



Rizzetta & Company

# **Magnolia West Community Development District**

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**October 12, 2021**

District Office:  
2806 N. Fifth Street Unit 403  
St. Augustine, FL 32084

[www.magnoliawestcdd.org](http://www.magnoliawestcdd.org)

## **MAGNOLIA WEST COMMUNITY DEVELOPMENT DISTRICT**

Rizzetta & Company, Inc., 2806 North Fifth Street, Unit 403, St Augustine, FL 32084

<b>Board of Supervisors</b>	Judith Linde Arrington Lentz Fermin Lewis Douglas Kurht Cynthia Riegler	Board Supervisor, Chairman Board Supervisor Vice Chairman Board Supervisor, Asst. Secretary Board Member Board Member
<b>District Manager</b>	Lesley Gallagher	Rizzetta & Company, Inc.
<b>District Counsel</b>	Katie Buchanan	Hopping Green & Sams, P.A.
<b>District Engineer</b>	Ryan Stilwell	Prosser

**All cellular phones must be placed on mute while in the meeting room.**

The first section of the meeting is called Audience Comments, which is the portion of the agenda where individuals may make comments on Agenda Items. The final section of the meeting will provide an additional opportunity for Audience Comments on other matters of concern that were not addressed during the meeting. Individuals are limited to a total of three (3) minutes to make comments during these times.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (904) 436-6270. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

# MAGNOLIA WEST COMMUNITY DEVELOPMENT DISTRICT

District Office · St. Augustine, Florida · (904) 436-6270  
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614  
[www.magnoliawestcdd.org](http://www.magnoliawestcdd.org)

October 5, 2021

Board of Supervisors  
Magnolia West Community  
Development District

## AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Magnolia West Community Development District will be held on **Tuesday, October 12, 2021 at 3:30 p.m.** at the Magnolia West Amenity Center located at 3490 Canyon Falls Drive, Green Cove Springs, FL 32043. The following is the agenda for the meeting.

1. **CALL TO ORDER/ROLL CALL**
2. **AUDIENCE COMMENTS ON AGENDA ITEMS**
3. **BUSINESS ADMINISTRATION**
  - A. Consideration of the Minutes of the Board of Supervisors' Regular Meeting held on August 3, 2021.....Tab 1
  - B. Ratification of the Operation and Maintenance Expenditures for June 2021 and July 2021 and August 2021.....Tab 2
4. **STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. Amenity Manager Report
    - 1.) First Coast CMS, Amenity Manager Report, October 2021.....Tab 3
  - D. Landscape Report
    - 1.) BrightView Landscape Report, October 1, 2021.....Tab 4
  - E. District Manager
5. **BUSINESS ITEMS**
  - A. Ratification of District Insurance Policy Proposal for Fiscal Year 2021-2022.....Tab 5
  - B. Consideration of WebWatchDog Proposal for Extended Warranty.....Tab 6
  - C. Consideration of Proposal for Annual Engineer Report.....Tab 7
6. **AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**
7. **ADJOURNMENT**

I look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to contact me at (904) 436-6270.

Very truly yours,

**Lesley Gallagher**

Lesley Gallagher

Magnolia West Community Development District

**CALL TO ORDER / ROLL CALL**

# **AUDIENCE COMMENTS ON AGENDA ITEMS**

# **BUSINESS ADMINISTRATION**

## **Tab 1**

## 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.*

MAGNOLIA WEST  
COMMUNITY DEVELOPMENT DISTRICT

The **regular** meeting of the Board of Supervisors of Magnolia West Community Development District was held on **Tuesday, August 3, 2021 at 6:00 p.m.** at the Magnolia West Amenity Center located at 3490 Canyon Falls Drive, Green Cove Springs, Florida 32043. Following is the agenda for the meeting.

Present and constituting a quorum:

Judith Linde	<b>Board Supervisor, Chairman</b>
Arrington Lentz	<b>Board Supervisor, Vice Chairman</b>
Fermin Lewis	<b>Board Supervisor, Assistant Secretary</b>
Douglas Kuhrt	<b>Board Supervisor, Assistant Secretary</b>
Cynthia Riegler	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Lesley Gallagher	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Michelle Rigoni	<b>District Counsel, Hopping Green &amp; Sams</b>
Tony Shiver	<b>President, First Coast CMS</b>
Brian Mercer	<b>Associate Branch Manager, BrightView Landscaping</b>
Rodney Hicks	<b>Representative, BrightView Landscaping</b>
Jeremiah Blouin	<b>Representative, BrightView Landscaping</b>

Audience present.

## FIRST ORDER OF BUSINESS

## Call to Order

Ms. Gallagher opened the Board of Supervisors Meeting at 6:00 p.m. and read the roll call.

## SECOND ORDER OF BUSINESS

## Audience Comments on Agenda Items

There were no audience comments on agenda items.



**THIRD ORDER OF BUSINESS****Consideration of the Minutes of the Board of Supervisors' Regular Meeting held May 11, 2021**

On a motion by Ms. Linde, seconded by Ms. Riegler, with all in favor, the Board approved the Minutes of the Board of Supervisors' Regular Meeting held May 11, 2021 for Magnolia West Community Development District.

**FOURTH ORDER OF BUSINESS****Ratification of the Operation and Maintenance Expenditures for April 2021 and May 2021**

On a motion by Ms. Riegler, seconded by Ms. Linde, with all in favor, the Board ratified Operation and Maintenance Expenditures for April 2021 in the amount of \$20,350.31 and May 2021 in the amount of \$17,956.90 for Magnolia West Community Development District.

**FIFTH ORDER OF BUSINESS****Staff Reports**

- A. District Counsel  
Ms. Rigoni was available for questions but had no specific report.
- B. District Engineer  
Not present.
  - 1.) Ratification of Acceptance of Annual Engineer's Report

On a motion by Ms. Riegler, seconded by Ms. Lentz, with all in favor, the Board ratified Acceptance of Annual Engineer's Report for Magnolia West Community Development District.

- C. Amenity Manager Report
  - 1.) First Coast CMS, Amenity Manager Report, July 2021
  - 2.) Update on Landscape Lighting Proposal
  - 3.) Discussion Regarding Amenity Policies

Mr. Shiver reviewed his report found under Tab 4 of the agenda and updated the Board that the pool was closed due to a pump issue and that he had contacted Florida Motor. He also updated that the previously approved landscape lighting proposal had been adjusted by the vendor who said that they misquoted the project initially. The revised proposal totaled \$3,657.87.

On a motion by Ms. Linde, seconded by Ms. Lentz, with all in favor, the Board approved landscape lighting proposals adjustment with the new amount totaling \$3,657.87 for Magnolia West Community Development District.

Mr. Shiver then updated that he was only able to purchase five (5) of the approved Lowes chairs as they are now out of stock, but he would continue to monitor.

The Board then discussed Amenity Policies. No changes were made.

D. Landscape Report

1.) BrightView Landscape Report, July 20, 2021

Mr. Blouin reviewed the report found under Tab 6 of the agenda. He noted that one of the converted fountains was not draining well enough and that they were going to drill additional holes.

E. District Manager

Ms. Gallagher reviewed that she had received multiple pond concerns and requested that residents continue to communicate with her office should they have concerns.

**SIXTH ORDER OF BUSINESS**

***Consideration of Painting Proposal(s) (Under Separate Cover)***

The Board reviewed proposals from All Weather Contracting, Krystal Klean and 1<sup>st</sup> Coast Painting. Discussions ensued.

On a motion by Ms. Linde, seconded by Ms. Riegler, with all in favor, the Board approved proposal from 1<sup>st</sup> Coast Painting (Exhibit A) in the amount of \$5,590.00 for Magnolia West Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Proposals for Amenity Room Flooring**

Mr. Shiver updated the Board that he did not have formal proposals returned in time for the meeting.

On a motion by Ms. Lentz, seconded by Ms. Linde, with all in favor, the Board approved a not to exceed amount of \$7,000 and authorized Ms. Riegler to approve the final proposal for amenity room flooring for Magnolia West Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Proposals for Pressure Washing**

The Board reviewed proposals from All Weather and Krystal Klean.

On a motion by Ms. Linde, seconded by Ms. Lentz, with all in favor, the Board approved proposal from Krystal Klean in the amount of \$4,219.38 for Magnolia West Community Development District.

**NINTH ORDER OF BUSINESS****Consideration of Lake Doctors Renewal Proposal**

On a motion by Ms. Linde, seconded by Ms. Reigler, with all in favor, the Board approved renewal proposal from the Lake Doctors for Magnolia West Community Development District.

**TENTH ORDER OF BUSINESS****Consideration of BrightView Renewal Proposal**

On a motion by Ms. Riegler, seconded by Ms. Linde, with all in favor, the Board approved renewal proposal from BrightView for Magnolia West Community Development District.

**ELEVENTH ORDER OF BUSINESS****Consideration of Resolution 2021-04, Designating Date, Time and Location of Regular Fiscal Year 2021-2022 Meetings**

Discussions ensued.

On a motion by Ms. Linde, seconded by Ms. Riegler, with all in favor, the Board adopted Resolution 2021-04, as amended, Designating Date, Time and Location of Regular Fiscal Year Meetings, as amended, for Magnolia West Community Development District.

**TWELFTH ORDER OF BUSINESS****Public Hearing on Fiscal Year 2021-2022 Budget**

On a motion by Ms. Linde, seconded by Ms. Lentz, with all in favor, the Board opened Public Hearing on Fiscal Year 2021-2022 Budget for Magnolia West Community Development District.

Ms. Gallagher reviewed Fiscal Year 2021-2022 Proposed Budget.

On a motion by Ms. Riegler, seconded by Ms. Linde, with all in favor, the Board closed Public Hearing on Fiscal Year 2021-2022 Budget for Magnolia West Community Development District.

- 1.) Consideration of Resolution 2021-05, Adopting Fiscal Year 2021-2022 Budget

On a motion by Ms. Linde, seconded by Ms. Riegler, with all in favor, the Board adopted Resolution 2021-05, Approving Fiscal Year 2021-2022 Budget, as presented, for Magnolia West Community Development District.

**THIRTEENTH ORDER OF BUSINESS****Consideration of Resolution 2021-06,  
Imposing Assessments**

On a motion by Ms. Linde, seconded by Ms. Lentz, with all in favor, the Board adopted Resolution 2021-06, Imposing Assessments for Magnolia West Community Development District.

**FOURTEENTH ORDER OF BUSINESS****Discussion Regarding a Request to the City  
of Green Cove Springs for Medinah Lane  
Crosswalk**

Ms. Linde updated the Board regarding ongoing concerns relating to the need for a crosswalk on Medinah Lane and the responses received from the City of Green Cove Springs. She then requested authorization to send an email in her capacity as Chairperson for Magnolia West CDD to the Mayor and/or Counsel Members requesting assistance in this matter. The Board authorized.

**FIFTEENTH ORDER OF BUSINESS****Supervisors Request and Audience  
Comments and**

Ms. Riegler had questions regarding the pool overflowing and the chemical logbook.

An audience member had a comment in support of the crosswalk.

**SIXTEENTH ORDER OF BUSINESS****Adjournment**

On a motion by Mr. Kurht, seconded by Ms. Linde, with all in favor, the Board of Supervisors adjourned the meeting at 7:24 p.m. for the Magnolia West Community Development District.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman

# **Exhibit A**

# 1st Coast Painting & More Inc

550 Wesley Rd.  
Green Cove Springs, FL 32043

## Invoice

Order No.

Date

6221

2/3/2020

Start

End

12:00 AM

3:00 PM



(904) 864-1498  
1stcoastpainting.com

Customer Info.		Service Location	Job Info.
Name:	Magnolia west CDD	2806 North 5th Street suite 403	Technician:
Phone:	(904) 534-8845		Sales Rep: Ruiz, Bryan
Alt 1:		St. Augustine, FL 32084	Reference:
Alt 2:		Cross Street:	Order SubGroup:

QTY	Description	Price	Amount
1	Interior Painting to include - Location: 2 Restrooms, 2 Shower Restrooms, Gym, & Club	5,590.00	5,590.00
	House		
1	Prepping of all areas prior to paint	0.00	.00
	Caulking, patching, and pole sanding of all walls prior to paint. All sanders will be		
	connected to dust extractors to minimize dust. Walls will be sanded down to 220 Grit		
	for smooth finish.		
	Apply 2 coats of Sherwin Williams Cashmere to all walls		
	Apply 1 coat of Sherwin Williams Pro-Classic interior semigloss paint to all baseboards		
	& window sills		
	All leftover paint will be left for touchups with customer		

Notes: \* All labor & material included.  
\* Tray walls are not included in the Club House.

<b>SUBTOTAL</b>	\$5,590.00
<b>TAX</b>	\$0.00
<b>TOTAL</b>	\$5,590.00
<b>ADDITIONAL</b>	
<b>GRAND TOTAL</b>	
<b>PAYMENT AMT.</b>	
<b>PAYMENT TYPE</b>	
<b>REF. NO.</b>	
<b>BALANCE DUE</b>	

Signature

Date:

Date Printed: 8/13/2021

Thank you for your business

## **Tab 2**



# MAGNOLIA WEST COMMUNITY DEVELOPMENT DISTRICT

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DISTRICT OFFICE · ST. AUGUSTINE, FLORIDA 32084

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

WWW.MAGNOLIAWESTCDD.ORG

## **Operation and Maintenance Expenditures June 2021 Presented For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from June 1, 2021 through June 30, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$18,382.80**

Approval of Expenditures:

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\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

# Magnolia West Community Development District

## Paid Operation & Maintenance Expenditures

June 1, 2021 Through June 30, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Ally Blue	001959	051521	Rental Deposit Refund - Ally Blue	\$ 50.00
Brightview Landscape Services, Inc.	001968	7375552	Monthly Landscape Service 06/21	\$ 2,847.95
Brightview Landscape Services, Inc.	001965	7395925	Install Mulch and Pine Straw 05/21	\$ 4,403.99
Clay Electric Cooperative, Inc.	001960	7213663 05/21	3490 Canyon Falls Drive 05/21	\$ 1,256.00
Clay Electric Cooperative, Inc.	001960	9075317 05/21	3179 Canyon Falls Dr Entry Sign 05/21	\$ 31.00
Clay Electric Cooperative, Inc.	001960	9075319 05/21	3185 Canyon Falls Dr Sign 05/21	\$ 30.00
First Coast CMS, LLC	001969	5739	Amenity Staff, Janitorial, Pool & Maintenance Service 05/21	\$ 3,706.16
First Coast CMS, LLC	001963	5842	Reimbursement for Purchases 05/21	\$ 1,173.86
Hopping Green & Sams	001966	122790	Monthly Legal Services 04/21	\$ 70.00
Lana Metzigg	001964	032821	Rental Deposit Refund - Lana Metzigg	\$ 50.00
Nicole Velazquez	001971	060521	Rental Deposit Refund - Nicole Velazquez	\$ 50.00
NS&G Ventures, Inc dba Locksmith Kingdom	001967	71207	Locksmith Services 05/21	\$ 39.00
NS&G Ventures, Inc dba Locksmith Kingdom	001967	71613	Locksmith Services 04/21	\$ 208.00

# Magnolia West Community Development District

Paid Operation & Maintenance Expenditures

June 1, 2021 Through June 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta & Company, Inc.	001961	INV0000058935	District Management Fees 6/21	\$ 3,769.84
Rizzetta Technology Services, LLC	001962	INV0000007581	Website Hosting Services 06/21	\$ 100.00
The Lake Doctors, Inc	001970	582554	Lake Maintenance 06/21	<u>\$ 597.00</u>
<b>Report Total</b>				<u><b>\$ 18,382.80</b></u>

# MAGNOLIA WEST COMMUNITY DEVELOPMENT DISTRICT

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DISTRICT OFFICE · ST. AUGUSTINE, FLORIDA 32084

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

WWW.MAGNOLIAWESTCDD.ORG

## **Operation and Maintenance Expenditures July 2021 Presented For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from July 1, 2021 through July 31, 2021. This does not include expenditures previously approved by the Board.

The total items being presented:   **\$11,749.68**

Approval of Expenditures:

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\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

# Magnolia West Community Development District

## Paid Operation & Maintenance Expenditures

July 1, 2021 Through July 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Ashley Bruce	001973	061221	Rental Deposit Refund - Ashley Bruce 06/21	\$ 50.00
Brightview Landscape Services, Inc.	001972	7406749	Install Rock 06/21	\$ 1,884.50
Brightview Landscape Services, Inc.	001972	7412430	Wax Myrtle Removal 04/21	\$ 290.00
Brightview Landscape Services, Inc.	001972	7412431	Trimmed Trees 06/21	\$ 652.50
Clay Electric Cooperative, Inc.	001975	7213663 06/21	3490 Canyon Falls Drive 06/21	\$ 1,356.00
Clay Electric Cooperative, Inc.	001975	9075317 06/21	3179 Canyon Falls Dr Entry Sign 06/21	\$ 30.00
Clay Electric Cooperative, Inc.	001975	9075319 06/21	3185 Canyon Falls Dr Sign 06/21	\$ 30.00
Comcast	2021070721-1	8495 74 150 0248350 07/21	Amenity Cable/Phone/Internet 07/21	\$ 277.19
First Coast CMS, LLC	001981	5920	Reimbursement for Purchases 06/21	\$ 753.01
Heidi Nebesnyk	001976	06122021	Rental Deposit Refund - Heidi Nebesnyk 06/21	\$ 150.00
Innersync Studio, Ltd dba. Campus Suite	001974	19557	Website Service ADA Compliance Quarterly 07/21	\$ 384.38
Jacqueline Delicato	001980	061321	Rental Deposit Refund - Jacqueline Delicato 06/21	\$ 50.00
Prosser Inc.	001977	46165	Engineering Services For 05/21	\$ 1,500.00

# Magnolia West Community Development District

## Paid Operation & Maintenance Expenditures

July 1, 2021 Through July 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Republic Services #687	2021070721-2	0687-001146891	Waste Disposal Services 07/21	\$ 235.79
Republic Services #687	2021070721-2	0687-001153709	Waste Disposal Services 08/21	\$ 236.47
Rizzetta & Company, Inc.	001978	INV0000059386	District Management Fees 7/21	\$ 3,769.84
Rizzetta Technology Services, LLC	001979	INV0000007725	Website Hosting Services 07/21	<u>\$ 100.00</u>
<b>Report Total</b>				<b><u>\$ 11,749.68</u></b>

# MAGNOLIA WEST COMMUNITY DEVELOPMENT DISTRICT

---

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MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

WWW.MAGNOLIAWESTCDD.ORG

## **Operation and Maintenance Expenditures August 2021 Presented For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from August 1, 2021 through August 31, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$18,595.75**

Approval of Expenditures:

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\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

# Magnolia West Community Development District

## Paid Operation & Maintenance Expenditures

August 1, 2021 Through August 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Antonio Jefferson	1985	72421	Rental Deposit Refund - Antonia Jefferson 07/21	\$ 150.00
Arrington Lentz	1992	AL080321	Board of Supervisors Meeting 08/03/21	\$ 200.00
Brandon Crawford	1997	80721	Rental Deposit Refund - Brandon Crawford 08/21	\$ 50.00
Brightview Landscape Services, Inc.	1982	7458288	Flowers Install 06/21	\$ 921.12
Brightview Landscape Services, Inc.	1996	7480252	Monthly Landscape Service 08/21	\$ 2,847.95
Brightview Landscape Services, Inc.	1982	7485312	Irrigation Reparis 07/21	\$ 525.00
Clay Electric Cooperative, Inc.	1983	7213663	3490 Canyon Falls Drive 07/21	\$ 1,426.00
Clay Electric Cooperative, Inc.	1983	9075317	3179 Canyon Falls Dr Entry Sign 07/21	\$ 30.00
Clay Electric Cooperative, Inc.	1983	9075319	3185 Canyon Falls Dr Sign 07/21	\$ 30.00
Clay Today	1984	326297	Legal Advertising Acct #502236 07/21	\$ 205.20
Cynthia R Riegler	1988	CR080321	Board of Supervisors Meeting 08/03/21	\$ 200.00
Douglas Robert Kuhrt	1991	DK080321	Board of Supervisors Meeting 08/03/21	\$ 200.00
Ferman Clifford Lewis II	1993	FL080321	Board of Supervisors Meeting 08/03/21	\$ 200.00



# Magnolia West Community Development District

## Paid Operation & Maintenance Expenditures

August 1, 2021 Through August 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
First Coast CMS, LLC	1998	5885	Amenity Staff, Janitorial, Pool & Maintenance Service 08/21	\$ 3,706.16
First Coast CMS, LLC	1989	5986	Reimbursement for Purchases 07/21	\$ 3,206.94
Florida Department of Revenue	1990	65-8017548744-9 2nd Quarter	FL Sales And Use Tax 04/01/21 - 06/01/21	\$ 44.14
Lynda Owens	1995	81421	Rental Deposit Refund - Lynda Owens 08/21	\$ 100.00
OPC News LLC	1994	393046	Acct # 502236 Legal Advertising 07/21	\$ 86.40
Rizzetta & Company, Inc.	1986	INV0000060319	District Management Fees 8/21	\$ 3,769.84
Rizzetta Technology Services, LLC	1987	INV0000007801	Website Hosting Services 08/21	\$ 100.00
The Lake Doctors, Inc	1999	595682	Lake Maintenance 08/21	\$ 597.00
<b>Report Total</b>				<b><u>\$ 18,595.75</u></b>

# STAFF REPORTS

# District Counsel

# District Engineer

# Amenity Manager Report

## **Tab 3**



# **Magnolia West Community Development District**

Field Report Oct 2021

**First Coast CMS LLC  
10/02/2021**

## ***Swimming Pool***

We had a pump failure that required Florida Pump to replace the recirculation motor. It took several weeks for this pump to arrive and the motor replaced. Once the motor was replaced, we experienced a failure in the chemical feeding pump, that also needed to be ordered and replaced.

Since then, the other recirculation pump has failed and is scheduled to be replaced on October 8<sup>th</sup>. The pool remains open at this time.

## ***Common Area and Events***

Repairs to the playground structure was made on October 1<sup>st</sup>.

One of the toddler swings was broken and new S hooks had to be installed

All pressure washing was completed on Sept 14th

The painting of the interior was completed in the month of Sept.

The concrete cap to one of the columns on the back deck came loose and needed to be secured.

The landscape lighting that was approved by The Board was completed

Blue light diffusers have been ordered and will be placed on the sign lights to the community.

We are still currently working on flooring options for the interior of the clubhouse. The board approved a not to exceed amount of \$7000 to replace the flooring.



# Landscape Report

## **Tab 4**

# Quality Site Assessment

## General Information

**Property Name:** Magnolia West CDD

**Date:** Friday, October 01, 2021

**Next Inspection Date:**

**Client Attendees:**

**Brightview Attendees:** Brian Mercer

## CUSTOMER FOCUS AREA:

October 2021 report

## MAINTENANCE ITEMS:

- 1) St Augustine turf areas along Medinah Lane looks healthy and weed free.
- 2) Summer flowers are being scheduled to be replaced in October with a three tiered display. Current flowers are looking bad. Crew will pull flowers and prep beds for new install.
- 3) Detail at entrances looks good and shrubs are well groomed.
- 4) Loropetalum has lost its color. Fertilize all plants at entrance signs.
- 5) Planter that was flooding has been repaired. Replace two arboricola and five lantana.
- 6) Lightly bottom prune small oak trees at entrances.
- 7) All ornamental grasses will be cut back during the winter months. The variety in the picture is generally done last due to them blooming. Muhly grass will be cut back once all feather blooms are spent.
- 8) Playground area on Derby Forest looks well maintained. Playground mulch is losing its color. Send proposal for new mulch.
- 9) Big lake behind playground serviced recently.
- 10) Emergency exit recently serviced.
- 11) Trim tall viburnum at clubhouse parking area on next service.
- 12) Pull out jasmine from agapanthus plants at the clubhouse front.
- 13) Cut out dead shrub on the left side of the clubhouse.
- 14) Treat bed weeds in rock bed at pool pump area.
- 15) Remove large clump of pine straw from the top of the azalea hedge behind tennis court.
- 16) Pond recently serviced on Bonnie Lake.
- 17) Pond on Summit lakes recently serviced. All ponds look good and in rotation.

## RECOMMENDATIONS FOR PROPERTY ENHANCEMENTS:

## NOTES TO OWNER/CLIENT:

# Quality Site Assessment

## Maintenance Items

St Augustine turf areas along Medinah Lane looks healthy and weed free.



[ 1 / 17 ]

## Maintenance Items

Summer flowers are being scheduled to be replaced In October with a three tiered display. Current flowers are looking bad. Crew will pull flowers and prep beds for new install.



[ 2 / 17 ]

## Maintenance Items

Detail at entrances looks good and shrubs are well groomed.



[ 3 / 17 ]

## Maintenance Items

Loropetalum has lost its color. Fertilize all plants at entrance signs.



[ 4 / 17 ]



# Quality Site Assessment

## Maintenance Items

Planter that was flooding has been repaired. Replace two arboricola and five lantana.



[ 5 / 17 ]

## Maintenance Items

Lightly bottom prune small oak trees at entrances.



[ 6 / 17 ]

## Maintenance Items

All ornamental grasses will be cut back during the winter months. The variety in the picture is generally done last due to them blooming. Muhly grass will be cut back once all feather blooms are spent.



[ 7 / 17 ]

## Maintenance Items

Playground area on Derby Forest looks well maintained. Playground mulch is losing its color. Send proposal for new mulch.



[ 8 / 17 ]



# Quality Site Assessment

## Maintenance Items

Big lake behind playground serviced recently.



[ 9 / 17 ]

## Maintenance Items

Emergency exit recently serviced.



[ 10 / 17 ]

## Maintenance Items

Trim tall viburnum at clubhouse parking area on next service.



[ 11 / 17 ]

## Maintenance Items

Pull out jasmine from agapanthus plants at the clubhouse front.



[ 12 / 17 ]



# Quality Site Assessment

## Maintenance Items

Cut out dead shrub on the left side of the clubhouse.



[ 13 / 17 ]

## Maintenance Items

Treat bed weeds in rock bed at pool pump area.



[ 14 / 17 ]

## Maintenance Items

Remove large clump of pine straw from the top of the azalea hedge behind tennis court.



[ 15 / 17 ]

## Maintenance Items

Pond recently serviced on Bonnie Lake.



[ 16 / 17 ]

# Quality Site Assessment

## Maintenance Items

Pond on Summit lakes recently serviced. All ponds look good and in rotation.

IMAGE NOT PROVIDED

[ 17 / 17 ]



# District Manager

# **BUSINESS ITEMS**

## **Tab 5**



## Egis Insurance & Risk Advisors

Is pleased to provide a

Proposal of Insurance Coverage for:

### Magnolia West Community Development District

Please review the proposed insurance coverage terms and conditions carefully.

Written request to bind must be received prior to the effective date of coverage.

The brief description of coverage contained in this document is being provided as an accommodation only and is not intended to cover or describe all Coverage Agreement terms. For more complete and detailed information relating to the scope and limits of coverage, please refer directly to the Coverage Agreement documents. Specimen forms are available upon request.

## **About FIA**

Florida Insurance Alliance (“FIA”), authorized and regulated by the Florida Office of Insurance Regulation, is a non-assessable, governmental insurance Trust. FIA was created in September 2011 at a time when a large number of Special Taxing Districts were having difficulty obtaining insurance.

Primarily, this was due to financial stability concerns and a perception that these small to mid-sized Districts had a disproportionate exposure to claims. Even districts that were claims free for years could not obtain coverage. FIA was created to fill this void with the goal of providing affordable insurance coverage to Special Taxing Districts. Today, FIA proudly serves and protects more than 800 public entity members.

### **Competitive Advantage**

FIA allows qualifying Public Entities to achieve broad, tailored coverages with a cost-effective insurance program. Additional program benefits include:

- Insure-to-value property limits with no coinsurance penalties
- First dollar coverage for “alleged” public official ethics violations
- Proactive in-house claims management and loss control department
- Complimentary risk management services including on-site loss control, property schedule verification and contract reviews
- Online Risk Management Education & Training portal
- Online HR & Benefits Support portal
- HR Hotline
- Safety Partners Matching Grant Program

### **How are FIA Members Protected?**

FIA employs a conservative approach to risk management. Liability risk retained by FIA is fully funded prior to the policy term through member premiums. The remainder of the risk is transferred to reinsurers. FIA’s primary reinsurers, Lloyds of London and Hudson Insurance Company, both have AM Best A XV (Excellent) ratings and surplus of \$2Billion or greater.

In the event of catastrophic property losses due to a Named Storm (i.e., hurricane), the program bears no risk as all losses are passed on to the reinsurers. FIA purchases property reinsurance to withstand the 1,000-year storm event (probability of exceedance .1%). This level of protection is statistically 2 to 3 times safer than competitors and industry norms. FIA members’ property claims resulting from Hurricane Irma in 2017 amounted to less than 4% of the per occurrence coverage available.

### **What Are Members Responsible For?**

As a non-assessable Trust, our members are only responsible for two items:

- Annual Premiums
- Individual Member Deductibles

FIA Bylaws prohibit any assessments or other fees.

**Additional information regarding FIA and our member services can be found at [www.fia360.org](http://www.fia360.org).**

Quotation being provided for:

**Magnolia West Community Development District**  
**c/o Rizzetta & Company**  
**3434 Colwell Ave, Suite 200**  
**Tampa, FL 33614**

**Term: October 1, 2021 to October 1, 2022**

**Quote Number: 100121681**

## **PROPERTY COVERAGE**

### **SCHEDULE OF COVERAGES AND LIMITS OF COVERAGE**

<b>COVERED PROPERTY</b>	
Total Insured Values – Blanket Building and Contents – Per Schedule on file totalling	\$1,680,850
Loss of Business Income	\$1,000,000
Additional Expense	\$1,000,000
<b>Inland Marine</b>	
Scheduled Inland Marine	\$8,000

It is agreed to include automatically under this Insurance the interest of mortgagees and loss payees where applicable without advice.

	<b>Valuation</b>	<b>Coinsurance</b>
Property	Replacement Cost	None
Inland Marine	Actual Cash Value	None

<b>DEDUCTIBLES:</b>	\$2,500	Per Occurrence, All other Perils, Building & Contents and Extensions of Coverage.
	3 %	Total Insured Values per building, including vehicle values, for "Named Storm" at each affected location throughout Florida subject to a minimum of \$10,000 per occurrence, per Named Insured.
	Per Attached Schedule	Inland Marine

<b>Special Property Coverages</b>		
<b>Coverage</b>	<b>Deductibles</b>	<b>Limit</b>
Earth Movement	\$2,500	Included
Flood	\$2,500 *	Included
Boiler & Machinery		Included
TRIA		Included

\*Except for Zones A & V see page 8 (Terms and Conditions) excess of NFIP, whether purchased or not

**TOTAL PROPERTY PREMIUM**

**\$7,608**

**Extensions of Coverage**

If marked with an "X" we will cover the following EXTENSIONS OF COVERAGE under this Agreement, These limits of liability do not increase any other applicable limit of liability.

(X)	Code	Extension of Coverage	Limit of Liability
X	A	Accounts Receivable	\$500,000 in any one occurrence
X	B	Animals	\$1,000 any one Animal \$5,000 Annual Aggregate in any one agreement period
X	C	Buildings Under Construction	As declared on Property Schedule, except new buildings being erected at sites other than a covered location which is limited to \$250,000 estimated final contract value any one construction project.
X	D	Debris Removal Expense	\$250,000 per insured or 25% of loss, whichever is greater
X	E	Demolition Cost, Operation of Building Laws and Increased Cost of Construction	\$500,000 in any one occurrence
X	F	Duty to Defend	\$100,000 any one occurrence
X	G	Errors and Omissions	\$250,000 in any one occurrence
X	H	Expediting Expenses	\$250,000 in any one occurrence
X	I	Fire Department Charges	\$50,000 in any one occurrence
X	J	Fungus Cleanup Expense	\$50,000 in the annual aggregate in any one occurrence
X	K	Lawns, Plants, Trees and Shrubs	\$50,000 in any one occurrence
X	L	Leasehold Interest	Included
X	M	Air Conditioning Systems	Included
X	N	New locations of current Insureds	\$1,000,000 in any one occurrence for up to 90 days, except 60 days for Dade, Broward, Palm Beach from the date such new location(s) is first purchased, rented or occupied whichever is earlier. Monroe County on prior submit basis only
X	O	Personal property of Employees	\$500,000 in any one occurrence
X	P	Pollution Cleanup Expense	\$50,000 in any one occurrence
X	Q	Professional Fees	\$50,000 in any one occurrence
X	R	Recertification of Equipment	Included
X	S	Service Interruption Coverage	\$500,000 in any one occurrence
X	T	Transit	\$1,000,000 in any one occurrence
X	U	Vehicles as Scheduled Property	Included
X	V	Preservation of Property	\$250,000 in any one occurrence
X	W	Property at Miscellaneous Unnamed Locations	\$250,000 in any one occurrence
X	X	Piers, docs and wharves as Scheduled Property	Included on a prior submit basis only

X	Y	Glass and Sanitary Fittings Extension	\$25,000 any one occurrence
X	Z	Ingress / Egress	45 Consecutive Days
X	AA	Lock and Key Replacement	\$2,500 any one occurrence
X	BB	Awnings, Gutters and Downspouts	Included
X	CC	Civil or Military Authority	45 Consecutive days and one mile

## CRIME COVERAGE

<u>Description</u>	<u>Limit</u>	<u>Deductible</u>
Forgery and Alteration	Not Included	Not Included
Theft, Disappearance or Destruction	Not Included	Not Included
Computer Fraud including Funds Transfer Fraud	Not Included	Not Included
Employee Dishonesty, including faithful performance, per loss	Not Included	Not Included

## Deadly Weapon Protection Coverage

Coverage	Limit	Deductible
Third Party Liability	\$1,000,000	\$0
Property Damage	\$1,000,000	\$0
Crisis Management Services	\$250,000	\$0



## AUTOMOBILE COVERAGE

Coverages	Covered Autos	Limit	Premium
Covered Autos Liability	8,9	\$1,000,000	Included
Personal Injury Protection	N/A		Not Included
Auto Medical Payments	N/A		Not Included
Uninsured Motorists including Underinsured Motorists	N/A		Not Included
Physical Damage Comprehensive Coverage	N/A	Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus Applicable Deductible (See Attached Schedule) For Each Covered Auto, But No Deductible Applies To Loss Caused By Fire or Lightning.  See item Four for Hired or Borrowed Autos.	Not Included
Physical Damage Specified Causes of Loss Coverage	N/A	Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus Applicable Deductible (See Attached Schedule) For Each Covered Auto For Loss Caused By Mischief Or Vandalism  See item Four for Hired or Borrowed Autos.	Not Included
Physical Damage Collision Coverage	N/A	Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus Applicable Deductible (See Attached Schedule) For Each Covered Auto  See item Four for Hired or Borrowed Autos.	Not Included
Physical Damage Towing And Labor	N/A	\$0 For Each Disablement Of A Private Passenger Auto	Not Included

**GENERAL LIABILITY COVERAGE (Occurrence Basis)**

Bodily Injury and Property Damage Limit	\$1,000,000
Personal Injury and Advertising Injury	Included
Products & Completed Operations Aggregate Limit	Included
Employee Benefits Liability Limit, per person	\$1,000,000
Herbicide & Pesticide Aggregate Limit	\$1,000,000
Medical Payments Limit	\$5,000
Fire Damage Limit	Included
No fault Sewer Backup Limit	\$25,000/\$250,000
General Liability Deductible	\$0

**PUBLIC OFFICIALS AND EMPLOYMENT PRACTICES LIABILITY (Claims Made)**

Public Officials and Employment Practices Liability Limit	Per Claim	\$1,000,000
	Aggregate	\$2,000,000
Public Officials and Employment Practices Liability Deductible		\$0

Supplemental Payments: Pre-termination \$2,500 per employee - \$5,000 annual aggregate.  
Non-Monetary \$100,000 aggregate.

**Cyber Liability sublimit included under POL/EPLI**

Media Content Services Liability  
Network Security Liability  
Privacy Liability  
First Party Extortion Threat  
First Party Crisis Management  
First Party Business Interruption  
Limit: \$100,000 each claim/annual aggregate



## PREMIUM SUMMARY

**Magnolia West Community Development District**  
**c/o Rizzetta & Company**  
**3434 Colwell Ave, Suite 200**  
**Tampa, FL 33614**

**Term: October 1, 2021 to October 1, 2022**

**Quote Number: 100121681**

### PREMIUM BREAKDOWN

Property (Including Scheduled Inland Marine)	\$7,608
Crime	Not Included
Automobile Liability	Not Included
Hired Non-Owned Auto	Included
Auto Physical Damage	Not Included
General Liability	\$3,108
Public Officials and Employment Practices Liability	\$2,542
Deadly Weapon Protection Coverage	Included
<b>TOTAL PREMIUM DUE</b>	<b>\$13,258</b>

### IMPORTANT NOTE

Defense Cost - Outside of Limit, Does Not Erode the Limit for General Liability, Public Officials Liability, and Employment related Practices Liability.

Deductible does not apply to defense cost. Self-Insured Retention does apply to defense cost.

Additional Notes:

(None)





## PROPERTY VALUATION AUTHORIZATION

**Magnolia West Community Development District**  
**c/o Rizzetta & Company**  
**3434 Colwell Ave, Suite 200**  
**Tampa, FL 33614**

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### QUOTATIONS TERMS & CONDITIONS

1. Please review the quote carefully for coverage terms, conditions, and limits.
2. The coverage is subject to 100% minimum earned premium as of the first day of the "Coverage Period".
3. Total premium is late if not paid in full within 30 days of inception, unless otherwise stated.
4. Property designated as being within Flood Zone A or V (and any prefixes or suffixes thereof) by the Federal Emergency Management Agency (FEMA), or within a 100 Year Flood Plain as designated by the United States Army Corps of Engineers, will have a Special Flood Deductible equal to all flood insurance available for such property under the National Flood Insurance Program, whether purchased or not or 5% of the Total Insured Value at each affected location whichever the greater.
5. The Florida Insurance Alliance is a shared limit. The limits purchased are a per occurrence limit and in the event an occurrence exhaust the limit purchased by the Alliance on behalf of the members, payment to you for a covered loss will be reduced pro-rata based on the amounts of covered loss by all members affected by the occurrence. Property designated as being within.
6. Coverage is not bound until confirmation is received from a representative of Egis Insurance & Risk Advisors.

I give my authorization to bind coverage for property through the Florida Insurance Alliance as per limits and terms listed below.

<input checked="" type="checkbox"/>	Building and Content TIV	\$1,680,850	As per schedule attached
<input checked="" type="checkbox"/>	Inland Marine	\$8,000	As per schedule attached
<input type="checkbox"/>	Auto Physical Damage	Not Included	

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_



Property Schedule

Schedule Items Effective As of: 10/01/2021

**Magnolia West Community Development District**

Policy No.: 100121681

Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Unit #	Description Address	Year Built Const Type	Eff. Date Term Date	Building Value Contents Value	Total Insured Value
	Roof Shape	Roof Pitch	Roof Covering	Covering Replaced	Roof Yr Blt
1	Pool In Ground w/Splash Pad Pumps & Equipment	2007	10/01/2021	\$398,725	
	3490 Canyon Falls Drive Green Cove Springs FL 32043	Below ground liquid storage tank / pool	10/01/2022		\$398,725
Unit #	Description Address	Year Built Const Type	Eff. Date Term Date	Building Value Contents Value	Total Insured Value
	Roof Shape	Roof Pitch	Roof Covering	Covering Replaced	Roof Yr Blt
2	Pool Furniture in the Open and Grill	2007	10/01/2021	\$37,500	
	3490 Canyon Falls Drive Green Cove Springs FL 32043	Property in the Open	10/01/2022		\$37,500
Unit #	Description Address	Year Built Const Type	Eff. Date Term Date	Building Value Contents Value	Total Insured Value
	Roof Shape	Roof Pitch	Roof Covering	Covering Replaced	Roof Yr Blt
3	Gazebo	2007	10/01/2021	\$24,019	
	3490 Canyon Falls Drive Green Cove Springs FL 32043	Frame	10/01/2022		\$24,019
	Pyramid hip		Asphalt shingles		
Unit #	Description Address	Year Built Const Type	Eff. Date Term Date	Building Value Contents Value	Total Insured Value
	Roof Shape	Roof Pitch	Roof Covering	Covering Replaced	Roof Yr Blt
4	Recreational Court with Fence, Shade Structure, and lights	2007	10/01/2021	\$45,580	
	3490 Canyon Falls Drive Green Cove Springs FL 32043	Non combustible	10/01/2022		\$45,580
Unit #	Description Address	Year Built Const Type	Eff. Date Term Date	Building Value Contents Value	Total Insured Value
	Roof Shape	Roof Pitch	Roof Covering	Covering Replaced	Roof Yr Blt
5	Playground Equipment	2007	10/01/2021	\$25,000	
	3490 Canyon Falls Drive Green Cove Springs FL 32043	Non combustible	10/01/2022		\$25,000
Unit #	Description Address	Year Built Const Type	Eff. Date Term Date	Building Value Contents Value	Total Insured Value
	Roof Shape	Roof Pitch	Roof Covering	Covering Replaced	Roof Yr Blt
6	Fence - Wrought Iron	2007	10/01/2021	\$27,040	
	Canyon Falls Drive Green Cove Springs FL 32043	Non combustible	10/01/2022		\$27,040
Unit #	Description Address	Year Built Const Type	Eff. Date Term Date	Building Value Contents Value	Total Insured Value
	Roof Shape	Roof Pitch	Roof Covering	Covering Replaced	Roof Yr Blt
7	Street Lights @ parking lot	2007	10/01/2021	\$25,000	
	3490 Canyon Falls Drive Green Cove Springs FL 32043	Non combustible	10/01/2022		\$25,000

Sign: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_



Property Schedule

Schedule Items Effective As of: 10/01/2021

**Magnolia West Community Development District**

Policy No.: 100121681

Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Unit #	Description Address	Year Built Const Type	Eff. Date Term Date	Building Value Contents Value	Total Insured Value
	Roof Shape      Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt
8	Irrigation Systems	2007	10/01/2021	\$25,000	\$25,000
	Canyon Falls Drive	Pump / lift station	10/01/2022		
	Green Cove Springs FL 32043				
Unit #	Description Address	Year Built Const Type	Eff. Date Term Date	Building Value Contents Value	Total Insured Value
	Roof Shape      Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt
9	Entry Features including sign and fencing and PVC fencing along Medinah and CR 315	2007	10/01/2021	\$67,160	\$67,160
	Medinah Lane	Joisted masonry	10/01/2022		
	Canyon Falls Drive				
10	3490 Canyon Falls Drive	Frame	10/01/2021	\$804,522	\$837,522
	Green Cove Springs FL 32043		10/01/2022	\$33,000	
	Complex		Asphalt shingles		
Unit #	Description Address	Year Built Const Type	Eff. Date Term Date	Building Value Contents Value	Total Insured Value
	Roof Shape      Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt
11	Monument & Lights	2018	10/01/2021	\$64,931	\$64,931
	Medinah Lane	Masonry non combustible	10/01/2022		
	Canyon Falls Drive				
12	Green Cove Springs FL 32043	Masonry non combustible	10/01/2021	\$64,931	\$64,931
	Monument & Lights		10/01/2022		
	Medinah Lane				
Unit #	Description Address	Year Built Const Type	Eff. Date Term Date	Building Value Contents Value	Total Insured Value
	Roof Shape      Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt
13	Perimeter Fencing around Playground	2019	10/01/2021	\$9,176	\$9,176
	Derby Forest Driver	Non combustible	10/01/2022		
	Green Cove Springs FL 32043				
Unit #	Description Address	Year Built Const Type	Eff. Date Term Date	Building Value Contents Value	Total Insured Value
	Roof Shape      Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt
14	Playground Equipment	2019	10/01/2021	\$29,266	\$29,266
	Derby Forest Driver	Non combustible	10/01/2022		
	Green Cove Springs FL 32043				
<b>Total:</b>		Building Value		Contents Value	Insured Value
		\$1,647,850		\$33,000	\$1,680,850

Sign: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_



Inland Marine Schedule

Schedule Items Effective As of: 10/01/2021

***Magnolia West Community Development District***

**Policy No.:** 100121681  
**Agent:** Egis Insurance Advisors LLC (Boca Raton, FL)

Item #	Department Description	Serial Number	Classification Code	Eff. Date Term Date	Value	Deductible
1	Pool Access Equipment - ADA Lift		Other inland marine	10/01/2021 10/01/2022	\$8,000	\$1,000
				Total	\$8,000	

Sign: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_



## **Tab 6**

1 Hargrove Grade Suite 1A  
 Palm Coast, FL 32137  
 386-957-9339  
 www.WebWatchdogs.net  
 info@webwatchdogs.net  
 Florida Contractor License  
 #ES12000771

Date	Quote #
9/27/2021	6126
Name / Address	
Magnolia West CDD c/o RIZZETTA & COMPANY, INC. 2806 N. 5th St., Unit 403 St. Augustine, FL 32084	

Description	Qty	Cost	Total
Extended Warranty Option- Complete Surveillance Camera System (\$250 Per Year After the 1st Year For Complete System- Parts & Labor)  ****Warranty Expires 2/4/2022****	1	250.00	250.00
<p>1 Year Extended Warranty on Camera Parts, Labor and Equipment</p> <p>All products are warranted for 1 year from date of purchase. If a product is defective we will repair or replace it. The following situations void the product warranty: Adding 3rd party software to a DVR without prior approval from our technical support department.</p> <p>Damage caused by nature such as flooding, winds, lightning and other similar events.</p> <p>Damage caused by vandalism. Network related issues involving your internet service provider (i.e. new modem, change of internet provider, etc.) Warranty Service Calls will be addressed within a 1-5 day time frame.</p> <p>After 1 year (outside of the warranty, if not extended), we will continue to support the product at the standard repair labor rate (currently \$99 per hour-minimum 2 hours) plus parts, if applicable, or phone technical support for \$65.00/hour. Out of warranty repairs are guaranteed for 30 days. Phone support is non-refundable.</p>	<b>Subtotal</b>		\$250.00
	<b>Sales Tax (0.0%)</b>		\$0.00
	<b>Total</b>		\$250.00
	Signature _____		

## **Tab 7**

September 28, 2021

Magnolia West CDD  
c/o Lesley Gallagher  
Rizzetta & Company  
2806 North Fifth Street, Unit 403  
St. Augustine, Florida 32084

**Re: Magnolia West CDD  
2022 Consulting Engineers Report**

Dear Ms. Gallagher,

Thank you very much for this opportunity to provide this professional services proposal for the Magnolia West CDD. The purpose of this proposal is to formally communicate to you what we believe to be an appropriate scope and fee to successfully complete the Consulting Engineers Report for the Magnolia West CDD.

Generally, we understand (and more thoroughly outline below) that Prosser will perform review of the existing conditions and update the previous Consulting Engineers Report that has been completed for the District with any necessary changes.

**Task 1 – Development of Consulting Engineers Report**

Prosser's engineering services include:

- Perform site visit to review existing facilities owned by the District.
- Coordinate with District staff to verify all improvements completed since previous year report.
- Update and prepare the 2022 Consulting Engineers Report in accordance with Florida Statutes and the Master Trust Indenture.
- Present the report to the Board for review and acceptance.

**FEE SUMMARY**

TASK	DESCRIPTION	FEE
1	Development of Consulting Engineers Report	\$1,500.00

**ADDITIONAL SERVICES**

Any services requested outside of the scope of work above will be charged hourly according to the rate schedule attached, but will not commence without written permission. Prosser does not foresee additional services from sub-consultants, including surveying, geotechnical investigation, etc. being required. Should the need arise, we will assist with coordinating the work of all sub-consultants by providing site information and data, as and when requested. These sub-consultants will contract with you directly for their services.

Our scope of work for this project does not include the following:

- All Design and Modeling Services
- All Permitting Services
- Wetland/Wildlife Identification, Studies, Flagging or Permitting
- Traffic Study/Signalization
- Surveys
- Geotechnical Engineering/Investigations
- Environmental studies/analysis
- Fire Protection studies, analysis or design
- Architectural drawings
- Permit/application Fees

### **OUT-OF-POCKET EXPENSES**

All job-related travel, reprographic, printing and plotting costs and supplies, telefax and long distance telephone charges, mail and courier delivery services will be billed at cost plus 15%.

It is our pleasure to provide this professional services proposal to you. Please feel free to call me at (904)739-3655 if you have any questions or concerns. If you wish to authorize us to proceed, we ask that you sign and return one copy of the signed proposal to our office. If you have any questions regarding our proposal, we remain available to discuss it with you at your convenience.

Our Standard General Conditions and Rate Schedule are attached to this proposal for your information.

Thank you again for the opportunity to provide our engineering services.

Sincerely,

**PROSSER, Inc.**



Ryan P. Stilwell, PE  
Principal

Accepted By:

---

Signature

---

Typed Name & Title

---

Date

**PROSSER, INC.**

**GENERAL CONDITIONS**

1. Invoicing for services will be on a monthly basis and in proportion to the amount of work performed. Payment for work completed is not contingent upon receipt of governmental or other approvals. Payment is required within 30 days from date of invoice. Past due invoice amounts will be subject to interest charges at a rate of one percent (1%) per month. Should any invoice be 15 or more days past due, Prosser, Inc. shall have the right to suspend work on the project 10 days after written notice to our Client. Prosser, Inc. reserves the right to withhold sealing of drawings until all invoices due and payable have been paid in full.
2. Default: If the said Client fails to perform the covenants herein contained or fails to make payment as herein specified, Prosser, Inc. shall have the right to bring suit against Client for the sums due hereunder. In connection with any litigation arising herein, the prevailing party shall be entitled to recover all costs incurred, including reasonable attorney's fees.
3. Lien Provisions: The Client acknowledges that it has secured legal rights to the property upon which the contemplated project will be built. Client further agrees that Prosser, Inc. may file its "Notice to Owner" to secure its right to payment.
4. Regulatory Changes: The lump sum fees and corresponding scope of work has been formulated based upon existing regulatory codes, ordinances and procedures known to Prosser, Inc. on the date of proposal preparation. In the event subsequent regulatory changes require revisions to work completed or an increased level of effort, compensation for this additional work shall be in accordance with Paragraph 5 herein.
5. Additional Work: If the scope of our Agreement is modified, additional work may be undertaken at Prosser, Inc.'s discretion, under a lump sum fee or a time and material basis in accordance with our hourly rate schedule attached hereto.
6. Excluded Items From Lump Sum Fees: The lump sum fees do not include the cost of surveying, preparation of easements, soil tests or hydrogeologic work. Prosser, Inc.'s scope of work includes coordination with subconsultants, however, we request that their invoicing be made directly to you.
7. Reimbursable Expenses: Client requested expedited data delivery such as courier, fax, Federal Express, etc., shall be invoiced as a reimbursable expense in accordance with the attached hourly rate schedule. Costs of reproduction for transmittals & submittals beyond those specifically referenced in the proposal shall also be invoiced as a reimbursable expense in accordance with the attached hourly rate schedule.
8. Indemnification: Prosser, Inc. agrees, to the fullest extent permitted by law, to indemnify and hold the Client harmless from any damage, liability or cost (including reasonable attorneys' fees and costs of defense) to the extent caused by Prosser, Inc.'s negligent acts, errors or omissions in the performance of professional services under this Agreement and those of our subconsultants or anyone for whom Prosser, Inc. is legally liable.

The Client agrees, to the fullest extent permitted by law, to indemnify and hold Prosser, Inc. harmless from any damage, liability or cost, including reasonable attorney's fees and costs, caused by the negligent acts, errors or omissions by the Client and those of its contractors, subcontractors or consultants or anyone who acts on behalf of Client, and arising from the project that is the subject of this Agreement.

9. Limitations of Liability: In performing its professional services hereunder, Prosser, Inc. will use that degree of care and skill ordinarily exercised, under similar circumstances, by reputable members of its profession practicing in the same or similar locality. **NO OTHER WARRANTY, EXPRESS OR IMPLIED, IS MADE OR INTENDED BY PROSSER, INC.'S UNDERTAKING HEREIN OR ITS PERFORMANCE OF SERVICES HEREUNDER. IT IS AGREED THAT BY EXECUTION OF THE ATTACHED PROPOSAL, THE CLIENT ACKNOWLEDGES THAT PROSSER, INC.'S LIABILITY FOR ANY DAMAGE, LIABILITY OR COST ON ACCOUNT OF ANY ERROR, OMISSION, OR OTHER PROFESSIONAL NEGLIGENCE WILL BE LIMITED TO A SUM NOT TO EXCEED \$15,000 OR PROSSER, INC.'S FEE, WHICHEVER IS GREATER.**
10. Preliminary and detailed estimates of Construction Cost, if any, prepared by Prosser, Inc., represent our judgment as a design professional familiar with the construction industry. It is recognized, however, that neither Prosser, Inc. nor the Owner has control over the cost of labor, materials or equipment, over the Contractor's methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, Prosser, Inc. cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's Project budget or from any estimate of Construction Cost or evaluation prepared or agreed to by Prosser, Inc.
11. Regulatory Permitting: This Agreement does not include application fees required by any regulatory agency. We ask that the Client furnish the appropriate fee at the time applications are submitted. Permits may contain a requirement for public noticing. Any publishing and associated fees shall be the responsibility of the permittee (Client). Permits may be conditioned upon Engineer of Record inspection and certification of construction. In the event such a condition is imposed, progress and final inspections must be provided by Prosser, Inc. Compensation for this additional work shall be in accordance with Paragraph 5 herein.
12. Term of Agreement: This Agreement shall commence on the effective date of the attached proposal and upon execution by the Client. If the Client does not execute this Agreement within thirty days of the date noted on the Proposal, it is no longer valid unless otherwise mutually agreed upon by Client and Prosser.

9/15/2015

**PROSSER**



*Creative Visionaries. Engineering Minds®*

## Hourly Rate Schedule

Effective August 1, 2018

### Planning & Engineering

Principal	\$210
Project Director	\$185
Project Manager	\$160
Senior Engineer	\$150
Engineer	\$130
Senior Planner & Senior Landscape Architect	\$150
Planner & Landscape Architect	\$130
Senior Graphic Arts Director	\$150
Graphic Art Designer	\$110
Senior Designer	\$130
Designer	\$100
CADD Technician	\$85
Clerical	\$60
Administrative Support	\$85

### Project & Business Services

Project Administrator	\$140
Sr. Project Researcher	\$135
Project Researcher	\$130
Sr. Public Relations Liaison	\$150
Technical Writer	\$100

### Information Services

Programmer	\$135
Information Systems	\$135
GIS Programmer	\$135
GIS Analyst	\$130
GIS Technician	\$110

### CEI/Construction Management Services

Resident Engineer	\$150
Construction Project Manager	\$140
Sr. Construction Inspector	\$ 95
Construction Inspector	\$ 85

ALL REIMBURSABLE EXPENSES SHALL BE COST TIMES A FACTOR OF 1.15

**AUDIENCE COMMENTS  
AND SUPERVISOR  
REQUESTS**



# ADJOURNMENT