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**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, September 5, 2017 at 3:00 p.m.** at the Office 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>
David Roane	<b>Board Supervisor, Vice Chairman</b>
Michael Gruber	<b>Board Supervisor, Assistant Secretary</b>
Doug Davis	<b>Board Supervisor, Assistant Secretary</b>
Henry Green	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Melissa Dobbins	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Katie Buchanan	<b>District Counsel, Hopping Green &amp; Sams</b>
Michael McCollum	<b>Freehold Capital Management</b>
Jill Flores	<b>Community Director, CCMC</b>
Dylan Read	<b>Lifestyle Director, CCMC</b>

**FIRST ORDER OF BUSINESS**

**Call to Order**

Ms. Dobbins called the meeting to order at 3:02 p.m.

**SECOND ORDER OF BUSINESS**

**Audience Comments on Agenda Items**

There was no audience present.

**THIRD ORDER OF BUSINESS**

**Appointment to Seat 2 and Oath**

Mr. Smith updated the Board of Supervisors that it saddened him to announce that Supervisor Don Davis passed away on August 21, 2017 due to his fight with cancer. After discussion, Mr. Smith nominated David Roane to Mr. Davis seat (Seat #2).

On a motion by Mr. Gruber, seconded by Mr. Green, with all in favor, the Board of Supervisors appointed David Roane to Seat #2 for Trout Creek Community Development District.
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**FOURTH ORDER OF BUSINESS**

**Resolution 2017-17, ReDesignating Vice  
Chairman**

On a motion by Mr. Smith, seconded by Mr. Davis, with all in favor, the Board of Supervisors adopted Resolution 2017-17, ReDesignating, Vice Chairman, for Trout Creek Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of the Minutes of the Board  
of Supervisors' Regular Meeting held  
August 1, 2017**

On a motion by Mr. Green, seconded by Mr. Gruber, with all in favor, the Board of Supervisors approved the Minutes of the Board of Supervisors' regular meeting held on August 1, 2017 for Trout Creek Community Development District.

**SIXTH ORDER OF BUSINESS**

**Ratification of Operations and  
Maintenance Expenditures for July 2017**

On a motion by Mr. Davis, seconded by Mr. Gruber, with all in favor, the Board of Supervisors ratified the Operations and Maintenance Expenditures for July 2017 in the amount of \$107,147.47 for Trout Creek Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Ratification of Custody Account, Series  
2015 #45 & #46**

Mr. McCollum discussed and reviewed Requisitions #45 and #46 out of the Custody Account. The Board of Supervisors gave a consensus and ratified Requisition #45 and #46.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

- A. District Counsel  
No report.
- B. District Engineer  
Not present.
- C. Construction Administrator  
No report.
- D. Amenity Manager Reports
  - 1.) Community Director Report, July 2017

Ms. Flores noted staff is prepping facilities for the hurricane. Ms. Flores reviewed the cost for Vac Pac to provide preventative maintenance for pool pumps in the amount of \$2,800.00 annually for four (4) inspections.

On a motion by Mr. Green, seconded by Mr. Gruber, with all in favor, the Board of Supervisors approved entering into an agreement with Vac Pac for \$2,800.00 annually and authorized Mr. Smith to sign final agreement for Trout Creek Community Development District.

2.) Lifestyle Director Report, July 2017

Mr. Read reviewed the report under Tab 8 and noted the mobile application is still being worked on.

3.) Charles Aquatics Pond Service Report, July 31, 2017

Ms. Flores noted columns in the pond were pressured washed and it turned out great, but the wall by the center didn't clean as well. They are reviewing other alternatives.

E. District Manager

Ms. Dobbins announced that the next meeting will be held on October 3, 2017 at 3:00 p.m. at the Offices of Freehold Capital Management located at 322 Paseo Reyes Drive St. Augustine, FL 32095.

**NINTH ORDER OF BUSINESS**

**Consideration of Tree Amigos Landscape Contract Renewal**

On a motion by Mr. Smith, seconded by Mr. Davis, with all in favor, the Board of Supervisors approved Tree Amigos one (1) year contract renewal with same scope for \$29,092.57, annually for Trout Creek Community Development District.

**TENTH ORDER OF BUSINESS**

**Consideration of Sun State Landscape Contract Renewal**

On a motion by Mr. Smith, seconded by Mr. Davis, with all in favor, the Board of Supervisors approved Sun State Landscape one (1) year contact renewal at the same current fee with same scope in the amount of \$14,165.00 monthly with additional trail maintenance in the amount of \$800.00 per month for Trout Creek Community Development District.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Vesta Contract Renewal**

The Board of Supervisors reviewed Vesta's annual contract renewals under Tab 13.

First Contract – Lifeguards in the amount of \$101,267.50.

Second Contract – Pool Maintenance and Chemicals in the amount of \$22,920.00 and \$34,740.00.

Third Contract – General Maintenance and Janitorial in the amount of \$52,416.00 and \$24,700.00.

On a motion by Mr. Smith, seconded by Mr. Gruber, with all in favor, the Board of Supervisors Approved Vesta's contracts for Lifeguards in the amount of \$101,267.50 annually, Pool Maintenance and Chemicals totaling \$57,660.00 annually and General Maintenance totaling of \$77,116.00 annually and authorized Mr. Smith to execute the final agreements for Trout Creek Community Development District.

**TWELFTH ORDER OF BUSINESS**

**Consideration of Music License Agreements**

Ms. Flores reviewed cost for music license agreements.

- 1.) ASCAP License Agreement  
ASCAP in the amount of \$663.00 annually.
- 2.) BMI License Agreement  
BMI in the amount of \$342.00 annually.
- 3.) SESAC License Agreement  
SESAC in the amount of \$251.00 annually.

On a motion by Mr. Smith, seconded by Mr. Davis, with all in favor, the Board approved all three music license agreements; ASCAP in the amount of \$663.00 annually, BMI in the amount of \$342.00 annually and SESAC in the amount of \$251.00 annually, in substantial form for Trout Creek Community Development District.

**THIRTEENTH ORDER OF BUSINESS**

**Consideration of Southeastern Fitness Equipment Preventative Maintenance Proposal**

After the discussion, the Board of Supervisors approved the Southeastern Fitness Equipment Preventative Maintenance Proposal for two (2) inspections in the amount of \$275.00 annually.

On a motion by Mr. Smith, seconded by Mr. Green, with all in favor, the Board of Supervisors approved Southeastern Fitness Equipment Preventative Maintenance in the amount of \$275.00 annually for Trout Creek Community Development District.

**FOURTEENTH ORDER OF BUSINESS**

**Ratification of License Agreements for Use of Drainage Easement Area**

On a motion by Mr. Smith, seconded by Mr. Davis, with all in favor, the Board of Supervisors ratified the License Agreement for Use of Drainage Easement Area for Trout Creek Community Development District.

**FIFTEENTH ORDER OF BUSINESS**

**Consideration of District Insurance Policy Renewal**

On a motion by Mr. Smith, seconded by Mr. Gruber, with all in favor, the Board of Supervisors approved Fiscal Year 2018 District Insurance Policy and Financial Agreement in the amount of \$32,296.00 annually for Trout Creek Community Development District.

**SIXTEENTH ORDER OF BUSINESS**

**Audience Comments and Supervisor Requests**

There were no audience members present for comments.

No supervisor comments.

**SEVENTEENTH ORDER OF BUSINESS**

**Adjournment**

On a motion by Mr. Roane, seconded by Mr. Smith, with all in favor, the Board adjourned the Board of Supervisors' Meeting at 3:49 p.m. at for Trout Creek Community Development District.



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Secretary / Assistant Secretary



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Chairman / Vice Chairman