
RIVERTOWN

RECDD II Operational Report

Date of report: 8/17/22

Submitted by: Jason Davidson

RiverClub update:

- We are experiencing issues with the VFD for the Family Pool. We have been working with St. Augustine motor works to replace the fans on the VFD. The fans have been ordered and we are awaiting for arrival and will then schedule.
- The slide is not functioning 100%. Capital T pools was out today and feels there is a bad valve. We are attempting to aquire additionla quotes for the repair and have had no luck thus far. We will continue to reach out to vendors and appreicate your patience. We will be ok for weekend, no issues there.
- Capital T updated us on the Waterfall. Pump has been rebuilt, waiting on vendor to acquire proper seals and for electrician to wire in the pump.

Café Operational Update

We will be adjusting the hours upon the kids returning to school. Updated hours will be submitted in our next update.

Café Actuals: finalizing June numbers and will have in our next report. So sorry for the delay

	<i>Oct. 21</i>	<i>Nov. 21</i>	<i>Dec. 21</i>	<i>Jan. 22</i>	<i>Feb. 22</i>	<i>March. 22</i>	<i>April. 22</i>	<i>May. 22</i>	Total
Gross Sales	\$41,177.00	\$19,630.00	\$20,126.63	\$23,536.69	\$22,717.06	\$46,263.46	\$56,585.00	\$68,842.66	\$298,878.50
Cost of Goods Sold	\$22,577.00	\$11,343.93	\$9,078.59	\$9,569.00	\$8,618.50	\$27,045.00	\$25,207.00	\$29,018.51	\$142,457.53
Labor	\$21,399.40	\$13,863.60	\$3,418.60	\$11,918.20	\$10,816.20	\$17,975.60	\$24,809.80	\$27,854.48	\$132,055.88
Bank/SquareFees	\$1,629.00	\$739.00	\$716.56	\$844.18	\$807.25	\$1,927.07	\$2,524.00	\$3,134.08	\$12,321.14
Net Profit/Loss	-\$4,428.40	-\$6,316.53	\$6,912.88	\$1,205.31	\$2,475.11	-\$684.21	\$4,044.20	\$8,835.59	\$12,043.95

Hour of operation are as follows.

RiverClub:

Sunday, Wednesday through Thursday: 10am – 9pm

Friday and Saturday: 10am – 10pm

RiverCafe:

Wednesday and Thursday: 4pm – 9pm

Friday: 4pm – 10pm

Saturday: 12pm – 10pm

Sunday: 12pm – 9pm

Tasker

CDD I, II and III Post Meeting Action Items				
Item	District	Proprietor	Description	Progress
Light Pilot Program	RECDD I	Johnathan	order and install lights for pilot program/ BOS approved and additional \$1,000 toward the pilot program.	in progress
Gym TV's	RECDD I	Jason	get with AT&T and Comcast to see about upgrading the TV's in the gym	in progress
Tennis League	RECDD I	Jason	work with DC and GMS to draft agreement	aquired/in progress
5K Reindeer Run	RECDD I	Jason	work with DC and GMS to draft agreement	aquired/in progress
Easement Access per Saint Johns County	RECDD I	Jason	work with DC and GMS to draft agreement	aquired/in progress
Bartram Trail Swim Team Agreement	RECDD I	Jason	work with DC and GMS to draft agreement	aquired/in progress of finalization
Monument Paint Project (Keystone Corner)	RECDD II	Jason	work with DC and GMS to draft agreement	aquired/in progress
Pirate Ship Paint Project	RECDD II	Jason	work with DC and GMS to draft agreement	aquired/in progress
RiverClub Parking Lot Curbing	RECDD II	Johnathan/Jason	Work with District Engineer to address drainage and damage to areas that may require curbing	in progress
Kayak Rental Fee's	RECDD II	Clint	Increase to \$10 per rental. Investigate revenue for FY'22 YTD. Investigate where fees are posted. If in policies, a public hearing will be required. Communicate with the District Manager	in progress
Grass Clippings	ALL	Clint/Jason/HOA	Draft a e-blast reminding residents the importance of blowing their yard clippings back into their yard and not leaving them in the street. This effect our ponds due to the clipping being washed into our storm water management systems. Will need to work with the HOA on messaging in an effort to combine forces and address accordingly.	complete
Hallow Crawl	ALL	Clint	BOS would like for staff to work with the resident putting on the Crawl. Specifically what our policies and procedures allow in correlation with St. Johns County parking and noise ordinances.	in progress
Fund Raising Event	ALL	JD	work with DC and GMS to draft agreement	in progress
Security	ALL	Jason	gathering quotes	in progress
Inventory system for assets	ALL	Johnathan	work on an inventory list of current asset	ongoing

Field Services Update

Submitted by: **Johnathan Perry**

RiverHouse

- Slide
 - The slide is having issue allowing adults down the slide. We have had a pool specialist come out to inspect and he suggested removal of the plumbing to unclog the pipes. We have received one proposal and are awaiting additional.
- Pools
 - Over time, the pools develop a “scum” line along the tiles. The team cleaned all tiles and will continue to monitor for additional needs.
- Gym
 - In addition to the equipment cushions, it was also reported that one of the cables within a machine was beginning to fray. The team investigated and found that they were able to file down the exposed cable without harming the integrity of the machine.
- Furniture

- One of the couches lost a leg some time ago. The team has been monitoring their previous repair and found that the leg was not suitable. They have repaired it once again and will monitor it to ensure its adequacy.

RiverClub

- Pressure Wash
 - The entirety of the RiverClub has been pressure washed along with the Kayak Storage building. The team will monitor this for additional needs.
- Painting
 - The café bar, café kitchen door and all bathroom doors have been touched up. We are looking into future needs to paint the building as a whole and will ensure the boards are aware once we have an idea of costs and timelines for doing so.

Common Areas

- Welcome Center Waterfall
 - The vendor has informed us that the final pump for the waterfall has been assembled and is ready for pickup. They are, tentatively, scheduling us for Aug 1st to install the pump and have the waterfall up and running.
- Community Lighting
 - Additional lights have been ordered for the Lakes area. We are nearly done with the project and are tracking to be under budget.
 - We have received one concern regarding the new lights. This light was in front of a house on Rambling Water Rn. We were able to purchase a bulb that followed our LED project idea but was slightly dimmer and warmer in color. We will ensure that any complaints such as this are monitored, and lights changed as needed.
- Community Sidewalk Pavers
 - The team is currently working to pressure wash all sidewalk pavers to ensure the safety of the residents. These areas build up algae and dirt over time and will need periodic maintenance.
- Painting
 - The vendor chosen to paint the entry monument along KeyStone Corners and LongLeaf Pine has been notified. We are currently scheduled to have the project begin in October.



Landscape Maintenance Report

Irrigation:

- Clocks are set to 3-4* days a week. We will monitor for any adjustments
- We are watching the rain and will adjust if irrigation is not needed. Controllers do have rain sensors and E.T. (Evaporational Transpiration)
- Irrigation Technicians are doing scheduled wet checks and following hot spots. We have adjusted times on areas that stay wet, to avoid over watering and fungus. New sodded areas and new flowers are being watered properly.

Maintenance Operations:

Monday:

- Mowing operations at Riverhouse to 2nd roundabout
- Mowing operations along Riverwalk
- Mowing Operations on Keystone Corners, High Pointe, Manor, and Watersong
- Detail crew hand pulled weeds around Riverhouse beds and playground areas.
- New section of main had some weed issues. Crew hand pulled weeds and sprayed berms.
- **Rain Delay in afternoon**

Tuesday

- Mowing Operations OBT to RiverHouse
- Mowing Operations along River Main *including new section at the end*
- Detail Operations at River Club to circle. Crew hand pulled weeds throughout River Club. Pool was trimmed and weeds pulled. Crack weeds were removed and sprayed. Vesta noted that there was an ant issue, I applied an insecticide to all areas of concerned.

Wednesday:

- Due to the excessive rain we received, we pushed our focus to detail and weed removals. We had crews start at welcome center and finish at the OBT circle. We hand pulled weeds/vines throughout. Trimmed grasses that were encroaching onto sidewalks for pedestrian clearance.
- Crews continued Northlake bed clean ups around Big NL pond.

Thursday:

- Crews Continued NL beds, they were able finish all beds on the park side of NL. Beds were trimmed, cleaned for weeds, and sprayed.

- Mowing Operations at Homestead. This area was not saturated with water, so we decided to continue our mowing.

Friday

- Mowing and Detail operations at The Landings. The juniper beds had some weed issues, crew hand pulled throughout all beds. Shrubs were trimmed and vines pulled.
- Mowing Operations at Welcome Center to OBT circle. We mowed this area because we could not earlier in the week due to rain.

Saturday:

- Crew sprayed all Riverhouse perimeter.
- Pond "C" was completely serviced. Trimmed, weeds pulled and sprayed.

Fert/Chem

- Turf weeds are being sprayed; our focus was all of Kendell Crossing due to high weed pressure. This was completed.

Mulch:

Annuals:

- Flowers are installed.

Turf:

- There are areas of turf throughout RT that was stressed due to excess heat. We investigated these areas and added more time for irrigation. **These areas have been replaced with new sod.**

****Mowing Operations= Mow, edge, weed eat (string trim), and blowing
Detail Operations= Spray for weeds, hand pull weeds, trim shrubs, and hand prune ornamentals (roses)****

Notes- Watersong entrance is on our radar. Sod will be installed 7/19 and plants will be installed on 7/20. Detail crew will be there before to hand pull all weeds. **This was COMPLETED.**

Observation Report Areas of Concern

Please provide in your weekly reporting where we are with the concerns below. This way we can close the loop.



- Removing holly trees 7/26

HomeStead



Orange Branch Trail and Indian Grass, dead turf

- Keeping a close eye on this area. It has been fertilized. Runners should fill in time.

Northlake Park



NorthLake Park, Struggling turf

- We have teamed up with Wild Earth. They provide top dressing soil and enriched organic fertilizers. We are testing this area soon. This product will hopefully amend the soil and give us great results in the future. If this works, I would like to start using this in our stressed turf areas. I will send over some information and pictures of results from other communities.

Riverfront Park Wall



White Wall bed, missing vegetation

- Proposal will be sent for this area on 7/26

Main Street Park



Struggling turf

- Turf weeds have been treated. This area has high volume of traffic and wear/tear from kids playing.

The Landings



Entrance along RiverTown Blvd; beds full of weeds

- This has been cleaned up and sprayed. We went ahead and cleaned through both sides of boulevard.