

**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 **Wednesday, January 8, 2014 at 1:30 p.m.** at the River Glen Amenity Center, located at 65084 River Glen Parkway, Yulee, Florida 32097.

Present and constituting a quorum:

Doug Davis	<b>Board Supervisor, Chairman</b>
Greg Matovina	<b>Board Supervisor, Vice Chairman</b>
Doug Walker	<b>Board Supervisor, Assistant Secretary</b>
Leo Johns	<b>Board Supervisor, Assistant Secretary</b>
Glenn Marvin	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Melissa Dobbins	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Roy Van Wyk	<b>District Counsel, Hopping Green &amp; Sams, P.A.</b>
Tony Shiver	<b>First Coast CMS</b>

**Audience Present**

**FIRST ORDER OF BUSINESS**

**Call to Order**

Ms. Dobbins called the meeting to order at 1:35 p.m. and read the roll call.

**SECOND ORDER OF BUSINESS**

**Audience Comments on Agenda Items**

It was noted for the record that there were no audience comments.

**THIRD ORDER OF BUSINESS**

**Consideration of the Minutes of the Board  
of Supervisors' Regular Meeting held  
November 13, 2013**

On a motion by Mr. Matovina, seconded by Mr. Davis, with all in favor, the Board approved the Minutes of the Board of Supervisors' Regular Meeting held November 13, 2013 for River Glen Community Development District.

**FOURTH ORDER OF BUSINESS**

**Ratification of the Operation and  
Maintenance Expenditures for October  
2013 and November 2013**

On a motion by Mr. Matovina, seconded by Mr. Marvin, with all in favor, the Board ratified the Operation and Maintenance Expenditures for October 2013 in the amount of \$21,968.97 and November 2013 in the amount of \$20,550.20 for River Glen Community Development District.

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

- A. District Counsel  
Mr. Van Wyk updated the Board of Supervisors that a new legislation session is beginning. Hopping will be sending out email reports bi-weekly on anything that will impact special districts.
- B. District Engineer  
Not present.
- C. First Coast CMS Field Report  
Mr. Shiver updated the Board of Supervisors that the facility has been winterized. He also noted that the pavers have been repaired at the facility. The entry lights just need a few new bulbs since the Board of Supervisors directed every other light to be on. He will also install a timer for the fireplace.
- D. ValleyCrest Landscaping  
Not present.
- E. District Manager  
Ms. Dobbins noted that the next regularly scheduled Board of Supervisors' meeting is set for April 9, 2014 at 1:30 p.m.

**SIXTH ORDER OF BUSINESS**

**Consideration of Grau and Associates  
Engagement Letter**

On a motion by Mr. Matovina, seconded by Mr. Marvin, with all in favor, the Board accepted the Grau and Associates Engagement Letter for Auditing Services for River Glen Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Aquatic Systems  
Contract Renewal**

Ms. Dobbins reviewed that the contract for the nine ponds and twelve inspections will have the same terms as the current agreement.

On a motion by Mr. Marvin, seconded by Mr. Davis, with all in favor, the Board approved the Aquatic Systems Contract Renewal with an amount of \$490 per month for River Glen Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Pressure Washing  
Proposal**

The Board of Supervisors gave consensus that the CDD will clean the main Boulevard and the entry features, but will not clean the curbs or neighborhood sidewalks. The Homeowners are authorized to clean the sidewalks in front of their home if they show proper insurance to the district.

**NINTH ORDER OF BUSINESS**

**Consideration of Fitness Equipment  
Preventative Maintenance Proposals**

The Board of Supervisors reviewed three proposals from Sears, First Coast Fitness Equipment and First Place Fitness Equipment (marked as Exhibit "A" to these minutes.)

The Board of Supervisors approved the proposal from First Place Fitness Equipment for quarterly preventative maintenance at a rate of \$89.95 per visit.

On a motion by Mr. Davis, seconded by Mr. Marvin, with all in favor, the Board approved the proposal from First Place Fitness Equipment for quarterly preventative maintenance at a rate of \$89.95 per visit for River Glen Community Development District.

**TENTH ORDER OF BUSINESS**

**Discussion Regarding Requests for  
Engineering Services**

The Board of Supervisors directed staff to proceed with the request for proposals process for District Engineering Services.

On a motion by Mr. Davis, seconded by Mr. Johns, with all in favor, the Board directed staff to proceed with the request for proposals process for District Engineering Services for River Glen Community Development District.

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**ELEVENTH ORDER OF BUSINESS**

**Audience Comments and Supervisor  
Requests**

There were no audience comments.

Mr. Marvin mentioned a possible water leak under the pavement off the main road of the second entrance.

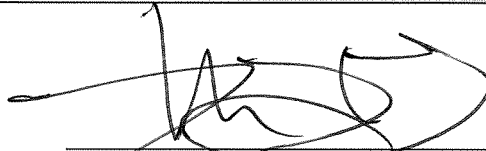
**TWELFTH ORDER OF BUSINESS**

**Adjournment**

On a motion by Mr. Davis, seconded by Mr. Matovina, with all in favor, the Board adjourned the meeting at 2:05 p.m. for River Glen Community Development District.



Secretary/Assistant Secretary



Chairman/Vice Chairman

# Exhibit “A”

First Place Fitness Equipment  
 4195 Southside Blvd.  
 Suite 101  
 Jacksonville, FL 32216



# Estimate

Date	Estimate #
1/7/2014	E-22100

Name / Address

~~RIZZIDEA & COMPANY, INC~~  
 Attn: River Glen  
 2806 N. 5th Street, Suite 403  
 St. Augustine, FL 32084

*River Glen  
CORP*

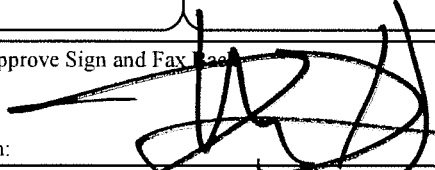
Ship To

River Glen  
 2806 N. Fifth Street  
 St. Augustine, FL 32084

Terms	Rep Admin
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Item	Description	Qty	Total
Quarterly Maintenan...	<p>Quarterly Maintenance Agreement            Billed at \$89.95 per visit.            Includes:</p> <ul style="list-style-type: none"> <li>Diagnosis of all potential future repair issues</li> <li>Elliptical Trainer Scheduled Maintenance</li> <li>Bike Scheduled Maintenance</li> <li>Treadmill Scheduled Maintenance</li> <li>Weight Machine Scheduled Maintenance</li> <li>Weight Bench Scheduled Maintenance</li> </ul> <p>Fitness Equipment Repair Service will be at \$89.95 per hour plus parts.            We will always endeavor to consolidate PM visits with repair visits to minimize cost.            We will always send a proposal with repair costs before proceeding with the repair and get your approval to do the work.</p>	4	359.80T
To Approve Estimate	To approve this estimate please sign, date and fax back to 904-998-0739		0.00T

To Approve Sign and Fax Back

Sign:  Date: \_\_\_\_\_

Phone # 904-998-0738      Web Site [www.1PFE.com](http://www.1PFE.com)      Fax # 904-998-0739

<b>Subtotal</b>	\$359.80
<b>Sales Tax (7.0%)</b>	\$25.19
<b>Total</b>	\$384.99