

**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, June 12, 2013 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>

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>
Chris Miska	<b>ValleyCrest</b>
John Barland	<b>ValleyCrest</b>

**Audience Present**

**FIRST ORDER OF BUSINESS**

**Call to Order**

Ms. Dobbins called the meeting to order at 1:40 p.m. and read the roll call.

**SECOND ORDER OF BUSINESS**

**Consideration of the Minutes of the Board  
of Supervisors' Regular Meeting held  
April 10, 2013**

Mr. Davis requested when "tabs" are referenced within the minutes to include the date of the agenda package.

The Board of Supervisors approved the Minutes of the Board of Supervisors' Regular Meeting held April 10, 2013, as amended.

On a motion by Mr. Davis, seconded by Mr. Johns, with all in favor, the Board approved the Minutes of the Board of Supervisors' Regular Meeting held April 10, 2013, as amended, for River Glen Community Development District.

**THIRD ORDER OF BUSINESS**

**Consideration of the Minutes of the Audit Committee Meeting held April 10, 2013**

On a motion by Mr. Davis, seconded by Mr. Johns, with all in favor, the Board approved the Minutes of the Audit Committee Meeting held April 10, 2013 for River Glen Community Development District.

**FOURTH ORDER OF BUSINESS**

**Ratification of the Operation and Maintenance Expenditures for March 2013 and April 2013**

On a motion by Mr. Matovina, seconded by Mr. Davis, with all in favor, the Board ratified the Operation and Maintenance Expenditures for March 2013 in the amount of \$34,895.62 and April 2013 in the amount of \$27,089.30 for River Glen Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of the Audit Committee Recommendation**

The Audit Committee met and reviewed proposals prior to the onset of this meeting and after tabulation of points recommended awarding the contract to Grau & Associates for auditing services.

On a motion by Mr. Matovina, seconded by Mr. Davis, with all in favor, the Board accepted the Audit Committee's recommendation and awarded the contract to Grau & Associates for auditing services for River Glen Community Development District.

**SIXTH ORDER OF BUSINESS**

**Update from the Supervisor of Elections Regarding the Number of Registered Voters**

Ms. Dobbins noted that as of April 15, 2013 the District has 171 registered voters.

**SEVENTH ORDER OF BUSINESS**

**Consideration of ValleyCrest Landscape Enhancement Proposal**

The Board of Supervisors approved the ValleyCrest Second Entrance Landscape Enhancement Proposal in the amount of \$1,250.00.

On a motion by Mr. Davis, seconded by Mr. Matovina, with all in favor, the Board approved the ValleyCrest Second Entrance Landscape Enhancement Proposal in the amount of \$1,250.00 for River Glen Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Review of Preventative Maintenance Service for Fitness Equipment**

This item was tabled until a future Board of Supervisors' Meeting.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

- A. District Counsel  
Mr. Van Wyk updated the Board of Supervisors that the agreement with Longleaf to pay for mitigation credits is being finalized. Ms. Dobbins confirmed that payment is being sent this week.
  
- B. District Engineer  
Not present.
  
- C. First Coast CMS Field Report  
Mr. Shiver reviewed ongoing vandalism and unauthorized users at the amenity center. He proposed a fee of an extra \$310 a month to have a Facilitator for 6 hours on both Saturday and Sunday to help enforce policies, clean the facility and review rental room after events. After discussion, the Board approved implementing the rental room fee of \$50 per event to help cover some of the cost of the additional maintenance and staff.

On a motion by Mr. Matovina, seconded by Mr. Davis, with three in favor and one opposed (Doug Walker), the Board approved implementing the rental room fee of \$50 per event to help cover some of the cost of the additional maintenance and staff for River Glen Community Development District.

Mr. Matovina also requested staff to research getting bids for a live monitoring system and to also get proposals to add access cards to the bathrooms.

Mr. Shiver also reviewed that the pool will need to be closed for at least two days to treat the algae problem, which he will work out the timing of that closing with the

District Manager's Office.

*(Mr. Matovina left the meeting already in progress.)*

The Board of Supervisors reviewed the status of keeping the pool closed on Mondays for treatment. Discussion ensued. The Board of Supervisors requested that Mr. Shiver explore options and costs to have the weekend facilitator be CPO certified and a cost to subcontract the service out for the pool to be serviced Sunday evening, enabling the pool to remain open on Mondays.

**D. ValleyCrest Landscaping**

Mr. Miska reviewed the report marked as Exhibit 'A'. He mentioned that there is some plant material that is dead due to deer eating it. The Board of Supervisors directed the crew to remove any dead material.

**E. District Manager**

Ms. Dobbins noted that the next regularly scheduled Board of Supervisors' meeting and Budget Public Hearing is set for August 14, 2013 at 1:30 p.m.

**TENTH ORDER OF BUSINESS**

**Audience Comments and Supervisor Requests**

An audience member requested a buzzer for the front gate, which would make noise if it is left open.

An audience member requested that the rental room french doors have auto locks so they can be opened for events.

An audience member requested a designated area for smokers. The policies mention an area, but nothing states where it is located on the property grounds. The Board of Supervisors designated the fire pit area to be a location for smoking.


Mr. Johns mentioned that he noticed the speed limit sign at the first entrance. The Board of Supervisors requested another sign at the second entrance.

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**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

On a motion by Mr. Johns, seconded by Mr. Davis, with all in favor, the Board adjourned the meeting at 3:25 p.m. for River Glen Community Development District.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman

# Exhibit 'A'



## River Glen 90 Day Report

### Irrigation-

-Monthly irrigation inspection completed(March, April,May)

-Montly irrigation repairs completed( March , April, May)

\*\*\*Irrigation frequency is on summer programming- 2 days a week\*\*\*

### Agronomics-

March 4 – Round up wick grassy weeds in turf

March 4-5 – Boadleaf turfweed application-all turf

March 14 – Liquid pre emergent for bed weeds

March 18- Granular fertilizer + pre-m(24-0-11)

April 4 – Broadleaf weed control (spectacle)-all turf

April 8-Lime application to all turfgrass

April 8-Granular turf fertilization(13-0-13)

May 14-Granular fertilization + insecticide(10-0-20)

May14- Wick grassy weeds in turf with non selective herbicide

May 21- Wick grassy weeds in turf with non selective herbicide

\*\*\*Granular fertilizations of the turf occurred in the months of March, May, July, and September\*\*\*

### Enhancements-

Week of April 2<sup>nd</sup> -Provide and installed new seaasonal annual color

\*\*\*Enhancement at pool area and front entry completed first week of May\*\*\*

\*\*\* Will need to schedule summer annual color in the month of June\*\*\*

### Maintenance-

-Weekly service visits consisting of spot mowing,edging, line trimming, hedge shrubs, and blowing, and round up treatments for bed and crack weeds.

\*\*\*Palm pruning scheduled in August\*\*\*