168,000, how it would be funded and timing.

ELEVENTH ORDER OF BUSINESS

**DISCUSSION OF CATERING
REIMBURSEMENT REQUEST**

Mr. Wright reviewed a request for catering and rental reimbursement following an access control mishap for rental that occurred outside of normal office hours. Ratification of Chairman’s approval to provide reimbursement to be added to the consent agenda for the January meeting.

TWELFTH ORDER OF BUSINESS

**DISCUSSION OF OTHER
MATTERS CONCERNING THE
DISTRICT**

Board requested follow up on Supervisor and vendor payments due.

Ms. Tharpe reported damage/vandalism at Falls Park Volleyball, where the post and nets were damaged. Reported that someone used the fireplace at Outpost and used material that was not appropriate to use for fire pits.

PUBLIC COMMENT WAS HEARD ON THE FOLLOWING ITEMS

- Amenity Access Control: Policies, Operations, New readers, Vendor for Alarm Monitoring
- Unfavorable odor near area where JEA is working
- Paving,
- Golf cart path additions, and locations.

THIRTEENTH ORDER OF BUSINESS

ADJOURNMENT

Audience comments were received. The meeting adjourned at 12:05 pm.

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Secretary /Assistant Secretary

Chairman / Vice Chairman

Tab 12

TROUT CREEK COMMUNITY DEVELOPMENT DISTRICT

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

Mailing Address - 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

troutcreekcdd.org

Operation and Maintenance Expenditures Presented For Board Approval November 2025

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

The total items being presented: **\$231,712.14**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Trout Creek Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2025 Through November 30, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Amazon Capital Services, Inc.	800266	13D1-XMGF-3WX1	Office Supplies 10/25	\$ 988.99
Amazon Capital Services, Inc.	800266	14MF-MXYH-6QYY	Maintenance & Repairs 10/25	\$ 300.82
Amazon Capital Services, Inc.	800266	16HM-9DML-V9RL	Janitorial Supplies 10/25	\$ 149.65
Amazon Capital Services, Inc.	800266	19HD-49CL-13RP	Maintenance & Repairs 10/25	\$ 48.90
Amazon Capital Services, Inc.	800266	19M4-D6CN-7G6Q	Cafe Materials 10/25	\$ 49.52
Amazon Capital Services, Inc.	800266	1CW6-FM4G-71YR	Janitorial Supplies 10/25	\$ 24.98
Amazon Capital Services, Inc.	800266	1R3F-YXWT-6PMC	Maintenance & Repairs 11/25	\$ 123.49
Amazon Capital Services, Inc.	800266	1XTL-G71H-T47L	Cafe Materials 10/25	\$ 17.88
AT&T	20251125-1	110225-158596576 ACH	Phone, Internet & Cable Services 11/25	\$ 30.00
AT&T	20251118-2	151561791 11/25 ACH	Internet Services 11/25	\$ 32.10

Trout Creek Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2025 Through November 30, 2025

<u>Vendor Name</u>	<u>Check Numbe</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
AT&T	20251118-1	299942543 11/25 ACH	Internet Services 11/25	\$ 32.10
Bleu Bear Designs, LLC	800267	5	Special Events 09/25	\$ 375.00
Bleu Bear Designs, LLC	800267	8	Uniforms & Laundry 10/25	\$ 145.00
Buster's Cleaning Service	800268	163	Janitorial Services 11/25	\$ 1,600.00
C BUSS Enterprises, Inc.	800269	4664	Pool Maintenance 11/25	\$ 2,971.96
Charles Aquatics, Inc.	800270	54436	Aquatic Maintenance 11/25	\$ 3,853.00
Cintas Corporation	800271	4247978136	Janitorial Supplies 10/25	\$ 187.21
Colden Company, Inc.	800272	20358	Service Call 10/25	\$ 2,151.29
Custom Canopies International	800273	103125-324	Fabric Replacement 10/25	\$ 3,530.00
CX3, Inc. dba Sundancer Sign Graphics	800274	15533	Maintenance & Repairs 09/25	\$ 245.00

Trout Creek Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2025 Through November 30, 2025

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
FirstService Residential Florida, Inc.	800275	11098883	Amenity Staff 10/25	\$ 29,742.47
FirstService Residential Florida, Inc.	800275	11100784	Amenity Staff 10/25	\$ 4,728.00
Florida Depart of Revenue	20251218-1	6580170627259-112425	Sales & Use Tax 10/25	\$ 1,064.76
Florida Power & Light Company	20251118-7	110425-0140560525 ACH	Electric Services 10/25	\$ 267.21
Florida Power & Light Company	20251118-10	110425-1302564545 ACH	Electric Services 10/25	\$ 28.61
Florida Power & Light Company	20251118-4	110425-2843919206 ACH	Electric Services 10/25	\$ 45.74
Florida Power & Light Company	20251118-6	110425-3100454549 ACH	Electric Services 10/25	\$ 32.61
Florida Power & Light Company	20251118-5	110425-3510465036 ACH	Electric Services 10/25	\$ 63.07
Florida Power & Light Company	20251118-9	110425-4247480520 ACH	Electric Services 10/25	\$ 2,676.41
Florida Power & Light Company	20251118-8	110425-4404180145 ACH	Electric Services 10/25	\$ 32.82

Trout Creek Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2025 Through November 30, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Florida Power & Light Company	20251118-11	110425-4570521288 ACH	Electric Services 10/25	\$ 26.02
Florida Power & Light Company	20251118-13	110425-4801169204 ACH	Electric Services 10/25	\$ 69.78
Florida Power & Light Company	20251118-3	110425-5771574547 ACH	Electric Services 10/25	\$ 44.87
Florida Power & Light Company	20251118-15	110425-6990141225 ACH	Electric Services 10/25	\$ 74.46
Florida Power & Light Company	20251118-12	110425-7590584277 ACH	Electric Services 10/25	\$ 33.39
Florida Power & Light Company	20251118-17	110425-7815870527 ACH	Electric Services 10/25	\$ 1,115.90
Florida Power & Light Company	20251118-16	110425-8046829209 ACH	Electric Services 10/25	\$ 64.58
Florida Power & Light Company	20251118-14	110425-9949170527 ACH	Electric Services 10/25	\$ 499.71
Florida Power & Light Company	20251118-18	110625-0466019411 ACH	Electric Services 10/25	\$ 68.27
Florida Power & Light Company	20251118-20	110625-0608109518 ACH	Electric Services 10/25	\$ 28.86

Trout Creek Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2025 Through November 30, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Florida Power & Light Company	20251118-19	110625-4957183074 ACH	Electric Services 10/25	\$ 25.66
Florida Power & Light Company	20251118-21	110625-9223652372 ACH	Electric Services 10/25	\$ 47.66
Florida Power & Light Company	20251217-01	Monthly Summary B 09/25 ACH 324	Electric Services 09/25	\$ 179.00
Gannett Florida LocaliQ	800276	0007405120	Legal Advertising 10/25	\$ 222.96
Greenlee Law, PLLC	800277	2113	Legal Services - Litigation 08/22/25- 11/05/25	\$ 2,638.10
HD Supply Facilities Maintenance, Ltd	800278	0882138829	Maintenance & Repairs 10/25	\$ 91.92
HD Supply Facilities Maintenance, Ltd	800278	0882138831	Maintenance & Repairs 10/25	\$ 128.00
HD Supply Facilities Maintenance, Ltd	800278	0882141476	Maintenance & Repairs 10/25	\$ 119.90
HD Supply Facilities Maintenance, Ltd	800278	0882145492	Maintenance & Repairs 10/25	\$ 115.90
HD Supply Facilities Maintenance, Ltd	800278	0882154950	Maintenance & Repairs 10/25	\$ 155.86

Trout Creek Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2025 Through November 30, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Heather Marie Loffredo	800261	HL102925-324	Board of Supervisors Meeting 10/29/25	\$ 200.00
Heather Marie Loffredo	800261	HL110525-324	Board of Supervisors Meeting - Workshop 11/05/25	\$ 200.00
Heather Marie Loffredo	800261	HLOffredo111925-324	Board of Supervisors Meeting 11/19/25	\$ 200.00
Hi-Tech System Associates	800279	433117	Security Monitoring & Maintenance 11/25	\$ 249.00
Hi-Tech System Associates	800279	433118	Security Monitoring & Maintenance 11/25	\$ 249.99
Hi-Tech System Associates	800279	78154	Maintenance & Repairs 10/25	\$ 95.00
Hi-Tech System Associates	800279	78308	Maintenance & Repairs 10/25	\$ 684.95
Hi-Tech System Associates	800279	78309	Maintenance & Repairs 10/25	\$ 47.50
IPFS Corporation	800280	111025-GAAD81715 #2	Liability Insurance 11/25	\$ 8,691.95
James J. Breslin, III	800262	JB102925-324	Board of Supervisors Meeting 10/29/25	\$ 200.00

Trout Creek Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2025 Through November 30, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
James J. Breslin, III	800262	JB110525-324	Board of Supervisors Meeting - Workshop 11/05/25	\$ 200.00
James J. Breslin, III	800262	JBreslin111925-324	Board of Supervisors Meeting 11/19/25	\$ 200.00
JEA	20251110-1	9634626977 09/25 ACH	Water-Sewer Services 09/25	\$ 38,465.58
Noreast Capital Corporation	800281	631112	Fitness Equipment Lease 11/25	\$ 3,128.97
Prestige Landscapes of North Florida, Inc.	800282	12526	Landscape Replacement 05/25	\$ 18,087.31
Prestige Landscapes of North Florida, Inc.	800282	12625	Irrigation Repair 10/25	\$ 2,207.43
Prestige Landscapes of North Florida, Inc.	800282	12634	Irrigation Repair 10/25	\$ 688.48
Prestige Landscapes of North Florida, Inc.	800282	12636	Irrigation Repair 10/25	\$ 486.84
Prestige Landscapes of North Florida, Inc.	800282	12648	PH3 Landscape Maintenance 11/25	\$ 23,244.23
Prestige Landscapes of North Florida, Inc.	800282	12651	PH1 Landscape Maintenance 11/25	\$ 24,818.70

Trout Creek Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2025 Through November 30, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Republic Services	20251106-1	0687-001572461 ACH	Account# 3-0687-0008700 Waste Disposal Services 11/25	\$ 1,280.88
Richard Clinton Wright	800263	CW102925-324	Board of Supervisors Meeting 10/29/25	\$ 200.00
Richard Clinton Wright	800263	CW110525-324	Board of Supervisors Meeting - Workshop 11/05/25	\$ 200.00
Richard Clinton Wright	800263	CWright111925-324	Board of Supervisors Meeting 11/19/25	\$ 200.00
Ronnie Murphy	800264	RM102925-324	Board of Supervisors Meeting 10/29/25	\$ 200.00
Ronnie Murphy	800264	RM110525-324	Board of Supervisors Meeting - Workshop 11/05/25	\$ 200.00
Ronnie Murphy	800264	RMurphy111925-324	Board of Supervisors Meeting 11/19/25	\$ 200.00
Ruppert Landscape, LLC	800283	772986	Maintenance & Repairs 10/25	\$ 5,627.00
Ruppert Landscape, LLC	800283	772987	Maintenance & Repairs 10/25	\$ 6,753.00
Ruppert Landscape, LLC	800283	772993	Sod Installation 10/25	\$ 2,023.00

Trout Creek Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2025 Through November 30, 2025

<u>Vendor Name</u>	<u>Check Numbe</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Shaw's Services, LLC	800284	32656	Miscellaneous Expense 10/25	\$ 1,100.00
St. Johns County Tax Collector	800285	111725-324	Property Tax Postage 11/25	\$ 579.34
The Sherwin-Williams Co., Inc.	800286	093025-228383121	Maintenance & Repairs 09/25	\$ 155.33
UES Professional Solutions, LLC	800287	0142510415	Stormwater Maintenance 08/25	\$ 5,500.00
Valley National Bank	20251218-2	CC103125-324	Credit Card Expenses 10/25	\$ 11,490.43
VGlobal Tech	800288	7864	Website Compliance & Management 11/25	\$ 175.00
Vincent J Sajkowski	800265	VS102925-324	Board of Supervisors Meeting 10/29/25	\$ 200.00
Vincent J Sajkowski	800265	VS110525-324	Board of Supervisors Meeting - Workshop 11/05/25	\$ 200.00
Vincent J Sajkowski	800265	VSajkowski111925-324	Board of Supervisors Meeting 11/19/25	\$ 200.00
W.B. Mason Co., Inc.	800289	257696500	Operating Supplies 10/25	\$ 37.28

Trout Creek Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2025 Through November 30, 2025

<u>Vendor Name</u>	<u>Check Numbe</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
W.B. Mason Co., Inc.	800289	257740688	Office Supplies 10/25	\$ 596.25
W.B. Mason Co., Inc.	800289	257913112	Janitorial Supplies 10/25	\$ 24.31
Wayne Automatic Fire Sprinklers, Inc.	800290	1265151	Maintenance & Repairs 10/25	\$ 100.00
Yuro & Associates, LLC	800291	3913	Engineering Services 09/25	\$ 5,775.00
Yuro & Associates, LLC	800291	3914	Engineering Services 10/25	<u>\$ 5,060.00</u>
Report Total				<u>\$ 231,712.14</u>

TAB 13

LICENSE AGREEMENT REGARDING THE USE OF TROUT CREEK COMMUNITY DEVELOPMENT DISTRICT PROPERTY

THIS LICENSE AGREEMENT (“**Agreement**”) is made and entered into this ____ day of January 2026, by and between:

TROUT CREEK COMMUNITY DEVELOPMENT DISTRICT, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, located in St. Johns County, Florida, with a mailing address of c/o Rizzetta & Company, Inc., 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614 (the “**Licensor**”); and

SW JAX SFR OWNER, LLC, a Delaware limited liability company, authorized to transact business in Florida and doing business as **360 COMMUNITIES AT SHEARWATER**, with a mailing address of 10100 Santa Monica Blvd, Suite 1000, Los Angeles, CA 90067 (the “**Licensee**”, and together with the Licensor, the “**Parties**” and individually, a “**Party**”).

RECITALS

WHEREAS, the Licensor is a special-purpose unit of local government established pursuant to and governed by Chapter 190, *Florida Statutes*; and

WHEREAS, the Licensor owns, operates, and maintains various parcels of real property within the boundaries of the Licensor, including the parcel depicted in **Exhibit A** attached hereto and incorporated herein (the “**License Property**”); and

WHEREAS, the Licensee desires to install and maintain two (2) dog waste stations (“**Stations**”) on the License Property; and

WHEREAS, the Licensor is willing to grant a non-exclusive, revocable license to authorize the Licensee’s installation of the Stations, provided that such use does not impede the Licensor’s operation of the License Property as a public improvement, such use is in compliance with this Agreement, and the Licensee complies with the provisions set forth herein; and

WHEREAS, the Licensor and the Licensee warrant and agree that they have all rights, power, and authority to enter into and be bound by this Agreement.

NOW, THEREFORE, based upon good and valuable consideration and the mutual covenants of the Parties, the receipt and sufficiency of which are hereby acknowledged, the Licensor and the Licensee agree as follows:

1. INCORPORATION OF RECITALS. The Recitals stated above are true and correct and are incorporated herein as a material part of this Agreement.

2. GRANT OF LICENSE AND CONDITIONS ON THE LICENSE. The Licensor hereby grants to the Licensee a limited, non-exclusive license over, across, and around the License

Property for the sole purpose of installing, maintaining, repairing and replacing the Stations (“**License**”). The License includes rights of ingress and egress, as may be reasonably necessary for the Licensee and its staff, employees, and contractors to access the License Property to facilitate such services. In consideration of said use of the License Property, the Licensee agrees to the following conditions:

- a. The Licensee’s use of the License Property shall be for the sole purpose of installation and maintenance of the Stations and reasonable ingress and egress thereto.
- b. The Licensee shall be solely responsible for the installation of the Stations and any maintenance, restocking, servicing, cleaning, damage, removal, or other incidentals associated with the installation, maintenance, and removal of the Stations at the Licensee’s sole expense. Licensee shall empty the Stations no less than once per week. The Licensee shall be responsible for returning the License Property to its original condition, or such condition otherwise approved by the Licensor, upon the removal of the Stations. The provisions of this Paragraph 2(b) shall survive termination of this Agreement.
- c. Any work performed by or on behalf of the Licensee pursuant to this License shall be performed in accordance with all applicable governmental standards and regulations and performed in a good and workmanlike manner. The Licensee shall ensure that any Licensor property is kept free of liens and shall immediately discharge any liens that are placed on Licensor property. The grant of this License is conditioned on the Licensee’s compliance at all times with applicable laws, statutes, ordinances, codes, rules, regulations, and requirements of federal, state, county, city and municipal government, and any and all of their departments and bureaus, and all applicable permits and approvals (“**Laws**”). It is the Licensee’s responsibility to know, understand and follow such Laws.
- d. The number of Stations shall be limited to two (2). Any alteration(s) to or deviation(s) from this quantity is prohibited without the prior written approval of such alteration(s) or deviation(s) by motion of the Licensor’s Board of Supervisors. The Licensee must obtain the Licensor’s written approval before making any other changes, modifications, or installations on the License Property.
- e. The Licensor’s designees for purposes of this Agreement shall be its District Manager. The Licensor reserves all rights and privileges in and to the Licensor’s property, including the License Property. The Licensor or its duly authorized agents have the right at any and all times to enter and inspect the License Property for compliance with the provisions of this Agreement. This License for the License Property is granted to the Licensee in its “as is” condition and without any warranty or representation, express or implied. No other use of, or access to, the Licensor’s property is permitted without prior written consent of the Licensor through its designee.

- f. The Licensee shall, at the Licensee's expense, perform all necessary maintenance of the Stations in compliance with all applicable laws, rules, codes, ordinances and covenants. All installation, repairs, maintenance, restocking, and alterations of the Stations shall be done at the Licensee's sole expense and the Licensor is not responsible to pay for any cost associated with the Stations. In the event Licensor's contractor(s) cause damage to the Stations in the performance of its duties and upon reasonable request by the Licensee, the Licensor agrees to provide the Licensee with contact information for the identified contractor(s) that is in the Licensor's possession at the time of request.
- g. The Licensee shall use all due care to protect the License Property and adjoining property from damage resulting from the Licensee's use of the License Property. In the event the Licensee or its employees, agents, assignees, contractors (or their subcontractors, employees, or materialmen), or representatives cause damage to the License Property or to adjacent property or improvements in the exercise of the License granted herein, the Licensee, at its sole cost and expense, agrees to promptly commence and diligently pursue the restoration of the same and the improvements so damaged to, as nearly as practical, the original condition and grade. The provisions of this Paragraph 2(g) shall survive termination of this Agreement.
- h. The Licensee remains responsible for the safety and security of all persons operating under this grant of the License.

3. REVOCATION, SUSPENSION AND TERMINATION. The Licensor and the Licensee acknowledge and agree that the License granted herein is a mere privilege and may be suspended, terminated, or revoked immediately upon written notice, with or without cause, by either Party. In the event this License is revoked or terminated pursuant to its terms, the Licensee must expeditiously restore the Licensor property to its same or better condition. The Licensee shall not be entitled to any compensation, offsets, incidental costs, or any other payment under this Agreement, and specifically, the Licensee shall not be entitled to any payment of damages whatsoever for termination, suspension, or revocation of the License by the Licensor, as this grant of the License is a mere privilege and not a right.

4. INSURANCE AND INDEMNITY.

- a. The Licensee shall acquire and maintain, and shall require any vendors or subcontractors operating on the License Property to acquire and maintain, insurance during the term of this Agreement with limits of liability not less than the following:

Workers' Compensation	Statutory
General Liability	
Bodily Injury	\$1,000,000/\$2,000,000
(including Contractual)	
Property Damage	\$1,000,000/\$2,000,000

(including Contractual)

- b. The Licensee hereby agrees to defend, indemnify and hold the Licensors harmless from and against any and all claims, demands, losses, damages, liabilities, and expenses, and all suits, actions and judicial decrees (all costs including, without limitation, expert witness fees, paralegal fees, and reasonable attorneys' fees for the Licensors' legal counsel of choice, whether at trial or on appeal), arising from personal injury, death, or property damage resulting in any manner whatsoever from use of the License by the Licensee, its staff, agents, participants, guests, or invitees.
- c. Nothing in this Agreement shall be deemed as a waiver of the Licensors' sovereign immunity or the Licensors' limits of liability as set forth in section 768.28, *Florida Statutes*, or other law, and nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under such limitations of liability or by operation of law.

5. DEFAULT; ENFORCEMENT OF AGREEMENT. In the event the Licensee shall fail to perform any covenant, term, or provision of this Agreement, then the Licensors shall have the right to immediately terminate this Agreement, and the Licensee shall remove the Stations from Licensors property. In the event either Party to this Agreement is required to enforce this Agreement by court proceedings or otherwise, then the prevailing Party shall be entitled to recover from the other Party all fees and costs incurred, including reasonable attorneys' fees and costs. This Agreement and the provisions contained in this Agreement shall be construed, interpreted, and controlled according to the laws of the State of Florida. The Parties agree that venue for any dispute arising hereunder shall be in a court of jurisdiction in St. Johns County, Florida.

6. MISCELLANEOUS.

- a. **Entire Agreement.** This instrument shall constitute the final and complete expression of the agreement between the Parties relating to the subject matter of this Agreement. Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both Parties.
- b. **Assignment.** Neither the Licensors nor the Licensee may assign its rights, duties, or obligations under this Agreement without the prior written approval of the other Party. Any purported assignment without said written authorization shall be void.
- c. **Notices.** All notices, requests, consents, and other communications hereunder ("Notices") shall be in writing and shall be delivered, mailed by First Class Mail, postage prepaid, or overnight delivery service, to the Parties at the addresses listed herein. Beginning on February 27, 2026, the District's address for purposes of Notice shall be changed to the following: District Manager, DPFG Management & Consulting, LLC d/b/a Vesta District Services, 250

International Parkway, Suite 208, Lake Mary, FL 32746. Except as otherwise provided in this Agreement, any Notice shall be deemed received only upon actual delivery at the address set forth above. Notices delivered after 5:00 p.m. (at the place of delivery) or on a non-business day, shall be deemed received on the next business day. If any time for giving Notice contained in this Agreement would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. Saturdays, Sundays, and legal holidays recognized by the United States government shall not be regarded as business days. Counsel for the Licensor and counsel for the Licensee may deliver Notice on behalf of the Licensor and the Licensee. Any party or other person to whom Notices are to be sent or copied may notify the other Parties and addressees of any change in name or address to which Notices shall be sent by providing the same on five (5) days written notice to the Parties and addressees set forth herein.

- d. **Severability.** The invalidity or unenforceability of any one or more provisions of this Agreement shall not affect the validity or enforceability of the remaining portions of this Agreement, or any part of this Agreement not held to be invalid or unenforceable.
- e. **Public Records.** The Licensee understands and agrees that all documents of any kind provided to the Licensor in connection with this Agreement may be public records, and, accordingly, the Licensee agrees to comply with all applicable provisions of Florida law in handling such records, including, but not limited to, section 119.0701, *Florida Statutes*.
- f. **Arm's Length Negotiation.** This Agreement has been negotiated fully among the Parties as an arm's length transaction. The Parties participated fully in the preparation of this Agreement and received, or had the opportunity to receive, the advice of counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, the Parties are deemed to have drafted, chosen and selected the language and any doubtful language will not be interpreted or construed against any party.
- g. **Authorization.** The execution of this Agreement has been duly authorized by the appropriate body or official of each Party, each Party has complied with all the requirements of law and each party has full power and authority to comply with the terms and conditions of this Agreement.
- h. **Headings for Convenience Only.** The descriptive headings in this Agreement are for convenience only and shall not control nor affect the meaning or construction of any provision.
- i. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which when executed and delivered shall be an original; however, all such counterparts together shall constitute but one and the same instrument.
- j. **Anti-Human Trafficking Requirements.** The Licensee certifies, by acceptance of this Agreement, that neither it nor its principals utilize coercion for labor or services as defined in section 787.06, *Florida Statutes*. The Licensee agrees to

execute the affidavit, in a form acceptable to the Licensor, in compliance with section 787.06(13), *Florida Statutes*.

IN WITNESS WHEREOF, the Parties caused this Agreement to be executed, effective as of the day and year first written above.

**TROUT CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Chairperson, Board of Supervisors

**SW JAX SFR OWNER, LLC D/B/A
360 COMMUNITIES AT SHEARWATER**

By: _____
Its: _____

Exhibit A: License Property

Exhibit A

License Property

The License Property includes the property owned and maintained by the Trout Creek Community Development District (“**District**”) depicted below as “Park,” along with any District-owned property that is necessary for ingress and egress to and from the Stations.



TAB 14

TROUT CREEK COMMUNITY DEVELOPMENT DISTRICT

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

Check Request

Amount \$1,559.00

Date 12/17/2025

Vendor La Rosa Realty North Florida

Payable to La Rosa Realty North Florida
 145 Goodhope Ct.
 St. Augustine, FL 32092

Description Reimbursement for food catering

Delivery Instruction Please send check to 145 Goodhope Ct.
St. Augustine, FL 32092

TAB 15

TROUT CREEK COMMUNITY DEVELOPMENT DISTRICT

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

December 1, 2025

Caroline Cowart
THE BANK OF NEW YORK MELLON TRUST COMPANY, N.A.
10161 Centurion Parkway
Jacksonville, FL 32256

RE: Acquisition and Construction Account, Series 2025
Requisitions for Payment

Dear Caroline:

Below please find a table detailing the enclosed requisition(s) ready for payment from the Districts Acquisition/Construction Trust Account.

- PLEASE EXPEDITE PAYMENT TO THE PAYEE(S) AS FOLLOWS:**
A. HIGHWATER SITE SOLUTIONS, LLC VIA UPS
B. KOMPAN VIA UPS

REQUISITION NO.	PAYEE	AMOUNT
6	Highwater Site Solutions, LLC	\$17,810.00
7	Kompan, Inc.	\$23,496.35

If you have any questions regarding this request, please do not hesitate to call me at (904) 436-6270. Thank you for your prompt attention to this matter.

Sincerely,
TROUT CREEK
COMMUNITY DEVELOPMENT DISTRICT

Melissa Dobbins
Regional District Manager

TROUT CREEK COMMUNITY DEVELOPMENT DISTRICT
FORM OF REQUISITION FOR SERIES 2025 PROJECT

The undersigned, an Authorized Officer of Trout Creek Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture between the District and The Bank of New York Mellon Trust Company, N.A., Jacksonville, Florida, as trustee (the "Trustee"), dated as of February 1, 2015 (the "Master Indenture"), as supplemented by the Fifth Supplemental Trust Indenture between the District and the Trustee, dated as of May 1, 2025 (the "Supplemental Indenture" and together with the Master Indenture, the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

October 30, 2025

(A) Requisition Number: **CR 06**

(B) Name of Payee: **Highwater Site Solutions, LLC**
5354 County Road 209
Green Cove Springs, FL 32043

(C) Amount Payable: **\$17,810.00**

(D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments or state costs of issuance, if applicable): **Invoice(s) #1094 Retainage Balance for Roadway Underdrain Services Project**

(E) Fund or Account and subaccount, if any, from which disbursement to be made: **Series 2025 Acquisition and Construction Fund**

The undersigned hereby certifies that:

☐ obligations in the stated amount set forth above have been incurred by the District, that each disbursement set forth above is a proper charge against the Series 2025 Acquisition and Construction Account referenced above, that each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Series 2025 Project and each represents a Cost of the Series 2025 Project, and has not previously been paid out of such Account;

OR

☐ this requisition is for costs of issuance payable from the Series 2025 Costs of Issuance Account that has not previously been paid out of such Account.

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim

affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

Originals or copies of the invoice(s) from the vendor of the property acquired or services rendered with respect to which disbursement is hereby requested are on file with the District.

**TROUT CREEK COMMUNITY
DEVELOPMENT DISTRICT**

By: _____
Authorized Officer

**CONSULTING ENGINEER'S APPROVAL FOR
NON-COST OF ISSUANCE REQUESTS ONLY**

If this requisition is for a disbursement from other than the Series 2025 Costs of Issuance Account, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Series 2025 Project and is consistent with (a) the applicable acquisition or construction contract, (b) the plans and specifications for the portion of the Series 2025 Project with respect to which such disbursement is being made, and (c) the report of the Consulting Engineer attached as an exhibit to the Supplemental Indenture, as such report shall have been amended or modified on the date hereof.

Consulting Engineer

INVOICE

Highwater Site Solutions LLC
5354 County Road 209
Green Cove Springs, FL 32043

grant@highwatersitesolutions.com
+1 (904) 412-7257



Bill to
Trout Creek CDD

Ship to
Trout Creek CDD

Invoice details

Invoice no.: 1094
Terms: Due on receipt
Invoice date: 08/21/2025
Due date: 08/21/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Services	Retainage Balance	1	\$17,810.00	\$17,810.00

Total \$17,810.00

Ways to pay



View and pay

TROUT CREEK COMMUNITY DEVELOPMENT DISTRICT
FORM OF REQUISITION FOR SERIES 2025 PROJECT

The undersigned, an Authorized Officer of Trout Creek Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture between the District and The Bank of New York Mellon Trust Company, N.A., Jacksonville, Florida, as trustee (the "Trustee"), dated as of February 1, 2015 (the "Master Indenture"), as supplemented by the Fifth Supplemental Trust Indenture between the District and the Trustee, dated as of May 1, 2025 (the "Supplemental Indenture" and together with the Master Indenture, the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

October 30, 2025

(A) Requisition Number: **CR 07**

(B) Name of Payee: **Kompan, Inc.**
605 W. Howard Lane, Suite #101
Austin, TX 78753

(C) Amount Payable: **\$23,496.35**

(D) Purpose for which paid or incurred (refer also to specific contract amount is due and payable pursuant to a contract involving progress payments or state costs of issuance, if applicable): **Invoice(s) #INV133924 – Invoice for Project #US328473 – Shearwater Park Addition**

(E) Fund or Account and subaccount, if any, from which disbursement to be made: **Series 2025 Acquisition and Construction Fund**

The undersigned hereby certifies that:

☐ obligations in the stated amount set forth above have been incurred by the District, that each disbursement set forth above is a proper charge against the Series 2025 Acquisition and Construction Account referenced above, that each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Series 2025 Project and each represents a Cost of the Series 2025 Project, and has not previously been paid out of such Account;

OR

☐ this requisition is for costs of issuance payable from the Series 2025 Costs of Issuance Account that has not previously been paid out of such Account.

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim

affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

Originals or copies of the invoice(s) from the vendor of the property acquired or services rendered with respect to which disbursement is hereby requested are on file with the District.

**TROUT CREEK COMMUNITY
DEVELOPMENT DISTRICT**

By: _____
Authorized Officer

**CONSULTING ENGINEER'S APPROVAL FOR
NON-COST OF ISSUANCE REQUESTS ONLY**

If this requisition is for a disbursement from other than the Series 2025 Costs of Issuance Account, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Series 2025 Project and is consistent with (a) the applicable acquisition or construction contract, (b) the plans and specifications for the portion of the Series 2025 Project with respect to which such disbursement is being made, and (c) the report of the Consulting Engineer attached as an exhibit to the Supplemental Indenture, as such report shall have been amended or modified on the date hereof.

Consulting Engineer

Sales - Invoice

Trout Creek CDD
Jessica Knutelsky
322 Paseo Reyes Drive
Saint Augustine, FL 32095

Invoice No. INV133924
Customer No. C025220
Document Date 10/08/2025

Due Date 11/07/2025

Customer Ref. Contract

Sales Representative Stacy Moseley
Email StaMos@Kompan.com
Phone No. 904-716-7605 / 800-426-9788
Install & Service Chris Wishnok
Email ChrWis@Kompan.com

Project Name US328473 Shearwater Park Addition

No.	Description	Qty Unit	Unit Price	Discount %	Net Price
<u>Equipment</u>					
PCE111131-0903	Logan - Nature In-ground 90cm Total CO ₂ Emission 4,200.4 LB (4,200.4 LB/Pieces)	1 Pieces	30,700.00	10.00	27,630.00
FREIGHT	Freight	1 Pieces	2,455.50		2,455.50
INSTALL SPECIAL	Installation of Kompan Equipment Includes Pushing Back and Restoring of EWF	1 Pieces	16,351.67	5.00	15,534.09
<u>Surfacing</u>					
US-BLOWN IN - TOP OFF	Blown in EWF Top off	14 Cubic Yard	98.08		1,373.12
<p>Please read attached General Assumptions and Exclusion document for information on Install/Sitework.</p> <p>Excludes sitework, products, & services not listed.</p> <p>Assumes site to be accessible & install ready.</p> <p>Please allow 11 to 13 weeks for product delivery upon order placement.</p> <p>Equipment is as per Shearwater Play Site Plan version K1.0 - dated 04/28/25</p>					
PREPAYMENT	Prepayment	-1			-23,496.36
Total USD					23,496.35

Payment Terms 50% Prepayment , 50% Net 30 days
Shipment Method Cost, Insurance, and Freight
Ship via Ocean to TX

Product Ship-to Address

Shearwater Play Area
Johnnie Verdell
100 Kayak Way
Saint Augustine, FL 32092
Ship-to Contact Phone 904-806-4832

Ship-to Contact E-mail cddinvoice@rizzetta.com

Bill-to Address

Trout Creek CDD
Jessica Knutelsky
322 Paseo Reyes Drive
Saint Augustine, FL 32095

Invoice Dispatch E-Mail
Invoice E-Mail cddinvoice@rizzetta.com;

Installation Site Address

Shearwater Play Area
100 Kayak Way
Saint Augustine, FL 32092

Note that the color and texture of products and surfacing made with recycled content are subjected by the differences from the used recycled raw materials. Therefore, minor differences in the appearance and texture can occur.

TROUT CREEK COMMUNITY DEVELOPMENT DISTRICT

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

December 10, 2025

Caroline Cowart
THE BANK OF NEW YORK MELLON TRUST COMPANY, N.A.
10161 Centurion Parkway
Jacksonville, FL 32256

RE: Acquisition and Construction Account, Series 2025
Requisitions for Payment

Dear Caroline:

Below please find a table detailing the enclosed requisition(s) ready for payment from the Districts Acquisition/Construction Trust Account.

PLEASE EXPEDITE PAYMENT TO THE PAYEE(S) AS FOLLOWS:

- A. Sunshine State Solutions of North FL VIA UPS**
- B. Southern Breeze Outdoor Furnishings VIA UPS**

REQUISITION NO.	PAYEE	AMOUNT
8	Sunshine State Solutions of North FL	\$8,803.20
9	Southern Breeze Outdoor Furnishings	\$5,590.00

If you have any questions regarding this request, please do not hesitate to call me at (904) 436-6270. Thank you for your prompt attention to this matter.

Sincerely,
TROUT CREEK
COMMUNITY DEVELOPMENT DISTRICT

Melissa Dobbins
Regional District Manager

TROUT CREEK COMMUNITY DEVELOPMENT DISTRICT
FORM OF REQUISITION FOR SERIES 2025 PROJECT

The undersigned, an Authorized Officer of Trout Creek Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture between the District and The Bank of New York Mellon Trust Company, N.A., Jacksonville, Florida, as trustee (the "Trustee"), dated as of February 1, 2015 (the "Master Indenture"), as supplemented by the Fifth Supplemental Trust Indenture between the District and the Trustee, dated as of May 1, 2025 (the "Supplemental Indenture" and together with the Master Indenture, the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

December 9, 2025

(A) Requisition Number: **CR 08**

(B) Name of Payee: **Sunshine State Solutions of North FL
5823 Pine Ave
Fleming Island, FL 32003**

(C) Amount Payable: **\$8,803.20**

(D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments or state costs of issuance, if applicable): **Invoice(s) #59 – Deposit Invoice for Project: Wooden Pergola**

(E) Fund or Account and subaccount, if any, from which disbursement to be made: **Series 2025 Acquisition and Construction Fund**

The undersigned hereby certifies that:

☐ obligations in the stated amount set forth above have been incurred by the District, that each disbursement set forth above is a proper charge against the Series 2025 Acquisition and Construction Account referenced above, that each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Series 2025 Project and each represents a Cost of the Series 2025 Project, and has not previously been paid out of such Account;

OR

☐ this requisition is for costs of issuance payable from the Series 2025 Costs of Issuance Account that has not previously been paid out of such Account.

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim

affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

Originals or copies of the invoice(s) from the vendor of the property acquired or services rendered with respect to which disbursement is hereby requested are on file with the District.

**TROUT CREEK COMMUNITY
DEVELOPMENT DISTRICT**

By: _____
Authorized Officer

**CONSULTING ENGINEER'S APPROVAL FOR
NON-COST OF ISSUANCE REQUESTS ONLY**

If this requisition is for a disbursement from other than the Series 2025 Costs of Issuance Account, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Series 2025 Project and is consistent with (a) the applicable acquisition or construction contract, (b) the plans and specifications for the portion of the Series 2025 Project with respect to which such disbursement is being made, and (c) the report of the Consulting Engineer attached as an exhibit to the Supplemental Indenture, as such report shall have been amended or modified on the date hereof.

Consulting Engineer



Sunshine State Solutions of North FL

Trout Creek CDD
3434 Colwell Ave
Tampa, FL 33614

✉ jessica.knutelsky@fsresidential.com

INVOICE	#59
PAYMENT TERMS	On date
DUE DATE	Oct 30, 2025
DEPOSIT DUE	\$8,803.20

SERVICE ADDRESS

100 Kayak Wy
St. Augustine, FL 32092

CONTACT US

5823 Pine Ave
FL

☎ (904) 401-5517
✉ rdm.fl.904@gmail.com

INVOICE

Services	qty	unit price	amount
Wooden Pergola	1.0	\$44,016.00	\$44,016.00
This proposal included labor, material and equipment to provide the following scopes of work per Ervin, Lovett & Miller INC. Dated 11/21/14.			
-provide and construct one 25ft x 32ft wood pergola. All hardware and materials will be per plans.			
An alternate bid will be provided at a later date for just the cedar roof.			
We will confine our work to as small an area as possible, however, we cannot be responsible for damages to grass, irrigation, landscaping, concrete, septic systems, etc. However, we will do our best to avoid any such damages.			

Subtotal	\$44,016.00
Job Total	\$44,016.00
Deposit Due	\$8,803.20

RECEIVED
10-31-2025

We thank you for your trust in us!

See our [Terms & Conditions](#)

TROUT CREEK COMMUNITY DEVELOPMENT DISTRICT
FORM OF REQUISITION FOR SERIES 2025 PROJECT

The undersigned, an Authorized Officer of Trout Creek Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture between the District and The Bank of New York Mellon Trust Company, N.A., Jacksonville, Florida, as trustee (the "Trustee"), dated as of February 1, 2015 (the "Master Indenture"), as supplemented by the Fifth Supplemental Trust Indenture between the District and the Trustee, dated as of May 1, 2025 (the "Supplemental Indenture" and together with the Master Indenture, the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

December 9, 2025

(A) Requisition Number: **CR 09**

(B) Name of Payee: **Southern Breeze Outdoor Furnishings
1128 Carmona Place
St. Augustine, FL 32092**

(C) Amount Payable: **\$5,590.00**

(D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments or state costs of issuance, if applicable): **Invoice(s) #28921 – Deposit Invoice for Project: Outpost Furniture**

(E) Fund or Account and subaccount, if any, from which disbursement to be made: **Series 2025 Acquisition and Construction Fund**

The undersigned hereby certifies that:

☐ obligations in the stated amount set forth above have been incurred by the District, that each disbursement set forth above is a proper charge against the Series 2025 Acquisition and Construction Account referenced above, that each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Series 2025 Project and each represents a Cost of the Series 2025 Project, and has not previously been paid out of such Account;

OR

☐ this requisition is for costs of issuance payable from the Series 2025 Costs of Issuance Account that has not previously been paid out of such Account.

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim

affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

Originals or copies of the invoice(s) from the vendor of the property acquired or services rendered with respect to which disbursement is hereby requested are on file with the District.

**TROUT CREEK COMMUNITY
DEVELOPMENT DISTRICT**

By: _____
Authorized Officer

**CONSULTING ENGINEER'S APPROVAL FOR
NON-COST OF ISSUANCE REQUESTS ONLY**

If this requisition is for a disbursement from other than the Series 2025 Costs of Issuance Account, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Series 2025 Project and is consistent with (a) the applicable acquisition or construction contract, (b) the plans and specifications for the portion of the Series 2025 Project with respect to which such disbursement is being made, and (c) the report of the Consulting Engineer attached as an exhibit to the Supplemental Indenture, as such report shall have been amended or modified on the date hereof.

Consulting Engineer



Invoice No: 28921

Date: 10/30/25

Terms: Due at Time of Order

1128 Carmona Place, St. Augustine, FL 32092

Telephone: (904) 315-3933; (904) 315-3944

PROJECT:

Outpost Furniture

BILLING ADDRESS:

Trout Creek CDD

3434 Colwell Ave., #200, Tampa, FL 33614

SHIPPING ADDRESS:

Shearwater Clubhouse

100 Kayak Way, St. Augustine, FL 32092

PAYMENT TERMS: 50% DEPOSIT DUE AT TIME OF ORDER; 50% BALANCE DUE 2 WEEKS PRIOR TO SHIPPING

DESCRIPTION	STYLE	SIZE	FABRIC / FRAME	UNIT \$	QTY.	TOTAL \$
42" x 72" Bar Height, Rectangular Table, No Umbrella Hole, 2.5" x 2.5" Legs	Alum/Faux Teak	42"x72"	Cedar / Speckled Oak	\$1,421.00	3	\$4,263.00
Discount				(\$177.00)	3	-\$531.00
Bar Stools with Arms	Alum/Faux Teak	Std.	Cedar / Speckled Oak	\$441.00	18	\$7,938.00
Discount				(\$55.00)	18	-\$990.00

PLEASE REMIT PAYMENT TO:

Southern Breeze Outdoor Furnishings, LLC

1128 Carmona Place St. Augustine, FL 32092

Attn: Laura Smith

Product Total	\$10,680.00
Freight	\$500.00
Tax Exempt	\$0.00
TOTAL	\$11,180.00
50% Deposit Due	\$5,590.00
Amount Paid	
Balance Due	

PAYMENTS BY CREDIT CARD WILL BE CHARGED A 3% PROCESSING FEE