



***PARKLAND PRESERVE
COMMUNITY DEVELOPMENT DISTRICT***

Advanced Meeting Package

Regular Meeting

***Monday
November 27, 2023***

4:30 p.m.

***Location:
Parkland Preserve
Amenity Center
835 Parkland Trail
St. Augustine, FL 32095***

Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval or adoption.

Parkland Preserve Community Development District

250 International Parkway, Suite 208
Lake Mary FL 32746
321-263-0132 Ext. 193

Board of Supervisors
Parkland Preserve
Community Development District

Dear Board Members:

The Meeting of the Board of Supervisors of the Parkland Preserve Community Development District is scheduled for **Monday, November 27, 2023, at 4:30 p.m.** at the **Parkland Preserve Amenity Center, 835 Parkland Trail, St. Augustine, FL 32095.**

The advanced copy of the agenda for the meeting is attached along with associated documentation for your review and consideration. Any additional support material will be presented at the meeting.

Should you have any questions regarding the agenda, please contact me at (321) 263-0132 X-193 or dmcinnes@vestapropertyservices.com. We look forward to seeing you at the meeting.

Sincerely,

David McInnes

District Manager

District: **PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT**

Date of Meeting: Monday, November 27, 2023

Time: 4:30 PM

Location: Parkland Preserve
Amenity Center
835 Parkland Trail
St. Augustine, FL 32095

Agenda

I. Roll Call

II. Audience Comments – *(limited to 3 minutes per individual for agenda items)*

III. Consent Agenda

A. Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held October 23, 2023

[Exhibit 1](#)

B. Consideration for Acceptance – The October 2023 Unaudited Financial Report

[Exhibit 2](#)

IV. Business Matters

A. Public Hearing on Parking Rule

➤ Open the Public Hearing

➤ Presentation of Parking Rule

[Exhibit 3](#)

➤ Public Comments

➤ Close the Public Hearing

B. Consideration & Adoption of **Resolution 2024-01**, Adopting Rules Relating to Parking Enforcement

[Exhibit 4](#)

C. Consideration of Yellowstone Palm Pruning Proposal - \$2,348.00

[Exhibit 5](#)

D. Consideration of Yellowstone Tree Straightening and Staking Proposal - \$524.00

[Exhibit 6](#)

E. Consideration & Adoption of **Resolution 2024-02**, Designating Assistant Treasurer

[Exhibit 7](#)

V. Discussion Items

- A. Discussion of Swim Lanes at Pool

VI. Staff Reports

- A. District Manager

- Action Item Report
- Meeting Matrix
- Update on SJCSO Patrolling of Community

[Exhibit 8](#)

- B. District Counsel

- C. District Engineer

VII. Vendor Reports

- A. Vesta Property Services

- B. Presentation of Yellowstone Landscape Report

[Exhibit 9](#)

- C. Presentation of Yellowstone Irrigation Inspection Report

[Exhibit 10](#)

VIII. Supervisors Requests

- IX. Audience Comments For Non-Agenda Items – *(limited to 3 minutes per individual)***

X. Action Item Review

XI. Adjournment

EXHIBIT 1

1 **MINUTES OF MEETING**

2 **PARKLAND PRESERVE**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the Parkland Preserve Community
5 Development District was held on Monday, October 23, 2023 at 4:37 p.m. at Parkland Preserve Amenity
6 Center, 835 Parkland Trail, St. Augustine, FL 32095.

7 **FIRST ORDER OF BUSINESS – Roll Call**

8 Mr. Jeskewich called the meeting to order and conducted roll call.

9 Present and constituting a quorum were:

10	Mohammad Bataineh	Board Supervisor, Chairman
11	Cynthia Klein	Board Supervisor, Assistant Secretary
12	Chase Balanky	Board Supervisor, Assistant Secretary

13 Also present were:

14	David McInnes	District Manager, Vesta District Services
15	Dana Harden	Vesta Property Services
16	Barry Jeskewich	Vesta District Services
17	Gwen Leonhardt	Vesta Property Services
18	Jere Earlywine	District Counsel, Kutak Rock
19	Bennett Davenport	Kutak Rock
20	Bill Schilling	District Engineer, Kimley-Horn

21 *The following is a summary of the discussions and actions taken at the October 23, 2023 Parkland Preserve*
22 *CDD Board of Supervisors Regular Meeting. Audio for this meeting is available upon public records*
23 *request.*

24 **SECOND ORDER OF BUSINESS – Audience Comments – (limited to 3 minutes per individual for**
25 *agenda items)*

26 An audience member expressed some concerns about the ranking in the priority list chart provided
27 for presentation and discussion by Vesta under Vendor Reports.

28 **THIRD ORDER OF BUSINESS – Consent Agenda**

29 A. Exhibit 1: Consideration for Approval – The Minutes of the Board of Supervisors Regular
30 Meeting Held September 25, 2023

31 B. Exhibit 2: Consideration for Acceptance – The September 2023 Unaudited Financial Report

32 On a MOTION by Mr. Bataineh, SECONDED by Mr. Balanky, WITH ALL IN FAVOR, the Board
33 approved all items of the Consent Agenda for the Parkland Preserve Community Development District.

34 **FOURTH ORDER OF BUSINESS – Business Matters**

35 A. Exhibit 3: Consideration of Fitness Equipment Maintenance Agreements

36 ➤ Fitness Pro

37 ➤ First Place Fitness Equipment

38 On a MOTION by Mr. Bataineh, SECONDED by Mr. Balanky, WITH ALL IN FAVOR, the Board
39 approved the First Place Fitness Equipment Maintenance Agreement for the Parkland Preserve Community
40 Development District.

41 B. Exhibit 4: Consideration of First Coast CMS Proposal for Field Services and Pool/Amenity
42 Center Cleaning

43 Mr. McInnes noted that First Coast had withdrawn their bid prior to the meeting but had agreed to
44 continue to provide services through the end of November. A handout from Vesta with a proposal
45 for comparable services was distributed under separate cover, and Ms. Harden provided an
46 overview of its terms, noting that it did not leave out any substantive material included in CMS's
47 withdrawn proposal.

48 On a MOTION by Mr. Bataineh, SECONDED by Mr. Balanky, WITH ALL IN FAVOR, the Board
49 approved for the District Manager to source an additional competing bid, and to prepare to enter into the
50 Vesta agreement for field services in substantial form, unless an additional bid with comparable services
51 was sourced at a lower cost, for the Parkland Preserve Community Development District.

52 C. Exhibit 5: Consideration of LLS Tax Solutions Inc. Proposal for Arbitrage Services for Series
53 2019A & 2019B Bonds

54 On a MOTION by Mr. Bataineh, SECONDED by Mr. Balanky, WITH ALL IN FAVOR, the Board
55 approved the LLS Tax Solutions Inc. Proposal for Arbitrage Services for Series 2019A & 2019B Bonds, in
56 substantial form, subject to review and final sign-off by District Counsel, for the Parkland Preserve
57 Community Development District.

58 **FIFTH ORDER OF BUSINESS – Discussion Items**

59 A. Discussion of Dog Park Responsibility for Maintenance

60 Ms. Harden noted that the field services proposal from Vesta also included dog park maintenance
61 and servicing waste stations.

62 **SIXTH ORDER OF BUSINESS – Staff Reports**

63 A. District Manager

64 Mr. McInnes provided an overview of issues that had been identified and resolved with the
65 bathroom plumbing, and asked for residents to avoid keeping doors propped open.

66 ➤ Exhibit 6: Meeting Matrix

67 Mr. McInnes presented the Meeting Matrix and explained that it would be included in
68 future agenda packages.

69 B. District Counsel

70 Mr. Earlywine stated that he had no specific issues to bring to the Board's attention at this time.

71 C. District Engineer

72 Mr. Schilling noted that the County Inspector had visited Phases 3 & 4, and had also inspected
73 Phases 1 & 2 while on site. Mr. Schilling reported that many items had been corrected, though
74 noted that a few items were still outstanding, and provided a summary. Mr. Schilling additionally
75 noted that samples had been taken of the pavement where water was coming up, and that a final

76 report was forthcoming. Mr. Schilling also observed that some cracked tiles had been noted around
77 the pool and that they were in the process of acquiring proposals to repair damaged elements.

78 **SEVENTH ORDER OF BUSINESS – Vendor Reports**

79 A. Vesta Property Services

80 ➤ Exhibit 7: Presentation of Amenity Center Clubhouse Social Room Priority List Chart

81 Ms. Harden presented the priority list chart to the Board. Following discussion on the
82 booking system, the Board came to a consensus to accept and execute the priority list chart
83 as presented, while including a 14-day advance notice of amenity events for rental
84 flexibility.

85 ➤ Exhibit 8: Presentation of Parkland Preserve Resident Club Guidelines and Application

86 Ms. Harden provided an overview of the form of the application and the sign-in sheet
87 system.

88 B. Exhibit 9: Presentation of Yellowstone Landscape Report

89 C. Exhibit 10: Presentation of Yellowstone Irrigation Inspection Report

90 D. Exhibit 11: Presentation of Charles Aquatics Pond Reports

91 ➤ September 2023

92 ➤ October 2023

93 Mr. McInnes stated that Pond #5 work was still in progress.

94 **EIGHTH ORDER OF BUSINESS – Supervisors Requests**

95 There being none, the next item followed.

96 **NINTH ORDER OF BUSINESS – Audience Comments For Non-Agenda Items – (limited to 3 minutes
97 per individual for non-agenda items)**

98 Audience comments were heard regarding pool closure information posted online, the event
99 calendar appearing faded, comingling of funds, installing an on-site defibrillator, and building a
100 memorial for Parkland veterans with a flag. Mr. McInnes stated that AED proposals would be
101 brought before the Board once funds came in.

102 **TENTH ORDER OF BUSINESS – Action Item Review**

103 Mr. McInnes stated that the action items were as follows:

- 104 • District Management will get back to the Board with the contract with Vesta concerning
105 the amenities, pool, and field services, as well as cleaning operations.

106 **ELEVENTH ORDER OF BUSINESS – Adjournment**

107 Mr. McInnes asked for final questions, comments, or corrections before requesting a motion to
108 adjourn the meeting. There being none, Mr. Bataineh made a motion to adjourn the meeting.

109 On a MOTION by Mr. Bataineh, SECONDED by Mr. Balanky, WITH ALL IN FAVOR, the Board
110 adjourned the meeting at 5:57 p.m. for the Parkland Preserve Community Development District.

111 **Each person who decides to appeal any decision made by the Board with respect to any matter considered*
 112 *at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made,*
 113 *including the testimony and evidence upon which such appeal is to be based.*

114 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
 115 **meeting held on _____.**

116

Signature

Signature

Printed Name

Printed Name

117 **Title:** **Secretary** **Assistant Secretary**

Title: **Chairman** **Vice Chairman**

EXHIBIT 2

Parkland Preserve Community Development District

Financial Statements
Unaudited

Period Ending
October 31, 2023

Parkland Preserve CDD

Balance Sheet

October 31, 2023

	<u>General Fund</u>	<u>2019A</u>	<u>2019B</u>	<u>2019A Acquisition & Construction</u>	<u>Totals</u>
Assets:					
Cash	\$ 41,944	-	-	6,362	\$ 48,307
General Sub-account	-	-	6	-	6
Revenue	-	232,008	393	-	232,401
Sinking Fund	-	34,933	-	-	34,933
Capitalized Interest	-	-	-	-	-
Debt Service Reserve	-	766,100	3,780	-	769,880
Interest Account	-	266,663	53	-	266,715
Prepayment Account	-	5,000	542	-	5,542
Bond Redemption	-	-	1,774	-	1,774
Acquisition & Construction	-	-	-	-	-
Accounts Receivable	1	-	-	-	1
On-Roll Assessments Receivable	547,614	707,984	-	-	1,255,599
Excess Fees Received	-	-	-	-	-
Due From Other Funds	-	4,397	-	-	4,397
Prepaid	4,367	-	-	-	4,367
Deposits	3,900	-	-	-	3,900
Total Assets	\$ 597,826	2,017,085	6,547	6,362	\$ 2,627,822
Liabilities:					
Accounts Payable	24,326	-	-	-	24,326
Due to Other Funds	4,397	-	-	-	4,397
Due to Developer	18,679	-	-	-	18,679
Deferred On-Roll Assessments	547,614	707,984	-	-	1,255,599
Retainage Payable	-	-	-	-	-
Total Liabilities	\$ 595,016	707,984	-	-	\$ 1,303,000
Fund Balance:					
Non-Spendable:					
Deposits & Prepaid	8,267	-	-	-	8,267
Restricted for:					
Debt Service	-	1,309,101	6,547	-	1,315,648
Capital Projects	-	-	-	6,362	6,362
Unassigned	(5,456)	-	0	-	(5,456)
Total Fund Balance	\$ 2,811	1,309,101	6,547	6,362	\$ 1,324,821
Total Liabilities & Fund Balance	\$ 597,826	2,017,085	6,547	6,362	\$ 2,627,822

Parkland Preserve CDD
General Fund
Statement of Revenues, Expenditures & Changes in Fund Balance
For the Period Ending October 31, 2023

	FY2024 Adopted Budget	Current Month	Actual Year-to-Date	Variance	% of Budget
Revenue:					
Special Assessments - On-Roll	\$ 551,015	\$ 3,401	\$ 3,401	\$ (547,614)	0.62%
Excess Assessments		-	-	-	0.00%
Miscellaneous Revenue		950	950	950	950.00%
Interest		5	5	5	0.00%
Total Revenue	551,015	4,355	4,355	(546,660)	0.79%
Expenditures:					
General Administrative:					
Supervisors Compensation	12,000	200	200	(11,800)	1.67%
Management Consulting Services	33,000	-	-	(33,000)	0.00%
Administrative Services	1,650	-	-	(1,650)	0.00%
Bank Fees	150	-	-	(150)	0.00%
Miscellaneous, Allowance, Contingency	1,500	-	-	(1,500)	0.00%
Auditing Services	3,150	-	-	(3,150)	0.00%
Regulatory Permit Fees	175	-	-	(175)	0.00%
Legal Advertisements	2,500	-	-	(2,500)	0.00%
Engineering Services	50,000	-	-	(50,000)	0.00%
Legal Services	30,000	-	-	(30,000)	0.00%
Website Hosting	2,220	1,515	1,515	(705)	68.24%
Total General Administrative	136,345	1,715	1,715	(134,630)	1.26%
Insurance:					
Property, General Liability, Prof.	38,000	24,003	24,003	(13,997)	63.17%
Total Insurance	38,000	24,003	24,003	(13,997)	63.17%
Debt Administration:					
Dissemination Agent	8,000	-	-	(8,000)	0.00%
Trustee Fees	6,550	-	-	(6,550)	0.00%
Arbitrage	4,500	-	-	(4,500)	0.00%
Total Debt Administration	19,050	-	-	(19,050)	0.00%
Physical Environment:					
Field Manager	15,900	-	-	(15,900)	0.00%
Electricity (Irrigation & Pond Pumps)	15,500	504	504	(14,996)	3.25%
Streetpole Lighting	20,500	1,862	1,862	(18,638)	9.08%
Water (County)	10,000	359	359	(9,641)	3.59%
Landscaping Maintenance	60,000	3,998	3,998	(56,003)	6.66%
Landscape Replenishment	5,500	-	-	(5,500)	0.00%
Irrigation Maintenance	5,000	-	-	(5,000)	0.00%
Stormwater Drainage/Stormwater Bank Repair	20,000	-	-	(20,000)	0.00%
Environmental Mitigation & Pond Maintenance	17,000	1,025	1,025	(15,975)	6.03%
Remote Security	4,210	334	334	(3,876)	7.93%
Gate Management	1,260	100	100	(1,160)	7.94%
Gate Access Cards	6,400	-	-	(6,400)	0.00%
Receptionist/Call Boxes	2,000	115	115	(1,885)	5.76%
Field Contingency	110,000	-	-	(110,000)	0.00%
Total Physical Environment	293,270	8,297	8,297	(284,973)	2.83%

Amenity Center Operations:

Pool Service Contract & Janitorial Services	20,500	3,527	3,527	(16,973)	17.20%
Amenity Maintenance & Repair	13,000	131	131	(12,869)	1.01%
Pool Permit	250	-	-	(250)	0.00%
Amenity Management	2,000	150	150	(1,850)	7.50%
Amenity Center Internet	5,500	193	193	(5,307)	3.50%
Amenity Center Pest Control	2,000	118	118	(1,882)	5.90%
Refuse Service	1,500	126	126	(1,374)	8.40%
Misc. Amenity Center Repairs & Maint. & Supplies	10,000	543	543	(9,457)	5.43%
Capital Improvements (Resident's Requests)	9,600	-	-	(9,600)	0.00%
Total Amenity Center Operations	64,350	4,788	4,788	(59,562)	7.44%

Total Expenditures:

551,015	38,802	38,802	(512,213)	7.04%
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Other Financing Sources (Uses):

Transfers In
Transfers Out

Total Other Financing Sources (Uses)

-	-
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Excess Revenue Over (Under) Expenditures

(34,447)	(34,447)
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Fund Balance - Beginning

37,258

Fund Balance - Ending

\$ 2,811

Parkland Preserve CDD
Debt Service 2019A
Statement of Revenues, Expenditures & Changes in Fund Balance
For the Period Ending October 31, 2023

	<u>FY2024 Adopted Budget</u>	<u>Current Month</u>	<u>Actual Year-to-Date</u>	<u>Variance</u>	<u>% of Budget</u>
Revenue:					
Special Assessments - On-Roll	\$ 712,381	\$ 4,397	\$ 4,397	\$ (707,984)	0.62%
Excess Assessments		-	-	-	0.00%
Prepayment Income		-	-	-	0.00%
Interest		5,457	5,457	5,457	5457.00%
Total Revenue	<u>712,381</u>	<u>9,853</u>	<u>9,853</u>	<u>(702,528)</u>	<u>1.38%</u>
Expenditures:					
Debt Service Payments:					
Interest Expense					
May 1, 2024	266,663	-	-	(266,663)	0.00%
November 1, 2024	262,725	-	-	(262,725)	0.00%
Principal Retirement					
May 1, 2024	175,000	-	-	(175,000)	0.00%
Total Expenditures:	<u>704,388</u>	<u>-</u>	<u>-</u>	<u>(704,388)</u>	<u>0.00%</u>
Other Financing Sources (Uses):					
Transfers In		-	-		
Transfers Out		-	-		
Total Other Financing Sources (Uses)		<u>-</u>	<u>-</u>		
Excess Revenue Over (Under) Expenditures	<u>7,993</u>	<u>9,853</u>	<u>9,853</u>		
Fund Balance - Beginning			1,299,247		
Fund Balance - Ending			<u>\$ 1,309,101</u>		

**Parkland Preserve CDD
Debt Service 2019B
Statement of Revenues, Expenditures & Changes in Fund Balance
For the Period Ending October 31, 2023**

	<u>FY2024 Adopted Budget</u>	<u>Current Month</u>	<u>Actual Year-to-Date</u>	<u>Variance</u>	<u>% of Budget</u>
Revenue:					
Special Assessments - On-Roll	\$ -	\$ -	\$ -	\$ -	0.00%
Excess Assessments	-	-	-	-	0.00%
Prepayment Income	-	-	-	-	0.00%
Interest	-	27	27	27	2700.00%
Total Revenue	<u>-</u>	<u>27</u>	<u>27</u>	<u>27</u>	<u>0.00%</u>
Expenditures:					
Debt Service Payments:					
Interest Expense					
May 1, 2024	-	-	-	-	0.00%
November 1, 2024	-	-	-	-	0.00%
Principal Retirement					
May 1, 2024	-	-	-	-	0.00%
Total Expenditures:	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>
Other Financing Sources (Uses):					
Transfers In		-	-		
Transfers Out		-	-		
Total Other Financing Sources (Uses)		<u>-</u>	<u>-</u>		
Excess Revenue Over (Under) Expenditures	<u>-</u>	<u>27</u>	<u>27</u>		
Fund Balance - Beginning			6,520		
Fund Balance - Ending			<u>\$ 6,547</u>		

Parkland Preserve CDD
Debt Service 2019B
Statement of Revenues, Expenditures & Changes in Fund Balance
For the Period Ending October 31, 2023

	Actual Year-to-Date
Revenue:	
Bond Proceeds	\$ -
Miscellaneous Revenue	-
Interest	-
Total Revenue	-
Expenditures:	
Funding Requests	-
Environmental Mitigation & Pond Maintenance	-
Requisition Expenses	-
Retainage Expense	-
Total Expenditures:	-
Other Financing Sources (Uses):	
Transfers In	-
Transfers Out	-
Total Other Financing Sources (Uses)	-
Excess Revenue Over (Under) Expenditures	-
Fund Balance - Beginning	6,362
Fund Balance - Ending	\$ 6,362

**Parkland Preserve CDD
Check Register
FY2024**

Date	Check #	Payee	Transaction	Deposit	Disbursement	Balance
9/30/2023			Balance			\$ 70,846.49
10/01/2023	1001ACH1	Waste Pro - Palm Coast	Solid waste service		125.94	70,720.55
10/02/2023	1472	Egis Insurance and Risk Advisors	FY Insurance Policy# 100123362 10/01/23-10/01/24		24,003.00	46,717.55
10/03/2023	1473	Cynthia Klein	BOS Meeting 9/25/23		200.00	46,517.55
10/03/2023	100192	Alliance Realty and Mangement	Invoice: 10012023 (Reference: Gate Management.) Invoice: 9292023 (Reference: Gate Management.)		500.00	46,017.55
10/03/2023	100193	Charles Aquatics, Inc	Invoice: 49172 (Reference: Monthly Aquatic Management Services for 6 ponds.)		1,025.00	44,992.55
10/03/2023	100194	First Coast Contract Maintenance Services	Invoice: 8014 (Reference: Monthly replacement of A/C filters.)		25.00	44,967.55
10/03/2023	100195	Yellowstone Landscape	Invoice: STAUG 596943 (Reference: Pine Tree Felling.) Invoice: STAUG 596942 (Reference: Pine ...		1,250.00	43,717.55
10/03/2023	100196	Vesta District Services	Invoice: 412418 (Reference: Billable Expenses - Jul 2023.)		1,997.10	41,720.45
10/03/2023	100197	Integrated Access Solutions LLC	Invoice: 0003960 (Reference: Repair Existing Gate Post.)		989.00	40,731.45
10/03/2023			Deposit	18.37		40,749.82
10/10/2023			Deposit	950.00		41,699.82
10/10/2023			Deposit	10,028.50		51,728.32
10/11/2023	100198	Dibartolomeo, McBee, Hartley & Barnes	Invoice: 90093307 (Reference: Audit FYE 09/30/2022.)		2,950.00	48,778.32
10/11/2023	100199	Yellowstone Landscape	Invoice: STAUG 578580 (Reference: Erosion Repair on Lake Banks and Irrigation Repair.)		10,572.51	38,205.81
10/12/2023	100200	Orkin	Invoice: 100323-9291 (Reference: Monthly Pest Control.)		117.99	38,087.82
10/12/2023	100201	Hi-Tech System Associates, Inc.	Invoice: 392926 (Reference: Remote Security: 10/2023.)		279.85	37,807.97
10/13/2023	100202	DoorKing, Inc.	Invoice: 2114975 (Reference: DoorKing Service 9/25/2023-10/11/2023.)		53.95	37,754.02
10/17/2023			Deposit	2,650.00		40,404.02
10/18/2023	ACH101823	AT&T	Internet 09/28-10/27		149.80	40,254.22
10/18/2023	100203	ECS Florida, LLC	Invoice: 1107175 (Reference: Geotechnical Services.)		2,650.00	37,604.22
10/18/2023	101823ACH1	Florida Power & Light	100 Parkland Trail - Sep 7, 2023 to Oct 6, 2023		835.04	36,769.18
10/19/2023	ACH101923	St. Johns County Utility Department	835 Parkland Trl - 8/19/23 to 9/16/23		350.51	36,418.67
10/23/2023	100204	Gannett Florida LocalIQ	Invoice: 0005909958 (Reference: Legal Advertising.)		163.20	36,255.47
10/24/2023	1024ACH1	AT&T	Internet 10/02-11/01		192.60	36,062.87
10/25/2023	100205	Contact One	Invoice: 231001170101 (Reference: Usage Period 9/20/23 - 10/19/23.)		115.20	35,947.67
10/25/2023	100206	First Coast Contract Maintenance Services	Invoice: 8046 (Reference: Replacement of gym drinking fountain filter.)		55.00	35,892.67
10/25/2023	102523ACH1	Florida Power & Light	795 Parkland Trail, #IRR Sep 13, 2023 to Oct 13, 2023		28.25	35,864.42
10/25/2023	102523ACH2	Florida Power & Light	Sep 13, 2023 to Oct 13, 2023		993.48	34,870.94
10/25/2023	102523ACH3	Florida Power & Light	661 Parkland Trl #Fountain Sep 13, 2023 to Oct 13, 2023		476.13	34,394.81
10/25/2023	102523ACH4	Florida Power & Light	Sep 13, 2023 to Oct 13, 2023		33.88	34,360.93
10/27/2023			Deposit	7,778.79		42,139.72
10/29/2023			Interest	4.77		42,144.49
10/30/2023	1475	Cynthia Klein	BOS Meeting 10/23/23		200.00	41,944.49
10/31/2023				21,430.43	50,332.43	41,944.49

EXHIBIT 3

Exhibit A

PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT *PARKING ENFORCEMENT RULE*

In accordance with Chapters 190 and 120, Florida Statutes, on November 27, 2023, at a duly noticed public meeting, the Board of Supervisors of the Parkland Preserve Community Development District (“District”) adopted the following rule to govern parking enforcement on District property (“Rule”). This Rule is in addition to, and exclusive of, various state laws and county regulations.

SECTION 1. INTRODUCTION. The District finds that any Vehicle, Vessel, or Trailer parked on the common areas that are located within the boundaries of the District (“District Property”) may cause hazards and danger to the health, safety and welfare of District residents and the public and its property. This Rule is intended to provide the District with the ability to remove Vehicles, Vessels, and Trailers Parked on District Property in violation of the provisions of this Rule.

SECTION 2. DEFINITIONS.

- A. *District Property.* Includes District-owned roadways, common areas, sidewalks located solely adjacent to District common areas and roadways, the grass strip between sidewalk and roadways located solely adjacent to District common areas, and pond banks.
- B. *Trailer.* Any non-motorized, mobile structure which normally uses wheels that is drawn by a Vehicle.
- C. *Vehicle.* Any mobile item which normally uses wheels, whether motorized or not, including, but not limited to, recreational vehicles, motor homes, buses, and trucks larger than a full-size pickup.
- D. *Vessel.* Every description of watercraft, barge, or airboat used or capable of being used as a means of transportation on water.
- E. *Park or Parked.* A Vehicle, Trailer or Vessel left unattended by its owner or user.

SECTION 3. ESTABLISHMENT OF NO PARKING ZONES. District Property is hereby declared a No Parking Zone from 11:00 p.m. until 6:00 a.m. seven (7) days a week. The No Parking Zone may be modified in the future by motion or resolution by the Board of Supervisors without further rulemaking proceedings.

SECTION 4. AMENITY CENTER PARKING. Vehicles, Trailers, and Vessels Parked in the amenity center parking lot must be parked within a demarcated parking space so that no portion is extended

into another space or into the travel portion of the roadway. This section shall be in effect 24 hours a day, 365 days per year. Overflow parking for guests and for parties and other social events, held at the Amenity Center, both private and community-sponsored, shall be restricted to the amenity center parking lot. All homeowners shall be mindful that residents using the amenity center need to have parking available on the Amenity Center parking lot. Vehicles may park overnight in the Amenity Center parking lot, provided that the vehicle in question has received a parking pass. A parking pass shall allow parking at the Amenity Center for no longer than 72 hours.

SECTION 5. DISTRICT PROPERTY PARKING PROVISIONS. Parking overnight on streets that are part of District Property is permissible, provided that the vehicle in question has received a parking pass. A parking pass shall allow parking on streets owned by the District for no longer than 72 hours. At no time may vehicles be Parked directly across from one another on the streets. At no time may vehicles be parked on the street within 15 feet of a fire hydrant or any fire protection appliance, within 20 feet of an intersection or a stop sign. Temporary placement of a vehicle used for moving into or out of Parkland Preserve may occur in the driveway or the street directly in front of the home being moved into or out of for a period not to exceed 72 hours. The stopping of Vehicles on the road or at the curb for pick-up of passengers shall be allowed for the limited, reasonable duration of time necessary. Temporary Parking for guests and family attending a party or social event at a home shall be allowed for the limited, reasonable duration of the event.

SECTION 6. PARKING ENFORCEMENT. Except where provided otherwise in this Rule, any Vehicles, Trailer, or Vessels Parked in a No Parking Zone are in violation of this Rule (“Unauthorized Vehicle”). The District’s Board of Supervisors is hereby authorized to enter into and maintain an agreement with a firm authorized to tow/remove Unauthorized Vehicles (“Towing Operator”) in accordance with Florida law, specifically the provisions set forth in section 715.07, *Florida Statutes*, and with the policies set forth herein. Unauthorized Vehicles shall be towed/removed at the owner’s sole expense by a Towing Operator. “Roam” towing shall not be permitted.

SECTION 7. TOWING/REMOVAL AND ENFORCEMENT PROCEDURES.

- A. SIGNAGE AND LANGUAGE REQUIREMENTS.** Notice of the No-Parking Zones shall be approved by the District’s Board of Supervisors and shall be placed in conspicuous locations on District property, in accordance with section 715.07, *Florida Statutes*, and any applicable requirements of St. Johns County.
- B. TOWING/REMOVAL AUTHORITY.** The District Manager, or his or her designee, shall have the independent authority to contact the Towing Operator and request the towing of an Unauthorized Vehicle in accordance with Florida law. Before calling the Towing Operator to tow an Unauthorized Vehicle, the District Manager, or his or her designee, shall issue two separate warnings to the owner of the Vehicle.

SECTION 8. RULE VIOLATIONS. Residents may contact the Towing Operator directly for any concerns of violations of this Rule.

SECTION 9. PARKING AT YOUR OWN RISK. Vehicles may be parked on District Property to the extent provided by this Rule, provided however that the District assumes no liability for any theft, vandalism and/ or damage that might occur to personal property and/or to such vehicles.

Effective date: _____, 2023

EXHIBIT 4

RESOLUTION 2024-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT ADOPTING RULES RELATING TO PARKING ENFORCEMENT; RATIFYING THE ACTIONS OF THE DISTRICT MANAGER TO PROVIDE NOTICE THEREOF; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Parkland Preserve Community Development District (“**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated in St. Johns County, Florida;

WHEREAS, the District owns and maintains certain common areas that are located within the boundaries of the District (“**District Property**”);

WHEREAS, unauthorized vehicles or vessels on District Property restrict the District’s vendors from performing their responsibilities and may pose a danger or cause a hazard to the health, safety, and welfare of District, its residents, its infrastructure, and the general public;

WHEREAS, the Board of Supervisors of the District (“**Board**”) is authorized by Sections 190.011(15) and 190.012(3), Florida Statutes, to establish a parking enforcement rule for District Property and to have vehicles or vessels towed from District Property, provided that the District follows the authorization and notice and procedural requirements in Section 715.07, Florida Statutes; and

WHEREAS, the District desires to adopt a *Parking Enforcement Rule* (“**Rule**”) in accordance with the provisions of Section 715.07, Florida Statutes; authorize the engagement of a towing operator to tow unauthorized vehicles or vessels; and provide for the operation and enforcement of the Rule as set forth herein;

WHEREAS, the Board scheduled the date of the public hearing for Parkland Preserve Amenity Center, 835 Parkland Trail, St. Augustine , Florida 32095, and the District Manager has caused the notice of the public hearing, with the date to be published in a newspaper of general circulation in St. Johns County, Florida, consistent with the requirements of the Act; and

WHEREAS, the Board finds that it is in the best interests of the District to adopt by resolution the Rule for immediate use and application.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT :

SECTION 1. The District Manager’s actions in setting the public hearing are hereby ratified.

SECTION 2. The District hereby adopts the Rule, attached hereto as **Exhibit A**.

SECTION 3. If any provision of this Resolution or the Rule is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 4. This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 27th day of November 2023.

ATTEST:

**PARKLAND PRESERVE
COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: Parking Enforcement Rule

EXHIBIT 5



Proposal #312623

Date: 09/21/2023

From: Andrew Baltz

Proposal For

Parkland Preserve
 c/o DPGF
 250 International Pkwy
 Suite 280
 Lake Mary, FL 32746

main:
 mobile:
 districtap@dpgf.com

Location

Parkland Trail
 Saint Augustine, FL 32092

Property Name: Parkland Preserve

Palm Pruning at Clubhouse 2023

Terms: Net 30

Trimming of Palms at Clubhouse, including debris removal.

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Specialty Palm Pruning	4.00	\$87.00	\$348.00
Standard Palm Pruning	28.00	\$50.00	\$1,400.00
Debris Removal	1.00	\$600.00	\$600.00

Client Notes

Signature

x

SUBTOTAL	\$2,348.00
SALES TAX	\$0.00
TOTAL	\$2,348.00

Signature above authorizes Yellowstone Landscape to perform work as described above and verifies that the prices and specifications are hereby accepted. All overdue balances will be charge a 1.5% a month, 18% annual percentage rate.

Limited Warranty: All plant material is under a limited warranty for one year. Transplanted plant material and/or plant material that dies due to conditions out of Yellowstone Landscape's control (i.e. Acts of God, vandalism, inadequate irrigation due to water restrictions, etc.) shall not be included in the warranty.

Contact

Print Name: _____

Title: _____

Date: _____

Assigned To

Andrew Baltz

Office:

abaltz@yellowstonelandscape.com

EXHIBIT 6



Proposal #363942

Date: 10/27/2023

From: Andrew Baltz

Proposal For

Parkland Preserve
c/o DPGF
250 International Pkwy
Suite 280
Lake Mary, FL 32746

main:
mobile:
districtap@dpfg.com

Location

Parkland Trail
Saint Augustine, FL 32092

Property Name: Parkland Preserve

Tree Straightening/Staking 2023

Terms: Net 30

Staking and straightening of trees around Clubhouse area.

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Labor for straightening and staking	6.00	\$70.000	\$420.00
Tree Staking Kits	4.00	\$26.000	\$104.00

Client Notes

Signature

x

SUBTOTAL	\$524.00
SALES TAX	\$0.00
TOTAL	\$524.00

Signature above authorizes Yellowstone Landscape to perform work as described above and verifies that the prices and specifications are hereby accepted. All overdue balances will be charge a 1.5% a month, 18% annual percentage rate.

Limited Warranty: All plant material is under a limited warranty for one year. Transplanted plant material and/or plant material that dies due to conditions out of Yellowstone Landscape's control (i.e. Acts of God, vandalism, inadequate irrigation due to water restrictions, etc.) shall not be included in the warranty.

Contact

Print Name: _____

Title: _____

Date: _____

Assigned To

Andrew Baltz
Office:
abaltz@yellowstonelandscape.com

EXHIBIT 7

RESOLUTION 2024-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT ADDING AN OFFICER OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Parkland Preserve Community Development District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within St. Johns County, Florida; and

WHEREAS, the Board of Supervisors of the District desires to add an additional Officer of the District by appointment.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT:

1. Scott Smith is added as an additional Assistant Treasurer by appointment.
2. This Resolution shall become effective at 12:01 a.m. on _____, 2023.

PASSED AND ADOPTED THIS 27th DAY OF NOVEMBER, 2023.

ATTEST:

**PARKLAND PRESERVE
COMMUNITY DEVELOPMENT
DISTRICT**

Secretary / Assistant Secretary

By: _____

Its: _____

EXHIBIT 8

PARKLAND PRESERVE CDD MEETING AGENDA MATRIX

November, 2023

*Regular Meeting:
11/27*

Presentations

Consent Agenda Items

- Meeting Minutes
 - 10/23/2023 Regular Meeting
- Unaudited Financials (October 2023)

Business Items

- Public Hearing on Parking Rule
- Consideration of Yellowstone Proposal on Palm Pruning
- Consideration of Yellowstone Proposal on Tree Straightening and Staking
- Resolution for 2024 General Election

Discussions

- Swim Lanes at Pool

Staff Reports

- District Manager
 - Action Item Report
 - Meeting Matrix
 - Update on SJCSO patrolling of community
- District Counsel
- District Engineer

PARKLAND PRESERVE CDD MEETING AGENDA MATRIX

January, 2024

*Regular Meeting:
1/22*

Presentations

Consent Agenda Items

- Meeting Minutes
 - 11/27/2023 Regular Meeting

- Unaudited Financials
 - November 2023
 - December 2023

Business Items

Discussions

Staff Reports

- District Manager
 - Action Item Report
 - Meeting Matrix
 - Initial Draft of FY 2025 Budget

- District Counsel

- District Engineer

PARKLAND PRESERVE CDD MEETING AGENDA MATRIX

February, 2024

*Regular Meeting:
1/26*

Presentations

Consent Agenda Items

- Meeting Minutes
 - 1/22/2024 Regular Meeting

- Unaudited Financials
 - January, 2024

Business Items

Discussions

Staff Reports

- District Manager
 - Action Item Report
 - Meeting Matrix

- District Counsel

- District Engineer

PARKLAND PRESERVE CDD MEETING AGENDA MATRIX

<p><i>Unscheduled Items</i></p>	<p><i>Presentations</i></p> <p><i>Consent Agenda Items</i></p> <p><i>Business Items</i></p> <p><i>Discussions (Workshop)</i></p> <ul style="list-style-type: none">• Meeting Format <p><i>Staff Reports</i></p> <p><i>Public Hearing</i></p> <p><i>Vendor Reports</i></p>	
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PARKLAND PRESERVE CDD MEETING AGENDA MATRIX

MAJOR CONTRACT VENDOR NAME/SERVICE	EXPIRATION DATE/COMMENTS
Amenity Management/Vesta Property Services	10/1/2023-9/30/2024; auto renews for two-1 year intervals (60 days)
Aquatic Management/Charles Aquatics	11/1/2021- (District and Contractor: last day of month of termination letter). First Addendum was effective on 11/2/2021; First Amendment was effective on 5/1/2022; Second Amendment was effective on 4/26/2023.
Arbitrage Services/LLS Tax Solutions	Period ending 11/1/2025
Audit Services/DMHB	Fiscal Year ending 9/30/2023
District Counsel Services/Kutak Rock LLP	3/15/2023-
District Engineer Services/Kimley-Horn.	
District Management Services/DPFG (d/b/a Vesta District Services)	4/16/2018-
Fire Alarm & Security Video/High Tech (Alpha Dog)	Month to month
First Place Fitness Equipment, Inc.	11/1/2023- (yearly)
Heating and Cooling Preventive Maintenance/Cool Connections	1/12/2023- (yearly)
Landscape Maintenance/Yellowstone Landscaping	2/1/2023-9/30 of each year (90 days by contractor; 7 days by District)
Pest Control/Orkin (Pest and Termite)	10/6/2021-10/6/2022 auto renew for 1 year intervals
Reception Service at Gate/Contact One	3 month renewals beginning on 3/3/2021
Website Hosting/Campus Suite	9/18/2019- 1 year auto renewal (60 days)

EXHIBIT 9



Landscape Report – Parkland Preserve CDD October 2023

General Maintenance

- We have moved into bi-weekly service visits as turf growth has slowed and mowing is not needed as frequently.
- We are finishing prepping plant material for winter dormancy, completing any needed pruning.
- We're continuing non-selective herbicide applications in planting beds for weed growth.

Fert/Chem

- Our Fert/Chem Supt has made numerous applications including, liquid fertilizer (0-0-25 w/micronutrients), pre-emergent herbicide, and a granular fertilizer (4-4-5). We have made a series of applications of selective herbicide for turf weeds.
- We will be monitoring the turf and plants for disease activity as we are experiencing cooler nighttime temperatures, treating as needed.

Special Projects

- Our Irrigation Supt is continuing the monthly inspections, there are no issues to report.
- We have the Fall/Winter annual rotation tentatively scheduled for mid-November.
- The previously approved proposal for Bahia seed/sod replacement in various common areas has been completed, we made additional Bahia seed applications on various locations on the banks of ponds 2 & 3 at no additional cost to the District.

Thanks,

Drew Baltz / Senior Account Manager

Best Management Practices Certified

Yellowstone Landscape

3235 North State Street, PO Box 849, Bunnell, FL 32110

Ph: 386.437.6211 ext. 167 | Cell: 904.487.7690 | www.yellowstonelandscape.com

EXHIBIT 10

Irrigation Inspection Report

ISCR #

NAME

ADDRESS

DATE

Parkland Preserve

9/13/2023

PG OF

START TIME(S)		A
START TIME(S)		B
START TIME(S)		C

RUN DAYS

WATER SOURCE

pump

CLOCK TYPE

Hunter

RAIN/FREEZE SWITCH

ZONE #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
TYPE (S,R,B,D)	S/D	R	D	MPRR/MPR/MPF			S	R	R/D	R	R	S	S	S	S	S
RUN TIME																
PROGRAM																

S= spray heads R=rotor heads B=bubblers D=drip, netafim or micro sprays

ADJUSTMENTS				1						1						
PARTIAL CLOGS						1				1						
STRAIGHTENED																

Note: Above items are part of irrigation wet check

BROKEN PIPE																
BROKEN HEADS																
BROKEN NOZZLES																
SEVERELY CLOGGED INCORRECT NOZZLES																
CHANGE TO 6 "																
CHANGE TO 12"																
MPR																
RAISE HEADS (coverage)																
DRIPLINE BREAK																
NON TURNING ROTORS																
VALVE FAILURE																

Note: Circled items are completed

Please stamp here

DATE COMPLETED

TECHNICIAN

ALAN

CLIENT

Irrigation Inspection Report

ISCR # _____

NAME _____

Parkland Preserve

ADDRESS _____

DATE _____

9/13/2023

PG _____

OF _____

START TIME(S)		A
START TIME(S)		B
START TIME(S)		C

RUN DAYS

WATER SOURCE _____

pump

CLOCK TYPE _____

Hunter

RAIN/FREEZE SWITCH _____

ZONE #	17	18	19	20	21	22	23	24	25	26	27	28				
TYPE (S,R,B,D)	S	R	S	?	?	?	DS	S	R/D	S	R	R				
RUN TIME																
PROGRAM																

S= spray heads R=rotor heads B=bubblers D=drip, netafim or micro sprays

ADJUSTMENTS		1														
PARTIAL CLOGS			1					2								
STRAIGHTENED																

Note: Above items are part of irrigation wet check

BROKEN PIPE																
BROKEN HEADS																
BROKEN NOZZLES																
SEVERELY CLOGGED																
INCORRECT NOZZLES																
CHANGE TO 6 "																
CHANGE TO 12"																
RAISE HEADS (coverage)																
DRIPLINE BREAK																
NON TURNING ROTORS																
VALVE FAILURE																

Note: Circled items are completed

	Please stamp here

DATE COMPLETED _____ TECHNICIAN ALAN CLIENT _____