

# RIVERTOWN

## RECDD II Operational Report

*Date of report: 10/19/22*

*Submitted by: Jason Davidson*

### RiverClub update:

Nothing to report at this time.

### Participation:

October	November	December	January'22	February	March	April	May	June	July	August	September	FY 22 Total
1,955	1,247	1,114	1,080	1,284	2,035	2,954	2,623	5,107	4,872	3,333	1,707	29,311

### RiverCafe Financial Update:

	Oct. 21	Nov. 21	Dec.21	Jan.22	Feb.22	March.22	April.22	May.22	June.22	July.22	Aug.22	Sept.22	Total
Gross Sales	\$41,177.00	\$19,630.00	\$20,126.63	\$23,536.69	\$22,717.06	\$46,263.46	\$56,985.00	\$68,842.66	\$76,557.84	\$72,635.73	\$46,726.26	\$36,037.00	\$531,235.33
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	\$36,700.00	\$27,496.19	\$28,213.78	\$20,818.53	\$255,686.03
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	\$42,520.00	\$36,874.40	\$33,186.00	\$26,748.80	\$271,385.08
Bank/SquareFees	\$1,629.00	\$739.00	\$716.56	\$844.18	\$807.25	\$1,927.07	\$2,524.00	\$3,134.08	\$3,545.41	\$3,334.49	\$1,983.37	\$1,520.00	\$22,704.41
Net Profit/Loss	-\$4,428.40	-\$6,316.53	\$6,912.88	\$1,205.31	\$2,475.11	-\$684.21	\$4,444.20	\$8,835.59	-\$6,207.57	\$4,930.65	-\$16,656.89	-\$13,050.33	-\$18,540.19

### RiverCafe Financial with Inventory Update:

	Oct. 21	Nov. 21	Dec.21	Jan.22	Feb.22	March.22	April.22	May.22	June.22	July.22	Aug.22	Sept.22	Total
Gross Sales	\$41,177.00	\$19,630.00	\$20,126.63	\$23,536.69	\$22,717.06	\$46,263.46	\$56,985.00	\$68,842.66	\$76,557.84	\$72,635.73	\$46,726.26	\$36,037.00	\$531,235.33
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	\$36,700.00	\$27,496.19	\$28,213.78	\$20,818.53	\$255,686.03
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	\$42,520.00	\$36,874.40	\$33,186.00	\$26,748.80	\$271,385.08
Bank/SquareFees	\$1,629.00	\$739.00	\$716.56	\$844.18	\$807.25	\$1,927.07	\$2,524.00	\$3,134.08	\$3,545.41	\$3,334.49	\$1,983.37	\$1,520.00	\$22,704.41
Inventory							\$6,833.37	\$6,390.88	\$6,406.50	\$7,341.79	\$4,880.58	\$5,885.35	\$37,738.47
Net Profit/Loss	-\$4,428.40	-\$6,316.53	\$6,912.88	\$1,205.31	\$2,475.11	-\$684.21	\$11,277.57	\$15,226.47	\$198.93	\$12,272.44	-\$11,776.31	-\$7,164.98	\$19,198.28

## 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
5K Reindeer Run	RECDD I	Jason	work with DC and GMS to draft agreement	acquired/in progress
Homeschool Enrichment Program Agreement	RECDD I	Jason/DC/DM	work with DC and GMS to draft agreement	completed
Longleaf Church Ruck St. Johns Walk Agreement	RECDD I	Jason/DC/DM	work with DC and GMS to draft agreement	in progress
Outdoor Club Application	RECDD I	Jason	sign agreement and get it over to Clint	completed
Warning System in Place for Waterfall	RECDD I	Jason/Johnathan	be sure there is an alarm system installed on the waterfall pit. Work with Supervisor Cameron during the project in its entirety	in progress
Pond Maintenance in the Enclaves	RECDD I	Jason/Johnathan	Work wit VerdeGo to ensure these areas are brought up to standard	completed
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
New Pond Agreement	ALL	Jason/DC/DM	Acceptance of new ponds	completed
Landscape Add Work Agreement	ALL	Jason/DC/DM	Acceptance of Landscape add Work	completed
Sub Division sign Decoration stipulations for the Holidays	ALL	Jason/DC/DM	Bring back a suggested approach for the potential handing of holiday decorations on subdivision signs (to be discussed at joint meeting)	completed
Weekly Sump Pump checklists to BOS to be included in weekly reports	ALL	Johnathan	weekly sump pump check log to be included in reporting to ensure it is being executed efficiently	on going
inventory system for assets	ALL	Johnathan	work on an inventory list of current asset	ongoing

*Lifestyle Update*

*Submitted by: Clint Waugh*

## Exercise Classes and Kids Programming

### Zumba with a Twist

- Class takes place Thursday morning at 9:15 AM.
- The class takes place inside the RiverHouse Fitness Room.

### Aqua and Land Aerobics

- Water aerobics for the rest of October is just Monday's, Tuesday's, and Thursday's due to water temperatures.
  - Monday at 10:30 AM, Tuesday and Thursday at 2:30 PM
- Land Aerobics is continuing Wednesday and Thursday
  - Wednesday at 10:30 AM and Thursday at 4:00 PM
- We are working on fall and winter schedule to start in November once we move away from the pool.

### Tennis

- Junior Tennis Fall program beings on August 16<sup>th</sup>. This will take place on Tuesday and Thursdays from August 16<sup>th</sup> through October 20<sup>th</sup>. The schedule is as follows:
  - Middle School Training (Ages 11-14) – 3:30 PM to 4:30 PM

- Pre-K Athletic Development (Ages 3-4) – 4:30 PM to 5:00 PM
  - Red/Orange Ball (Ages 5-8) – 5:00 PM to 6:00 PM
  - Orange/Green Ball (Ages 9-12) – 6:00 PM to 7:00 PM
- Adult tennis has moved to Saturday mornings, with the top Tennis pro from 904 tennis running the program.
- Beginner/Intermediate women's tennis is held from 8:30 AM to 10:00 AM.
- A Wednesday night Women's class has been added from 7:00 PM to 8:30 PM due to demand.

#### Soccer Shots

- Fall program starts on Monday, August 29<sup>th</sup> and runs through November 21<sup>st</sup>.
  - All children 2-9 years old from 4:15 PM to 6:00 PM
- Will update with spring and summer numbers when available.

#### Gentle Flow Yoga

- Gentle Yoga will remain every Monday Morning 9:00 AM – 9:50 AM at the RiverHouse Fitness Room. We have added a Gentle class on Friday morning at 9:00 AM.
- We have expanded the yoga program here at RiverTown. There will be multiple classes of different types of yoga. Have seen good participation in all classes since expanding.
  - Gentle Yoga will still be on Monday's and Friday's at 9:00 AM
  - Flow and Go will be on Wednesday's at 12:00 PM
  - Strong Flow will be Thursday's at 6:30 PM

#### Mary Time Music

- The fall program will begin at the end of August and run through October twice a week.
  - Tuesdays and Wednesdays from 11:00 AM to 11:45 AM
- We have added Friday classes to the fall program due to demand.
- The winter program will be three classes a week with a start time late October/first of November.

#### Ball Room Dancing

- We have paused Ball Room Dancing due to interest. We will look to start having classes again in the fall.

#### Children's Dance Classes

- The fall schedule runs from August 16<sup>th</sup> through December 6<sup>th</sup>.
  - Ballet for Ages 3-5 from 4:45 PM to 5:30 PM
  - Jazz for K-2<sup>nd</sup> from 5:45 PM to 6:30 PM

#### Art in Motion Classes

- During the school year we will continue and have a Wednesday afternoon classes:
  - 3:00 PM to 4:30 PM
  - 4:30 PM to 6:00 PM
- Working with vendor for potential additional classes for example: mommy and me class or an adult painting class

#### Champion Swim School Lessons

- Swim Lessons classes are being offered through Champion Swim School this summer and will continue into the fall. These classes ended at the end of September.

### **Food Trucks**

- Every Monday evening, Sal's Cucina is at the RiverHouse – Sal's is doing very well with an average revenue of \$650.00 each Monday.
- Starting in September, we will do a rotation each month of a different type of Food truck. For September we are doing a Latin and Brazilian food truck night
- We host 2-3 food trucks in rotation at the RiverHouse from 5:00 PM – 8:00 PM. We began to collect money from the food trucks (\$25.00 per savory and \$15.00 per dessert) starting on September 3rd. Revenue going back to CDD.

### **September Events**

- Italian Nights – Sal's (5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup>, 26<sup>th</sup>)
  - Every Monday at the RiverHouse from 5pm to 8pm
- Food Truck Friday's (2<sup>nd</sup>, 9<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup>, 30<sup>th</sup>)
  - Every Friday at the RiverHouse from 5pm to 8pm
- Food Truck Nights (15<sup>th</sup> and 29<sup>th</sup>)
  - Going to start rotating food type each month (example bbq trucks one month) at the RiverHouse from 5pm to 8pm every 2<sup>nd</sup> and 4<sup>th</sup> Thursdays
  - Will be Taco trucks this month with Alma Food Truck (8<sup>th</sup>) and Viva Mi Familia (22<sup>nd</sup>).
- Labor Day Weekend Entertainment (3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup>)
  - 3<sup>rd</sup> – Live music on both pool decks from 12:00 PM to 3:00 PM
    - Dean Winter Duo at RiverHouse
    - Mark O'Quinn Duo at RiverClub
  - 4<sup>th</sup> – Live Music on both pool decks from 12:00 PM to 3:00 PM
    - Ian Kelly Duo at RiverHouse
    - Jay Peele Duo at RiverClub
  - 5<sup>th</sup> – DJ's at RiverClub and RiverHouse pools from 12:00 PM to 3:00 PM. The Café will be open from 12:00 PM to 7:00 PM. The slide at the RiverHouse pool will also be open from 11:00 AM to 7:00 PM.
- NFL Kickoff Party at RiverClub (11<sup>th</sup>)
  - We will have local televised games on for both early time slots as well as the Redzone channel going all day. Café specials all day.
- RiverTown Community Blood Drive (11<sup>th</sup>)
  - LifeSouth will be on site Sunday, September 11<sup>th</sup> at the RiverHouse from 11:00 AM to 4:00 PM. Donate platelets, plasma, or double reds receive a \$20 eGift Card.
  - This was rescheduled from August due to staffing issue.
- Trivia (15<sup>th</sup>)
  - DJ Ross will be having Trivia from 6:30pm to 8:30pm. Category will be All Things Summer.
  - Will be a free event for all residents.
- St. John's County Library Bookmobile at RiverTown (16<sup>th</sup> and 30<sup>th</sup>)
  - Will be onsite on Friday, September 16<sup>th</sup> and 30<sup>th</sup> from 10:00 AM to 11:30 AM.
  - They will be parked at the RiverHouse.
- Music Bingo (22<sup>nd</sup>)

- DJ Ross will be having Music Bingo from 6:30pm to 8:30pm. Categories will be Disco Hits and Movie songs.
  - Will be a free event for all residents.
- Live Music at the RiverClub (29<sup>th</sup>)
  - Live music on the RiverClub pool deck/café from 5pm to 8pm.
- Flower Arranging Event with Southern Grace Floral (27<sup>th</sup>)
  - Will be held at RiverHouse from 6:30 PM to 8:00 PM.
  - Cost is \$55 dollars for residents.

### **October Events**

- Italian Nights – Sal's (3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup>, 31<sup>st</sup>)
  - Every Monday at the RiverHouse from 5pm to 8pm
- Food Truck Friday's (7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup>, 28<sup>th</sup>)
  - Every Friday at the RiverHouse from 5pm to 8pm
- Food Truck Nights (13<sup>th</sup> and 27<sup>th</sup>)
  - Going to start rotating food type each month (example bbq trucks one month) at the RiverHouse from 5pm to 8pm every 2<sup>nd</sup> and 4<sup>th</sup> Thursdays
- Trivia (13<sup>th</sup>)
  - DJ Ross will be having Trivia from 6:30pm to 8:30pm. Category will be Halloween.
  - Will be a free event for all residents.
- Adult's Only Halloween 90's Party (21<sup>st</sup>)
  - Adult's only party at the RiverClub on October 21<sup>st</sup> from 7:00 PM to 10:00 PM
  - Will be a ticketed event; tickets are \$5 a person.
  - The RiverClub will close at 7pm for the event to begin.
  - With the RiverClub being shut down for the event from 7:00 PM to 10:00 PM we will be providing live music and games for the families that choose to go to Food Truck Friday from 5:00 PM to 8:00 PM.
- St. John's County Library Bookmobile at RiverTown (14<sup>th</sup> and 28<sup>th</sup>)
  - Will be onsite on Friday, October 14<sup>th</sup> and 28<sup>th</sup> from 10:00 AM to 11:30 AM.
  - They will be parked at the RiverHouse.
- RiverTown Fall Festival (22<sup>nd</sup>)
  - Will be held at the RiverClub amphitheater from 11:00 AM to 2:00 PM.
  - We will have amusements and game, hayride, a DJ, costume contest, pumpkin patch, magicians, face painting and airbrush tattoos, stand up paddle board company with instructor giving demo's, a fitness vendor, and St Johns County sheriff's office (potentially).
- Live Music at the RiverClub (27<sup>th</sup>)
  - Live music on the RiverClub pool deck/café from 5pm to 8pm.
- Trick or Treat RiverTown (31<sup>st</sup>)
  - We will have an event from 5:00 PM to 8:00 PM at the RiverClub on Halloween, the 31<sup>st</sup>. We will have a regular food truck, a desert truck, the Café bar will be open and will be giving out candy to all kids. We will still have Sal's Italian food truck at the RiverHouse as well during that time.
- Jaguars Group Outing (23<sup>rd</sup>)
  - Jacksonville Jaguars vs. New York Giants at 1:00 PM

- Roundtrip charter bus transportation from RiverTown to TIAA Bank Field and a pre-game tailgate inside of TIAA Bank Field with inclusive food, beer, wine, water, and soft drinks starting three hours prior to kickoff. There are also options to buy separate items and not full package.

### **November Events**

- Italian Nights – Sal’s (7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup>, 28<sup>th</sup>)
  - Every Monday at the RiverHouse from 5pm to 8pm
- Food Truck Friday’s (4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup>, 25<sup>th</sup>)
  - Every Friday at the RiverHouse from 5pm to 8pm
- Food Truck Nights (10<sup>th</sup>)
  - Going to start rotating food type each month (example bbq trucks one month) at the RiverHouse from 5pm to 8pm every 2<sup>nd</sup> and 4<sup>th</sup> Thursdays
- Trivia (10<sup>th</sup>)
  - Trivia from 6:30pm to 8:30pm. Category will be TBD.
  - Will be a free event for all residents.
- RiverTown Vendor Fair (12<sup>th</sup>)
  - Up to 30 vendors for a gifts and craft fair at the RiverHouse from 11:00 AM to 2:00 PM.
  - Lots of resident participation as vendors
- Live Music at the RiverClub featuring resident Jeremy Weinglass (4<sup>th</sup>)
  - Live music on the RiverClub pool deck/café from 6pm to 9pm
- Live Music at the RiverClub (17<sup>th</sup>)
  - Live music on the RiverClub pool deck/café from 5pm to 8pm
- World Cup/Florida vs. FSU viewing party at Club (25<sup>th</sup>)
  - USA vs. England at 2:00 PM (will be partnering with RiverTown Football Club) and then Florida vs. FSU at 7:30 PM
  - Café will open at 1:00 PM that day.
- World Cup Viewing Party with RiverTown Football Club at Café (27<sup>th</sup>)
  - Spain vs. Germany at 2:00 PM
- Additional events added TBA

### **December Events**

- Italian Nights – Sal’s (5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup>, 26<sup>th</sup>)
  - Every Monday at the RiverHouse from 5pm to 8pm
- Food Truck Friday’s (2<sup>nd</sup>, 9<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup>, 30<sup>th</sup>)
  - Every Friday at the RiverHouse from 5pm to 8pm
- Food Truck Nights (8<sup>th</sup> and 22<sup>nd</sup>)
  - Going to start rotating food type each month (example bbq trucks one month) at the RiverHouse from 5pm to 8pm every 2<sup>nd</sup> and 4<sup>th</sup> Thursdays
- Holiday Movie Night (3<sup>rd</sup>)
  - We will be showing a holiday movie at the RiverClub Amphitheater on December 3<sup>rd</sup> at 6:00 PM. The café will be open for residents to utilize and will have a beverage tent at the amphitheater that evening.
- Light the Night (24<sup>th</sup>)

- Luminaries will be bought thru Pine Castle again this year for residents to light the night on December 24<sup>th</sup> at 7:00 PM.
- RiverTown Holiday Spectacular (10<sup>th</sup>)
  - This will be an all-day event filled with Holiday activities.
  - From 12:00 PM to 3:00 PM we will have Santa and amusements for all ages at the RiverClub.
  - We will have our annual holiday golf cart parade sponsored by Nascarts.
  - We will have the Christmas Tree Lighting at the RiverClub at dusk followed by live music at the Amphitheater that evening.
- Jaguars Group Outing (23<sup>rd</sup>)
  - Jacksonville Jaguars vs. Dallas Cowboys at 1:00 PM
  - Roundtrip charter bus transportation from RiverTown to TIAA Bank Field and a pre-game tailgate inside of TIAA Bank Field with inclusive food, beer, wine, water, and soft drinks starting three hours prior to kickoff. There are also options to buy separate items and not full package.
- Holiday Craft (16<sup>th</sup> or 17<sup>th</sup>)
  - Vendor and craft TBD
- Live Music at the RiverClub (TBD)
  - Live music on the RiverClub pool deck/café from 5pm to 8pm

#### **RT Website and Mobile Website – Update**

- Website and mobile website are live now.
- Since launch:
  - Newsletter Sign ups – 554 (was 535 for the September report)
  - Access Card forms – 328 (was 311 for the September report)
  - Contact us/report a concern – 340 (was 313 for the September report)

#### **Board Action**

- No action at this time.

*Field Services Update*

*Submitted by: Johnathan Perry & Kevin McKendree*

#### **RiverHouse**

- Gym
  - We have been working diligently to acquire proposals for the gym equipment. While we've received 3 quotes to purchase all the new equipment, updates were needed to provide leasing options. We are working with 3 vendors to have this provided as well as options for replacing the flooring.
  - The box that hides the wires behind the treadmills continues to loosen over time. We are working to install them in a way that stays attached and keeps the wires hidden.
- Tennis courts
  - The team was able to reinstall all the windscreens following the storm. Due to the diligent efforts of the maintenance team, none of the screens were damaged.
- Rental Area
  - The team has been working to paint the trim throughout the facility. This project is ongoing due to daily occupancy of the area. We will continue to work this until completion.

- Doors
  - Some more of the door handles needed replacing. Namely the handle leading to the men's shower/handicap stall in the pool side restroom. We were able to source a handle and install it with no issues. We will continue to monitor for additional needs.
- ADA Chair
  - The ADA chair has been installed in the family pool. We recently had both hydrants repaired to allow for residents to utilize the ADA chair at either pool. Staff has been trained on its use and we will continue to monitor to ensure no other needs are identified.
- Cabana
  - The faucet in the cabana was missing some of its parts due to wear and tear. The team was able to source a replacement and install it with no issues.
  - The fans within the cabana are not working properly. We have acquired two new fans, installed them and will monitor for any additional needs.
- Playground
  - The playground has some speakers that have blown. We are investigating options to have these replaced with a more weather resistant option. Once we are certain these will work with the feature, we will install and monitor to ensure there are no other issues.

### **RiverClub**

- Kayak Shed
  - Two additional slots have been added to the kayak storage shed. We were able to free up some space and provide additional residents with storage solutions for their kayaks.
- Pressure Wash
  - The team pressure washed the amphitheater. Due to its location, this area becomes dirty quickly. We are monitoring it's needs based off of usage and adjusting accordingly.
- Countertops
  - It has been discovered that all of the countertops are not secured properly. The team has inspected, repaired and reattached all of the countertops.
- Pool
  - We have received proposals to repair the coping around the pool. The coping has begun to separate from the edge of the pool and is at risk of falling in. We are scheduling the repair for as soon as possible.
- Café,
  - We are investigating options for the bar in the café. The foot rail and back wall are in need of renovation. The rail is attached via security screws that will require extensive time to remove, but once removed, we have a vendor that will take it to powder coating and turn it into a two-piece rail. This will aide in any future needs for removal or repair, in addition to the installation of normal bolts.
- Firepit
  - The pavers at the northern most firepit are beginning to sink. We have contacted vendors and received proposals for the project. We will be scheduling this for repair as soon as possible.
- Fencing
  - Some of the fencing around the facility has the wires that run through it. This tends to become loose and/or break over time. We currently have 4 cables that need to be repaired. We are scheduling this accordingly and will have them repaired as soon as possible.

### **Common Areas**



- Welcome Center Waterfall
  - The vendor has installed the pump on the feature. They are currently searching for the proper gaskets for the pump. Once acquired, they will install and start up the pump. This should be accomplished very soon.
- Painting
  - Due to the weather and scheduling conflicts, the painting of the KeyStone Corners monument and the Pirate Ship playground have been pushed at least two weeks. We are working with the vendor to ensure these projects are completed as this has been an extended wait for these projects.
- RiverClub Roundabout
  - The fencing at the roundabout has been installed following the accident. We will be working with the landscaper to have the area brought back to its original state as soon as the schedule allows.
- Footbridge
  - The walking bridge between Northlake and The Gardens was damaged during the storm by a large tree that fell on it. We have found a vendor to come and repair the damaged sections and should be completed by months end.
- RiverHouse Roundabout
  - The missing walking path light pole is being replaced. We have contacted a vendor to replace the poles foundation and we will be installing the pole in house.

Landscape Update: