

**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 **regular** meeting of the Board of Supervisors of Trout Creek Community Development District was held on **Tuesday, May 3, 2016 at 3:00 p.m.** at the offices of Freehold Capital Management located at 322 Paseo Reyes Drive, St. Augustine, FL. 32095.

Present and constituting a quorum:

Andy Smith	<b>Board Supervisor, Chairman</b>
Don Davis	<b>Board Supervisor, Vice Chairman</b>
Doug Davis	<b>Board Supervisor, Assistant Secretary</b>
Henry Green	<b>Board Supervisor, Assistant Secretary</b>
Michael Gruber	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Melissa Dobbins	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Sarah Warren	<b>District Counsel, Hopping Green &amp; Sams</b> (via speakerphone)
Michael McCollum	<b>Freehold Capital Management</b>
Brad Davis	<b>Prosser, Inc.</b>
Jill Flores	<b>CCMC, Community Director</b>
Patricia Wasson	<b>CCMC</b>

**FIRST ORDER OF BUSINESS**

**Call to Order**

Ms. Dobbins called the meeting to order at 3:15 p.m.

**SECOND ORDER OF BUSINESS**

**Audience Comments on Agenda Items**

There was no audience present.

**THIRD ORDER OF BUSINESS**

**Consideration of the Minutes of the Board  
of Supervisors' Regular Meeting held  
April 5, 2016**

On a motion by Mr. Green, seconded by Mr. Don Davis, with all in favor, the Board of Supervisors approved the minutes, of the Board of Supervisors' regular meeting held April 5, 2016 for Trout Creek Community Development District.

**FOURTH ORDER OF BUSINESS**

**Ratification of Operations and  
Maintenance Expenditures for  
March 2016**

On a motion by Mr. Green, seconded by Mr. Don Davis, with all in favor, the Board of Supervisors ratified the Operations and Maintenance Expenditures for March 2016 in the amount of \$19,179.25 for Trout Creek Community Development District.

**FIFTH ORDER OF BUSINESS**

**Ratification of Capital Improvement  
Revenue Bonds, Series 2015,#83,#84, #86  
- #87 revised, #88 - #89, #91 and #93**

REQUISITION NO.	PAYEE	AMOUNT
83	Prosser, Inc.	\$1,027.12
84	SunState Nursery & Landscaping, Inc.	\$25,260.68
<u>85</u>	<u>PENDING</u>	
86	Ansana Interior Design	\$30,000.00
87 revised	Adkins Electric, Inc.	\$68,881.10
88	O.R.Dickey Smith & Co. Inc.	\$441,852.00
89	Kopman, Inc.	\$49,857.64
<u>90</u>	<u>PENDING</u>	
91	Hopping Green & Sams	\$2,450.50
<u>92</u>	<u>PENDING</u>	
93	Jacksonville Electric Authority	\$31,514.44

On a motion by Mr. Don Davis, seconded by Mr. Gruber, with all in favor, the Board of Supervisors ratified the Capital Improvement Revenue Bonds, Series 2015 Requisitions #83, #84, #86, #87 revised, #88, #89, #91 and #93 for Trout Creek Community Development District.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

- A. District Counsel  
No report.
- B. District Engineer  
No report.
- C. Construction Administrator

Mr. McCollum updated the board on construction contract completions. He also presented Sundancer Sign Graphics Change Order #1 with an increased contract amount of \$10,229.00 (Exhibit A).

On a motion by Mr. Gruber, seconded by Mr. Doug Davis, with all in favor, the Board of Supervisors approved Sundancer Sign Graphics Change Order #1 with an increased contract amount of \$10,229.00 for Trout Creek Community Development District.

- D. Community Director

Ms. Flores stated that CCMC has hired Jennifer (Jenny) Vorburger as the Lifestyle Coordinator for Shearwater who will start on May 12, 2016.

- E. District Manager

Ms. Dobbins noted the next meeting will be held on June 7, 2016 at 3:00 p.m. at the offices of Freehold Capital Management located at 322 Paseo Reyes Drive, St. Augustine, FL. 32095.

Ms. Dobbins presented the St. Johns County Supervisor of Elections memo, which indicated there were no registered voters as of April 15, 2016 living in the district.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Laptop and Constant Contact Proposals**

Ms. Flores reviewed proposals under Tab 5.

First proposal was Constant Contact annual service for email blast for \$459 per year (\$38.25 per month) plus a one time fee of \$100 to remove miscellaneous information on main page.

On a motion by Mr. Smith, seconded by Mr. Doug Davis, with all in favor, the Board of Supervisors approved First Constant Contact annual service for email blast for \$459 per year (\$38.25 per month) plus a one time fee of \$100 to remove miscellaneous information on main page for Trout Creek Community Development District.

Second proposal was for a laptop for the Lifestyle Coordinator office at Shearwater.

On a motion by Mr. Smith, seconded by Mr. Gruber, with all in favor, the Board of Supervisors approved Lifestyle Coordinator laptop for office at Shearwater in the amount of \$1,264.55 for Trout Creek Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Aramark Refreshment Services Agreement**

Ms. Flores presented Amarak Agreement under Tab 6.

After discussion, the Board approved Aramark proposal for a Lite Beverage Maker at a cost of a minimum charge of \$200.00 per month, \$55.00 per quarterly filter changes for a 36 month term.

On a motion by Mr. Smith, seconded by Mr. Green, with all in favor, the Board of Supervisors a Lite Beverage Maker at a cost of a minimum charge of \$200.00 per month, \$55.00 per quarterly filter changes for a 36 month term for Trout Creek Community Development District.

**NINTH ORDER OF BUSINESS**

**Consideration of LLS Tax Solution, Inc.  
Proposal**

On a motion by Mr. Smith, seconded by Mr. Doug Davis, with all in favor, the Board approved the LLS Tax Solution, Inc. proposal in the amount of \$500.00 per year for Trout Creek Community Development District.

**TENTH ORDER OF BUSINESS**

**Consideration of Resolution 2016-05,  
Designating the Date, Time and Location  
of Landowner Election**

On a motion by Mr. Smith, seconded by Mr. Gruber, with all in favor, the Board of Supervisors adopted Resolution 2016-05, Designating the Time, Date and Location of the Landowner Election and setting the Landowner Election for November 1, 2016 at 3:00 p.m. at the offices of Freehold Capital Management located at 322 Paseo Reyes Drive, St. Augustine, FL. 32095 for Trout Creek Community Development District.

**ELEVENTH ORDER OF BUSINESS**

**Ratification of Amenity Management  
Agreement**

On a motion by Mr. Smith, seconded by Mr. Doug Davis with all in favor, the Board of Supervisors ratified the Amenity Management Agreement with Capital Consultants Management Corporation, Inc. (CCMC) for Trout Creek Community Development District.

**TWELFTH ORDER OF BUSINESS**

**Consideration of Resolution 2016-06,  
Approving the FY 16/17 Proposed Budget  
and Setting the Public Hearing**

After discussion, agenda item 5F was tabled.

The Proposed Budget for FY 16-17 will be presented at the June 7<sup>th</sup> meeting. The Board also directed staff to reschedule the August meeting from August 2, 2016 to August 16, 2016 at 3:00 p.m.

**THIRTEENTH ORDER OF BUSINESS**

**Audience Comments and  
Supervisor Requests**


There was no audience present.

There were no supervisor comments.

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

On a motion by Mr. Smith, seconded by Mr. Doug Davis, with all in favor, the Board adjourned the Board of Supervisors' Meeting at 4:07 p.m. at for Trout Creek Community Development District.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman

# Exhibit A

**CHANGE ORDER #1**

DATE: April 20, 2016

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PROJECT: Trout Creek Community Development District  
Signage Improvements

OWNER: Trout Creek Community Development District

CONTRACTOR: CX3, Inc., dba Sundancer Sign Graphics

CONTRACT DATE: August 28, 2015

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The Contract is modified as follows:

- See Composite Exhibit A.

<b>CHANGE IN CONTRACT PRICE</b>	
Original Contract Price	\$34,363.00
[Increase][Decrease] from previously approved Change Orders No. ___ to No. ___	N/A
Contract Price Prior to this Change Order	\$34,363.00
[Increase][Decrease] of this Change Order	\$10,229.00
Contract Price including this Change Order	\$44,592.00

**(NOT VALID UNTIL SIGNED BY OWNER & CONTRACTOR)**

ACCEPTED:

*Trout Creek Community Development District*  
Owner

\_\_\_\_\_  
Chairperson, Board of Supervisors

DATE \_\_\_\_\_

ACCEPTED:

*CX3, Inc., dba Sundancer Sign Graphics*  
Contractor

\_\_\_\_\_  
BY: \_\_\_\_\_

DATE \_\_\_\_\_





**CX3, Inc.**  
**dba Sundancer Sign Graphics**  
**11259 Business Park Blvd**  
**Suite 3**  
**Jacksonville, FL 32256**

**(904) 287-4949**

# Invoice

Date	Invoice #
11/30/2015	513

**Bill To**

Trout Creek CDD  
 C/O Freehold Communities  
 Attn: Accounts Payable  
 322 Paseo Reyes Dr.  
 St. Augustine, FL 32095

P.O. No.	Terms	Due Date	Account #	
	50% Deposit, Balance Net 10	11/30/2015		
Description		Qty	Cost	Amount
Shearwater Street Sign - Stop Sign and Street Blade Combo. Decorative 3" square extruded aluminum post with flat top post cap to match the rest of what is being installed in Shearwater. STREET NAME BLADES with decorative hanger and oversized backer for STOP sign.  Street Name Callouts: CR210 and Sheawater Parkway		1	600.00	600.00
Shearwater Street Sign - Replace existing 30MPH DOT signs with Shearwater style 3" extruded aluminum post with flat top cap and oversized backer. Replace 2 along existing portion of Shearwater Parkway Replace 1 along existing portion of Pine Tree Lane		3	610.00	1,830.00
Shearwater Street Sign - Handicapped Parking for Amenity Site to match specifications, includes 18 x 12 Handicapped sign with oversized backer set at minimum allowable height per code		4	550.00	2,200.00
Shearwater street sign - "T" style street blade sign. To be placed in right of way on other side of intersection, sign made to specifications (drawing 5.4)  Callout: Palisade Dr and Bluffton Ct.,		1	610.00	610.00
Installation of street sign including assembly. All signs will include direct in-ground burial using cement. All signs will be set for 7' above grade to bottom of primary sign.		9	160.00	1,440.00
<p>Thank you for your business!            Note: Custom orders require a 50% deposit.</p> <p>Make Check or Money Order Payable to : CX3, Inc.            Mail to: Sundancer Sign Graphics            11259-3 Business Park Blvd            Jacksonville, FL 32256</p> <p>Customer responsible for permits and marking utilities Warranty: Product warranted against manufacture defects for 1 year from date of install. Not Included: Damage or unknown forces of man or nature.</p>		<b>Subtotal</b>		\$6,680.00
		<b>Sales Tax (7%)</b>		\$0.00
		<b>Total</b>		\$6,680.00
		<b>Payments/Credits</b>		\$0.00
		<b>Balance Due</b>		\$6,680.00



**CX3, Inc.**  
**dba Sundancer Sign Graphics**  
**11259 Business Park Blvd**  
**Suite 3**  
**Jacksonville, FL 32256**

**(904) 287-4949**

# Invoice

Date	Invoice #
2/23/2016	631

**Bill To**

Trout Creek CDD  
 C/O Freehold Communities  
 Attn: Accounts Payable  
 322 Paseo Reyes Dr.  
 St. Augustine, FL 32095

P.O. No.	Terms	Due Date	Account #
	50% Deposit, Bal Due Install	2/23/2016	
Description	Qty	Cost	Amount
Shearwater Phase 1 - Pods 1, 2A &3A		0.00	0.00
Sheet 5.2 - Street Name Only Sign (D3) located at Burlcrest Court and Fairview Lane. This will include 2 - 6"x36" STREET NAME BLADES with decorative hanger mounted on a 3"x3" square extruded aluminum post with flat top post cap to match what is currently being used.	1	499.00	499.00
Sheet 5.1 and 5.4. 12" x 18" CART PATH ONLY sign with oversized backer attached to 3"x3" square extruded aluminum post with flat top post cap.	2	425.00	850.00
Installation of street sign including assembly. All sign will include in-ground direct burial using cement.	2	95.00	190.00
<p style="text-align: center;"><b>Thank you for your business!</b>  <b>Note: Custom orders require a 50% deposit.</b></p> <p style="text-align: center;"><b>Make Check or Money Order Payable to : CX3, Inc.</b>  <b>Mail to: Sundancer Sign Graphics</b>  <b>11259-3 Business Park Blvd</b>  <b>Jacksonville, FL 32256</b></p> <p><b>Customer responsible for permits and marking utilities Warranty: Product warranted against manufacture defects for 1 year from date of install. Not Included: Damage or unknown forces of man or nature.</b></p>	<b>Subtotal</b>		\$1,539.00
	<b>Sales Tax (7%)</b>		\$0.00
	<b>Total</b>		\$1,539.00
	<b>Payments/Credits</b>		\$0.00
	<b>Balance Due</b>		\$1,539.00



**CX3, Inc.**  
**dba Sundancer Sign Graphics**  
**11259 Business Park Blvd**  
**Suite 3**  
**Jacksonville, FL 32256**

**(904) 287-4949**

# Invoice

Date	Invoice #
3/3/2016	644

**Bill To**

Trout Creek CDD  
 C/O Freehold Communities  
 Attn: Accounts Payable  
 322 Paseo Reyes Dr.  
 St. Augustine, FL 32095

P.O. No.	Terms	Due Date	Account #
	50% Deposit, Bal Due Install	3/3/2016	
Description	Qty	Cost	Amount
Shearwater Phase 1 - Pods 1, 2A &3A		0.00	0.00
18" x 18" STOP Sign for CART PATH. Sign with oversized backer attached to 3"x3" square extruded aluminum post with flat top post cap.	4	425.00	1,700.00
Installation of street sign including assembly. All sign will include in-ground direct burial using cement.	4	95.00	380.00
<p>Thank you for your business!            Note: Custom orders require a 50% deposit.</p> <p>Make Check or Money Order Payable to : CX3, Inc.            Mail to: Sundancer Sign Graphics            11259-3 Business Park Blvd            Jacksonville, FL 32256</p> <p>Customer responsible for permits and marking utilities Warranty: Product warranted against manufacture defects for 1 year from date of install. Not Included: Damage or unknown forces of man or nature.</p>	<b>Subtotal</b>		\$2,080.00
	<b>Sales Tax (7%)</b>		\$0.00
	<b>Total</b>		\$2,080.00
	<b>Payments/Credits</b>		\$0.00
	<b>Balance Due</b>		\$2,080.00