
RIVERTOWN

RECDD I General Manager Report

Date of report: 3/23/22

Submitted by: Jason Davidson

RiverHouse update/No board action required:

The gym is in need of new equipment. The team is currently working with vendors specific to replacement. Leasing and buying options will be presented to the board in the May meeting for consideration for FY23 in regards.

Lifestyle Report

Submitted by: Clint Waugh & Ross Ruben

Exercise Classes and Kids Programming

Zumba with a Twist

- Class times staying the same, no adjustments needed.
- The class takes place inside the RiverHouse Ballet Room.

Pilates and Barre

- Pilates and Barre will be concluding in December and not continuing. The teacher decided to stop teaching.

Aqua and Land Aerobics

- Now moving into the colder months, we have transitioned to land aerobic classes only.
- To test interest for each class, we are running a Monday, Wednesday, Friday class schedule
- Monday and Wednesday – Tracie's choice, and Friday walking class
- Subject to change on the schedule due to participation.

Tennis

- Kids Tennis continues to be offered. This takes place one evening a week on the Tennis Courts with 6-10 participants for each age group.
- Adult tennis has moved to Saturday mornings, with the top Tennis pro from 904 tennis running the program.
- Beginners' women's class (10am to 11am) for Saturday's, men's and cardio were dropped after no sign ups

Soccer Shots

- The winter program will start November 29th and run through February 7th.
- The spring program will be from February 14th through May 9th
- Fall numbers were as follows:
 - 14 minis (2-3 year olds)
 - 16 classics (4-5 year olds)
 - 7 premiers (6-9 year olds)
- Winter Numbers were as follows:

- 12 minis (2-3 year olds)
- 12 classics (4-5 year olds)
- 9 premiers (6-9 year olds)

Gentle Flow Yoga

- Every Monday Morning 9:30 – 10:20 AM at the RiverHouse Ballet Room.

Mary Time Music

- Winter program will be January 18th through March 9th.
- Spring program will be around the last weekend of March through May 20th
- Classes on Tuesdays and Wednesdays, spring may be adding additional days due to popularity.

Kids Acrobatic Classes

- Will take place every Wednesday from January 5th to March 9th in the Fitness Room
- There are classes for different age groups: 7-10 years old, 4-7 years old, 3-5 years old

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.
- In place of Blazin Buffalo, every 2nd and 4th Thursday, we are going to have a different Taco truck for Taco Thursday! We also host one truck outside the gates of WaterSong twice a month, we have taken December off, but have started that back up for January. That is on the 1st and 3rd Thursdays of each month.
- 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.
- We also have started having 2 food trucks at the RiverClub on Friday, 1 on Saturday, and 1 on Sunday. This to help with the supply/demand of café during the weekends.

February Events:

- Food Truck Friday's
- Italian Night Monday's
- Taco Thursdays (10th and 24th)
 - What's the Catch on the 10th and Chubby Burrito on the 24th
- Trivia with DJ Ross (18th)
 - Theme was variety, had 48 sign ups
 - \$480 in revenue, \$400 in expenses
- Music Bingo with DJ Ross (25th)
 - First Music Bingo of the year
 - 3 rounds of music, had 60 sign ups
 - \$600 in revenue, \$400 in expenses
- Daddy Daughter Dance (4th)

- 87 families participated in this year's Daddy Daughter Dance. Had DJ Ross set up on the patio for the dance floor, deserts and photo wall were inside the RiverHouse. Tickets were \$20 a family.
- \$2000 in revenue, \$719 in expenses
- Adults Only Valentine's Dinner (12th)
 - This was cancelled due to the Café kitchen closure, did have 2 food trucks at the RiverClub that evening as well as live music from Mark O'Quinn from 5pm to 8pm
- Superbowl Party at the RiverClub (13th)
 - Café kitchen was closed for the weekend, had bar service and 2 food truck at the RiverClub as well as the extended hours.

March Events:

- Food Truck Friday's
- Italian Night Monday's
- Taco Thursdays (10th and 24th)
 - El Agave Azul on the 10th and Takeria Mix on the 24th
- Spring Break Activities (14th – 18th)
 - DJ Ross at RiverHouse pool, desert trucks and waterslide races and games on Tuesday the 15th
 - Live Music at the Pool/Café from 5pm to 8pm on Wednesday the 16th
- Trivia with DJ Ross (31st)
 - Moving back to Thursday, will be a gauge on whether to keep on Thursday or potentially move back to Friday full time
- St Patrick's Day Party (17th)
 - Café specials and live music from 5pm to 8pm on the 17th
- Café specials for NCAA basketball tournament and viewing
- Mardi Gras Party at the Club (5th)
 - Held at the RiverClub from 4pm to 7pm on March 5th
 - Had live music, photo wall with props, face painting/airbrush tattoo's, café specials, and food trucks

April Events:

- Food Truck Friday's
- Italian Night Monday's
- Taco Thursdays (14th and 28th)
- RiverTown Spring Fling (16th)
- Improv Comedy Show at the Café (7th)
- Music Bingo with DJ Ross (14th)
- Trivia with DJ Ross (21st)

RT Website and Mobile Website – Update

- Website and mobile website are live now.

- Working with Mattamy's sales team, we sent over a "how to for residents" to help aid residents with acquiring access cards.
- Since launch:
 - Newsletter Sign ups – 310 (was 251 for the February report)
 - Access Card forms – 128 (was 97 for the February report)
 - Contact us/report a concern – 105 (was 77 for the February report)
 - Haven (17)
 - Groves (3)
 - Lakes 1 (7)
 - Landings (8)
 - Enclaves (4)
 - Arbors (11)
 - Gardens (13)
 - Northlake (5)
 - Homestead (9)
 - Main Street (12)
 - Preserve (3)
 - N/A (2)
 - Estates (2)
 - High Pointe (5)
 - Watersong (2)

Field Operations Report

Submitted by: Johnathan Perry

RiverHouse

- Men's Restroom Door Handle
 - The door handle in the men's room has been replaced and is functioning properly. We will continue to monitor and if a different style is required, we will research best options and replace.
- Light Posts
 - A light post along the path leading around the pond had its top removed a while back. Thanks to the help of Mattamy, we have been able to replace that top portion and have an abundance of replacements and parts on hand.
 - The lamp post near the lap pool that had its glass housing broken has been replaced with the parts recently acquired.
- Gym
 - One of the treadmills was repaired, so we now have two operational. The third repair was attempted, but when the vendor installed the new parts, they discovered an additional part that malfunctioned. This should be in next week.
 - One of the row machines had its chain fall out of the track. The team disassembled and repaired the rower, requiring no additional repairs.
- Pump Room
 - Both pump rooms have been cleaned and organized in preparation for the summer season and with the upcoming arrival of the side by side. We are working get a proposal to refill the pump rooms rocks.
- Pool Coping

- A piece of the coping near one of the dive blocks in the lap pool chipped off. The team was able to repair this without the removal of the coping. We will monitor this area to ensure the repair holds.
- Rental Fan
 - A fan on the rental side had one of its blades break off. The team found a replacement and was able to install it without the need for a new fan. We have more blades on hand if future repairs are required.
- Tennis Court Fence
 - The tennis court fence was becoming untethered to the posts. We were able to reattach the fence and will continue to monitor it for future repairs. We are also working to get quotes to replace portions of the fence that may require it.
- Bathroom Signs
 - The bathroom signs on the pool side were beginning to show signs of distress. The team replaced all 4 signs.
- Slide
 - In preparation for the upcoming season, we inspected the slide for functionality and any required maintenance. It was identified that the slide required each out of its joints needed recaulking. The team was able to accomplish this and is inspecting the slide for any further maintenance requirements.
- Pillars
 - The pillars around the building were beginning to build up mildew along their bases. The team cleaned all pillars and will continue to do so as needed.
- Gutter Chain
 - A few of the gutter chains were broken again this week. We reattached them all and continue to inspect for any others.
- Men's Bathroom
 - All of the sinks in the men's room required some additional caulking. The team inspected and sealed all necessary areas.
- Chairs
 - The white chairs around the pools were beginning to show signs of algae growth. The team cleaned and pressure washed all chairs in preparation for spring break.
- Fire Marshal
 - Certain building at the RiverHouse were due for an inspection by the fire marshal. It was discovered that one of the extinguishers were not charged, one was not hung properly, a lock was required on an electrical breaker, a cover was required on an electrical panel and an improper tag was installed in the suppression system. All issues have either been scheduled for repair or remedied.

RiverClub

- Fence Wires
 - Some of the fences continue to require weekly fixing or tightening. We are monitoring any areas that may need component replacement and will fix as necessary.
- Air Freshener

- A new air freshener was installed in the men's room as a pilot to see if it would work throughout all of the bathrooms in the community. We are monitoring it and will identify all that need it.
- Pool tile
 - Some of the tiles along the pool became unadhered this week. The team was able to reattach them and will monitor them to see if additional attention is required.
- Parking lot signs
 - All signs in the parking lot were pressure washed.
- Hay Bales
 - Some hay bales were missed during a previous event cleanup and the team was able to remove and dispose of them,
- Speaker covers
 - The speakers throughout the building have magnetic covers on them that occasionally become dirty or require removal for maintenance or repair. During the pressure washing efforts this week, some fell off. We were able to replace them all.
- Light Bulbs
 - The lights in the game room were flickering. The team was able to acquire new ones and replace them.
- Café Doors and Walls
 - The walls and doors to the café were cleaned of all marks and scuffs. We have scheduled the maintenance team to paint all areas around the bar soon.
- Amphitheater
 - The amphitheater was inspected prior to an event, and it was discovered that some of the outlets were not working again. We are working with the electrician to repair this and find a potential long-term solution for its repair.
- Gates
 - Two of the gates around the RiverClub are not functioning as intended. The security vendor has been contacted and was scheduled for repair this week, but the weather precluded them from completing this. We are on the schedule for next week.
- Prep Sink
 - One of the prep sinks in the café was perpetually leaking. We were able to source new faucet handles which stopped the leak. We also silicone the down pipe to preclude any further leaking.
- Bathroom Sink
 - One of the bathroom sinks was not working properly. The team changed the batteries in the faucet and fixed the issue.
- Kayak Shed Fans
 - The fans at the kayak shed are still not functioning. We have ordered another switch in the hopes that this will work to get them back up and running. It will be installed as soon as it arrives.

Common Areas

- RiverFront Park
 - The bathrooms have been vandalized this month. Someone broke the drain pipes off of both sinks. We were able to fix the women's sink and were able to patch the men's until parts arrive.
 - The gate to the park was forced open, resulting in the pin that holds it closed bending making it no longer effective. The team is working

- Signpost
 - Two signposts have been repaired or taken to rebuild and repair this week. We will continue to monitor the community for any others and repair if possible or contact a vendor.
- Community Lighting
 - The light outage inspection is ongoing. We continue to monitor and document any outages we observe. They have focused primarily on the amenity center lighting and will work their way out. Due to the weather this week, the electrician was unable to accomplish any repairs
- Welcome Center Waterfall
 - The vendors are continuing their coordinated efforts to complete this project. The electrician installed a new outlet for the pool vendor in order to effectively drain and keep the pit drained without the concern of the outlet being on a timer.
- Playground Mulch
 - All playground mulch has been installed in the parks to the specifications outlined in the agreement.
- Directional Signage
 - One of the signs on Orange Branch Trail and KeyStone Corners directing visitors and residents to neighborhoods was ran over and destroyed. We are working to have this repaired as soon as possible.
- **Tasker**

| Item | District | Proprietor | Description | Progress |
|--|----------|-----------------|---|--|
| Swim Lessons | RECDD I | Jason | Work with DC on agreement for the FY22 Swim Lesson Agreement | pending |
| insurance reimbursement | RECDD I | Vest/GMS | Work with GMS and insurance provider as it relates to reimbursement for damaged light post from accident on RiverTown Main near Welcome Center. | pending |
| Mail Box Lighting | RECDD I | Johnathan | pilot program for a single mailbox kiosk. Start in the Arbors | completed |
| FPL Pilot Light Program | RECDD I | Johnathan | work with Fred and FPL on lighting pilot program | in progress |
| Pool filtration | RECDD I | Johnathan | Johnathan to work with Mr. Cameron on pool filtration repair | in progress |
| Erosion on pond banks | RECDD I | Johnathan | Identify areas that are in need and come up with an action plan | in progress |
| Bent Sign In North Lake | RECDD I | Johnathan | Bend sign on Narrowleaf and Ruskin | in progress |
| Dog Stations | RECDD I | Jason/Johnathan | order 3 to 4 new dog stations and work with Fred on locations | ordered |
| Café survey results to the board | RECDDII | Jason | Provide the board with café surveys per supervisor Thomas. | completed |
| 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 |
| Security | ALL | Jason | honor increase for 120 days. In the interim gather feedback from RECDD II and RECDD III boards on approach | pending |
| Mulching Approval | ALL | Jason | Work with DC in drafting agreement with First Coast Mulching | completed |
| Waterfall Repair | ALL | Johnathan/Jason | Work with Capital T Pools for scheduling and DC for drafting of the agreement. Work with KAD for relocation of the panel. NTE \$10K | in progress |
| inventory system for assets | ALL | Jason/Johnathan | work on an inventory list of current asset | in progress |
| Audit Golf Cart Stencil Locations | ALL | Johnathan/Jason | make sure all roads that golf carts are not allowed are properly marked and/or identified. Please include RiverFront park | on going |
| BOS Rep to ride participate in a weekly Landscape Ride | ALL | Johnathan | DJ will be the representative from RECDD II and RECDD III; Fred will be for RECDD I. | on going |
| Side by Side Approved | ALL | Johnathan | work with DM on purchasing | Payment Acquired. Side by Side ordered. Expected Delivery in March/April |