

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.

**TRAILS
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of Trails Community Development District was held on **Tuesday, February 9, 2016 at 6:00 p.m.** at the Winchester Ridge Amenity Center, located at 15431 Spotted Stallion Trail, Jacksonville, Florida 32234.

Present and constituting quorum include:

Bob Porter	Board Supervisor, Chairman
Glenn Marvin	Board Supervisor, Assistant Secretary
Mark Dearing	Board Supervisor, Assistant Secretary
Jan Doan	Board Supervisor, Assistant Secretary
Scott Campbell	Board Supervisor, Assistant Secretary (via speakerphone)

Also present were:

Melissa Dobbins	District Manager, Rizzetta & Company, Inc.
Lesley Gallagher	District Manager, Rizzetta & Company, Inc.
Katie Buchanan	District Counsel, Hopping Green & Sams (via speakerphone)
Dan Fagen	ASG, Inc.
Brian Parks	ASG, Inc.

Audience Members Present.

FIRST ORDER OF BUSINESS

Call to Order

Mr. Porter called the meeting to order at 6:00 p.m. and read roll call.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

There were no audience comments.

THIRD ORDER OF BUSINESS

**Consideration of the Minutes of the Board
of Supervisors' Regular Meeting held
November 10, 2015**

On a Motion by Mr. Marvin, seconded by Mr. Doan, with all in favor, the Board approved minutes of the Board of Supervisors' regular meeting held November 10, 2015 for Trails Community Development District.

FOURTH ORDER OF BUSINESS

**Consideration of the Operation and
Maintenance Expenditure for October
2015, November 2015 and December 2015**

On a Motion by Mr. Doan, seconded by Mr. Dearing with all in favor, the Board ratified the Operations and Maintenance Expenditures for October 2015 in the amount of \$23,657.58, November 2015 in the amount of \$19,550.61 and December 2015 in the amount of \$24,167.01 for Trails Community Development District.

FIFTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel
No report.
- B. District Engineer
Not present.
- C. Amenity Manager (Exhibit A)
Mr. Parks reviewed his report and requested that Yellowstone work on a landscape enhancement proposal for the center island for the next meeting. Mr. Parks also noted that there was a break in at the amenity center and the television was stolen. The Board approved replacing the television with Mr. Parks bringing it into the amenity room as needed.
- D. District Manager
 - i.) Update on name change from Austin Outdoors.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2016-01,
Designating an Assistant Secretary**

On a Motion by Mr. Marvin, seconded by Mr. Dearing, with all in favor, the Board adopted Resolution 2016-01, Designating an Assistant Secretary; Lesley Gallagher, for Trails Community Development District.

SEVENTH ORDER OF BUSINESS

Consideration of Revised Rental Policies

The Board approved amending policies to exclude Martin Luther King Day, Washington's Birthday, Columbus Day and Veterans Day from the days that the Amenity Room is not available for rentals, if a Federal Holiday falls on a Monday or Friday.

On a Motion by Mr. Dearing, seconded by Mr. Marvin, with all in favor, the Board approved the Revised Rental Policies for Trails Community Development District.

EIGHTH ORDER OF BUSINESS

**Consideration of Facility Monitor
Schedule Options**

Mr. Fagen reviewed a revised proposal for Facility Monitor schedule options (Exhibit B).

On a Motion by Mr. Marvin, seconded by Mr. Doan, with all in favor, the Board approved option 2 for a facility monitor schedule with Vesta at an increased contract cost of \$3,539.00 for Trails Community Development District.

NINTH ORDER OF BUSINESS

Consideration of Pool Proposals

Three Pool Proposals were reviewed from:

- 1.) Epic Pools in the amount of \$93,600.00
- 2.) Capital T Pools in the amount of \$102,154.00
- 3.) Crown Pools in the amount of \$128,670.00

Representatives from Epic Pools and Capital T Pools were present to review their proposals.

Discussion ensued.

On a Motion by Mr. Doan, seconded by Mr. Dearing, with all in favor, The Board approved the proposal from Epic Pools in the amount of \$93,600.00. The Chairman asked the Epic Representative to confirm the completion time frame and he did at 4-6 weeks for Trails Community Development District.

TENTH ORDER OF BUSINESS

**Audience Comments and
Supervisor Requests**

There was an audience member who had a concern regarding dim street lights.

There was a concern about trash in ponds.

ELEVENTH ORDER OF BUSINESS

Adjournment

On a motion by Mr. Dearing, seconded by Mr. Doan, with all in favor, the Board adjourned the meeting at 6:30 p.m. for Trails Community Development District.



Secretary/Assistant-Secretary



Chairman/Vice Chairman

EXHIBIT A

WINCHESTER RIDGE

Amenity Center/Field Report

Week ending 2/9/2015

Submitted by: *Brian Parks*

Completed:

- Pressure washed playground equipment.
- Had Dream Doors repair the glass in the door of the social room.
- Replaced volleyball court net.
- Had Allstate Electric repair parking lot lights.
- Picked up construction debris and trash around ponds.
- I repainted all the handicap parking spaces.
- Repaired toilet seat in men's restroom.
- Repaired card system.
- Had Future Horizons repair both fountains in the ponds.

In process:

- I am in the process of repainting the lines that divide the parking spaces at the Amenity center.
- Fitness Pro is in the process of repairing the leg press. The part has been ordered and will be installed when it arrives.
- Pool resurfacing proposals.
- Waiting on the concrete slab to be installed for the bike racks.
- Bike racks will be installed as soon as the concrete slab is installed.
- Austin Outdoors is in the process of repairing some irrigation around the Amenity Center.
-

Please advise: (put items you need board approval for or issues that you need their direction on)

- Flowers for center island - I would like to meet with Kyle and come up with a solution on Enhancing the center Island with some type of plant material.

Exhibit B

Trails CDD

Optional Facility Attendant Scheduling and Fees

Current Scope

- Spring Break (*Friday March 18th - Sunday March 27th*)
- Memorial Day through Labor Day (*May 28th – September 5th including both holidays*)
- Saturdays and Sundays ONLY (*12:00 p.m.-7:00 p.m.*)
- Fee: **\$4,816**
- Total contracted fee: **\$39,616** (*for all services*)

Option #1

- No Spring Break
- Duval County Schools Summer Break only (*June 10th - August 15th*)
- Tuesday through Sunday (*12:00 p.m.-7:00 p.m.*)
- Revised Fee: **\$7,306**
- Total contracted fee of **\$42,106** (*an increase of \$2,490*)

Option #2

- No Spring Break
- Duval County Schools Summer Break (*June 10th - August 15th*)
- Tuesday through Sunday (*12:00 p.m.-7:00 p.m.*)
- Includes Memorial Day and Labor Day weekends (*Saturday, Sunday and Monday both weekends*)
- Revised Fee: **\$8,355**
- Total contracted fee of **\$43,155** (*an increase of \$3,539*)

Note: If the board chooses to INCLUDE Spring Break in either option, the fee for all 10 days from 12:00-7:00 including supervisory hours shall be **\$1,222**.

Exhibit C

BID-PROPOSAL

This form complies with professional standards in effect January 1-December 31, 2011



Epic Pools & Hardscape Construction, Inc.

CPC# 1457438

3948 3rd Street South #123

Jacksonville Bch, FL 32250

PHONE (904) 509-7639

DATE:

2/5, 2016

PROPOSAL NO:

and
**BUYER/
OWNER**

PROJECT ADDRESS	CITY	STATE/ZIP	PHONE
Trails CDD			
15431 Spotted Stallion trail	Jacksonville	FL	
ALTERNATE ADDRESS (IF ANY)	CITY	STATE/ZIP	PHONE

Project To Begin: TBD

Contract Completion Date:

Date Of Plans: _____ Architect: _____ Engineer: Dean

Work performed at same as above

(Street Address And Legal Description, If Known)

We hereby propose to furnish the following work:

- (1) **Drain & Secure Swimming Pool includes mechanically scarifying existing marcite, chipping around all light fixtures, wall fittings, and floor fittings.**
- (2) **Chip & Level 440lf' of gutters**
- (3) **Install new 440lf' gutter tile**
- (4) **Install 220sq' of 6x6 water line tile**
- (5) **Install all necessary depth marker tiles**
- (6) **Prep and bond cote approximately 4500sq' swimming pool surface.**
- (7) **Install CLI krystal Krete marcite finish with ten year warranty.**
- (8) **Update main drain covers**
- (9) **Cut out existing cracks in pool & add epoxy filler in cuts, using pressure injection where applicable.**
- (10) **Rubber based subfloor will be installed over all cracks, plus it will be added in direction if cracking moves in a forward or reverse direction. This subfloor will flex with most pool movement to aid in the prevention of marcite cracking. The sub floor is leak proof.**
- (11) **Install nonskid Cap tile on all entry steps**
- (12) **Thirty day start up with all necessary chemicals included.**
- (13) **All materials and labor, and permitting included.**

Epic Pools carries a (1) year warranty on all labor.

