
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.

**RIVER GLEN
COMMUNITY DEVELOPMENT DISTRICT**

The **regular** meeting of the Board of Supervisors of River Glen Community Development District was held on **Thursday, November 16, 2017 at 12:30 p.m.** at the River Glen Amenity Center, located at 65084 River Glen Parkway, Yulee, Florida 32097.

Present and constituting a quorum:

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|----------------|---|
| Glenn Marvin | Board Supervisor, Chairman |
| Doug Walker | Board Supervisor, Vice Chairman |
| Debbie Malloch | Board Supervisor, Assistant Secretary |
| David Jae | Board Supervisor, Assistant Secretary (via speakerphone) |
| Scott Campbell | Board Supervisor, Assistant Secretary (via speakerphone) |

Also present were:

| | |
|------------------|---|
| Lesley Gallagher | District Manager, Rizzetta & Company, Inc. |
| Katie Buchanan | District Counsel, Hopping Green & Sams, P.A. (via speakerphone) |
| Dan McCranie | District Engineer, McCranie & Associates |
| Tom Aaron | Account Manager, Brightview Landscaping |
| Tony Shiver | Representative, First Coast CMS |

Audience was present

FIRST ORDER OF BUSINESS

Call to Order

Ms. Gallagher called the meeting to order at 12:32 p.m. and read the roll call.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

No comments from audience members.

THIRD ORDER OF BUSINESS

Consideration of Board of Supervisors Regular Meeting held on September 21, 2017

On a motion by Mr. Marvin, seconded by Ms. Malloch, with all in favor, the Board approved minutes as amended to correct the word conversation under the landscape report to the word conservation for River Glen Community Development District.

FOURTH ORDER OF BUSINESS

Ratification of the Operation and Maintenance Expenditures for August 2017 and September 2017

On a motion by Mr. Marvin, seconded by Mr. Walker, with all in favor, the Board ratified the operation and maintenance expenditures for August 2017 in the amount of \$27,860.96 and September 2017 in the amount of \$43,641.45 for River Glen Community Development District.

FIFTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel
No report.
- B. District Engineer
Mr. McCraine reviewed the design plan for additional signage at the intersection of Lagoon Forest Dr and Mosey Creek Drive (Exhibit A) which was approved at the previous meeting. The discussion ensued. The Board directed staff to move forward with creation and installation of signs in location shown.
- C1. Field Inspection Reports, October 23, 2017, Brightview Responses & Landscape Report
Ms. Gallagher updated the Board that Mr. Tom Aaron is the new Account Manager for Brightview and introduced Mr. Aaron. Mr. Aaron reviewed plans for reports going forward and improvements at River Glen Community Development District.
- D. Amenity Manager Report
 - 1.) First Coast CMS Field Report, November 7, 2017
Mr. Shiver reviewed his report found under Tab 6 of the agenda and noted that there are twenty three (23) sections of sidewalks that need to be reviewed for lifting. Mr. McCraine is to review prior to next meeting and proposals to be received should they require attention. Mr. Shiver also noted that outlets had been installed at the main entrance that would allow holiday lightning this year. Audience members noted they would request the homeowners association to contribute the lights as the District installed the outlets.

E. District Manager

Ms. Gallagher noted Aquatic Systems agreement expires on January 31, 2018 but allows additional one (1) year renewal at same terms. The Board approved moving forward with renewal at \$430.00 per month.

On a motion by Mr. Marvin, seconded by Ms. Malloch, with all in favor, the Board approved moving forward with Aquatic Systems renewal at \$430.00 per month for River Glen Community Development District.

SIXTH ORDER OF BUSINESS

Consideration of Landscape Enhancement Proposals

This item was tabled.

SEVENTH ORDER OF BUSINESS

Consideration of Stucco Repair Proposal

On a motion by Mr. Marvin, seconded by Mr. Walker, with all in favor, the Board approved the stucco repair proposal from Willis Contractors in the amount of \$7,450.00 for Stucco repairs in four (4) locations throughout the community for River Glen Community Development District.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2018-01, ReDesignating Officers

On a motion by Mr. Marvin, seconded by Ms. Malloch, with all in favor, the Board adopted Resolution 2018-01, ReDesignating Officers as follows: Chairman – Glenn Marvin, Vice Chairman – Doug Walker, Assistant Secretary – Debbie Malloch, Assistant Secretary – David Jae, Assistant Secretary – Scott Campbell, Assistant Secretary- Lesley Gallagher, and Assistant Secretary – Melissa Dobbins for River Glen Community Development District.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2018-02, Regarding the General Election

On a motion by Mr. Marvin, seconded by Ms. Malloch, with all in favor, the Board adopted Resolution 2018-02, instructing Nassau County Supervisor of Elections office to begin conducting the District's General Elections for River Glen Community Development District.

TENTH ORDER OF BUSINESS

Consideration of Proposals for Access System

Surge Protection (*Under Separate Cover*)

Mr. Shiver reviewed a proposal (Exhibit B) from Atlantic Companies to install lightning protection for readers, locks and motion for access system at the River Glen Amenity Facility.

On a motion by Mr. Marvin, seconded by Ms. Malloch, with all in favor, the Board approved Atlantic Companies to install lightning protection for readers, locks and motion for access system at the River Glen Amenity Facility in the amount of \$1,500.00 for River Glen Community Development District.

ELEVENTH ORDER OF BUSINESS

Audience Comments and Supervisor Requests

An audience member had a question about sidewalk and curb pressure washing.

An audience member had a question about playground equipment repairs and installing shade structures.

An audience member had a question regarding when Lagoon Forest and Mossey Creek additional signs would be installed.

There were no supervisor requests.

TWELFTH ORDER OF BUSINESS

Adjournment

On a motion by Mr. Marvin, seconded by Ms. Malloch, with all in favor, the Board adjourned the meeting at 1:11 p.m. for River Glen Community Development District.



Secretary/Assistant Secretary



Chairman/Vice Chairman

Exhibit A

Exhibit B

**ACCESS CONTROL SYSTEM
ACCESS CONTROL CATEGORY**

| | | |
|------------------------|--|-----------------|
| RIVER GLENN CDD | 65084 RIVER GLEN PKWY YULEE, FL 32097 | 11-16-17 |
|------------------------|--|-----------------|

| | | |
|-----------|--|--------------------------|
| 10 | LIGHTNING PROTECTION FOR READERS, LOCKS, MOTIONS, POWER | MODEL DTK-4LVLPCR |
| * | INSTALLATION, LABOR & PROGRAMMING | |

| | |
|--|--------------------|
| SUB-TOTAL ACCESS CONTROL INSTALLATION | \$ 1,500.00 |
| TAX | \$ 105.00 |
| TOTAL ACCESS CONTROL INSTALLATION | \$ 1,605.00 |

FL 904-743-8444

ATLANTIC COMPANIES DENNIS "ACE" HIGGS

GA 912-264-8679

PURCHASER
LIC. EF0001226

LIC. LU405163

PRINT NAME

DATE
LIC. EF20000570