
RIVERTOWN

RECDD I Operational Report

Date of report: 8/17/22

Submitted by: Jason Davidson

RiverHouse 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 acquire additional quotes for the repair and have had no luck thus far. We will continue to reach out to vendors and appreciate 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.
- Slide Hours for now up until Labor day will be Saturday and Sunday's, only, from 11am – 7pm.

Participation:

	October	November	December	January'21	February	March	April	May	June	July	Total
Pool	0	0	175	0	0	1,345	1,540	2,100	3,992	2,157	11,309
Tennis	65	40	315	45	60	240	99	150	52	88	1,154
Gym	545	375	60	134	180	943	503	430	790	394	4,354
RiverHouse	1,345	832	372	175	240	2,500	1,077	1,150	724	651	9,066
Total Usage	1,955	1,247	922	354	480	5,028	3,219	3,830	5,558	3,290	25,883

Tasker

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 waiting on Comcast
Tennis League	RECDD I	Jason	work with DC and GMS to draft agreement	complete
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	complete
Monument Paint Project (Keystone Corner)	RECDD II	Jason	work with DC and GMS to draft agreement	complete
Pirate Ship Paint Project	RECDD II	Jason	work with DC and GMS to draft agreement	complete
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.	complete
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

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 is back for the summer on Monday, Wednesday, and Friday
 - Monday at 10:30 AM, Wednesday and Friday at 7:00 AM
- Due to popular demand and in effort to keep class sizes regulated, we are adding a Tuesday and Thursday water aerobics class from 2:30 PM to 3:30 PM in the Lap Pool.
- Land Aerobics is continuing Wednesday and Thursday
 - Wednesday at 10:30 AM and Thursday at 4:00 PM
- Subject to change on the schedule due to participation.

Tennis

- Junior Tennis Fall program beings on August 16th. This will take place on Tuesday and Thursdays from August 16th through September 15. 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 29th and runs through November 21st.
- 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.
- For July, we will be expanding the yoga program here at RiverTown again due to demand during summer. There will be multiple classes of different types of yoga.
 - Gentle Yoga will still be on Monday's and Friday's at 9am
 - Flow and Go will be on Wednesday's at 12pm
 - Strong Flow will be Thursday's at 6:30pm
- Had a Stand-Up Paddleboard Yoga class scheduled for July 15th with Cara.
 - Was very successful for the first one, had 8 residents attend. We are working to have more scheduled in the future.

Mary Time Music

- The summer program of Yoga and Music classes were very successful. A few make up classes are still occurring due to instructor being sick in July.
- The fall program will begin at the end of August and run through October twice a week. We are finalizing days and times to be ready for the mid-month newsletter.

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

- We had a summer camp the 19th through 22nd of July. This camp runs from 9am to 1pm each day at the fitness room at the RiverHouse. We had 6 families sign up for the camp.
- The fall schedule runs from August 16th through December 6th.
 - Ballet for Ages 3-5 from 4:45 PM to 5:30 PM
 - Jazz for K-2nd from 5:45 PM to 6:30 PM

Art in Motion Classes

- Art in Motion was an arts and crafts class for kids we had during the summer on Monday, Wednesday, and Thursday's. It was a resident vendor that ran the classes.

- During the school year we will continue and have a Wednesday afternoon class from 3:00 PM to 6:00 PM.

Champion Swim School Lessons

- Swim Lessons classes are being offered through Champion Swim School this summer and will continue into the fall.
- Currently, they have classes Sunday through Thursday.

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! That is on the 1st and 3rd Thursdays of each month. Starting in September, we will do a rotation each month of a different type of Food truck, example September Thursday would be a BBQ truck.
- 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 1 food truck at the RiverClub on Friday and Saturday. This to help with the supply/demand of café during the weekends.

August Events

- Italian Nights – Sal's (8th, 15th, 22nd, and 29th)
 - Every Monday at the RiverHouse from 5pm to 8pm
- Food Truck Friday's (5th, 12th, 19th, 26th)
 - Every Friday at the RiverHouse from 5pm to 8pm
- Taco Nights (11th and 25th)
 - Taco Truck at the RiverHouse from 5pm to 8pm every 2nd and 4th Thursdays
 - Chubby Burrito on the 11th and Viva Mi Familia on the 25th
- Food Truck Nights (11th and 25th)
 - Going to start rotating food type each month (example bbq trucks one month) at the RiverHouse from 5pm to 8pm every 2nd and 4th Thursdays
- RiverTown Summer Youth Events (2nd)
 - Arts and Crafts day will take place at the RiverHouse from 11:00 AM to 2:00 PM on the 2nd. Also included a pool party element with music at the RiverHouse pool.
- Back to School Bash (5th)
 - Event will run 5pm to 8pm at the RiverHouse lawn/pool area. Will have a DJ, amusements, games, and food trucks.
- End of Summer Amphitheater Concert (13th)
 - Concert will be from 7pm to 10pm featuring Dean Winter & the Heat. Will have food truck from 6:30 to 9:30 as well as a beverage tent with beer and wine from the café.
- Trivia (18th)
 - DJ Ross will be having Trivia from 6:30pm to 8:30pm. Category will be All Things Summer.
- Live Music at the RiverClub (25th)

- Live music on the RiverClub pool deck/café from 5pm to 8pm featuring Ashley Wilkinson.
- Karaoke at RiverClub (27th)
 - Karaoke at the RiverClub from 5pm to 8pm with DJ Ross
- RiverTown Community Blood Drive (29th)
 - LifeSouth will be on site Monday, August 29th at the RiverHouse from 2:15 PM to 5:00 PM. Donate platelets, plasma, or double reds receive a \$20 eGift Card.

September Events

- Italian Nights – Sal's (5th, 12th, 19th, 26th)
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- Food Truck Friday's (2nd, 9th, 16th, 23rd, 30th)
 - Every Friday at the RiverHouse from 5pm to 8pm
- Food Truck Nights (15th and 29th)
 - Going to start rotating food type each month (example bbq trucks one month) at the RiverHouse from 5pm to 8pm every 2nd and 4th Thursdays
- Labor Day Weekend Entertainment (3rd, 4th, and 5th)
 - 3rd – Live music on both pool decks from 12:00 PM to 3:00 PM
 - 4th – Live Music on both pool decks from 12:00 PM to 3:00 PM
 - 5th - DJ 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 (11th)
 - 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.
- Trivia (15th)
 - DJ Ross will be having Trivia from 6:30pm to 8:30pm. Category will be All Things Summer.
- Music Bingo (22nd)
 - DJ Ross will be having Music Bingo from 6:30pm to 8:30pm
- Live Music at the RiverClub (29th)
 - Live music on the RiverClub pool deck/café from 5pm to 8pm.
- Fall Craft (Date TBD)
 - Working with outside vendor for a fall craft, will be a ticketed event.

RT Website and Mobile Website – Update

- Website and mobile website are live now.
- Since launch:
 - Newsletter Sign ups – 504 (was 474 for the July report)
 - Access Card forms – 284 (was 247 for the July report)
 - Contact us/report a concern – 298 (was 274 for the July report)

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.
 - The hinge that was broken has been welded back together. This repair, along with greasing the hinges should allow for the prolonged longevity of the gate. This repair was done in house and saved the district ~\$250.
- 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
 - It has been reported that some of the cushions on the gym equipment has been torn due to wear and tear. Parts have been ordered. We are awaiting arrival.
 - 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.
- Pool Cabana
 - Due to the recent weather pattern, the painting of the pergolas has been delayed. We are still in constant contact with the vendor to ensure it is completed as soon as possible.
- Pool Chemical Pumps
 - The lap pool had its Stenner Pump go out. We were able to get the chemical provider on site and that pump was fixed within two days, allowing for the pool to stay open.
- ADA Spigot
 - The spigot that supplies water to the ADA lift near the Family Pool has been repaired. The plumber was able to dig out and replace the entire assembly underground. The additional spigot is on order and will be replaced as soon the schedule allows.
- RiverHouse Hill
 - We are into potential solutions for the hill at the RiverHouse Playground. The area is heavily trafficked and is difficult to keep vegetation on. We will bring a potential solution to the board as soon as we receive it.

RiverClub

- Golf Cart Parking bollards
 - All bollards have been repaired. The plates were welded back into place in house. This was a savings to the district of ~\$500. We will continue to monitor for additional needs.
- Shower
 - The pool shower pole welds broke at the bottom where it connects to the plate. We were able to weld parts of the tube back to the plate and weld some brackets on allowing for additional support. This saved the district ~\$300.
- Pressure washing
 - The entire building was thoroughly pressure washed, removing all cobwebs and bug debris. While this was occurring, the team also cleaned all windows. We will be pressure washing bi-weekly to ensure the facility is up to standard.
- Pump Room

- The pump room has been sprayed for all weeds. The team will be addressing all the items within in the coming weeks to relocate any non-essential items from the pump room.
- 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.
 - The loading dock at the rear of the café was fully cleaned and organized. All trash, debris and broken equipment was removed and disposed of. The team will be placing this on a schedule.
 - In addition to the loading dock, an area that the AC's discharge their condensate lines was clogged. A vendor was called out to address the issue. They removed the inground rock basin and installed a above ground pipe, but the water is causing the area to collect water. We are investigating additional resources to combat the issue.
- 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.
- 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.
- Café AC
 - The AC in the kitchen was not operating properly. We contacted a vendor, and they repaired the issue. We will continue to monitor.
- Ice Machine
 - The ice machine was completely disassembled, disinfected, sanitized, and reassembled. The team will place this on a reoccurring maintenance schedule.
- Faucets
 - Some of the faucet's batteries died. The team inspected the faucets and replaced the batteries.
- Rockers
 - Two of the replacement rockers around the fire pits did not come with the proper amount of hardware to place the rocking legs on the chairs. The team removed the hardware from the old chairs and was able to place the rockers back on. We have received a third replacement chair and are scheduling its installation.

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.
- Welcome Center Palm Tree Lights
 - The lights around the palm trees at the Welcome Center Entrance are the lights from the Christmas installation. We have contacted vendors to provide proposals for replacing these with a more permanent solution. We currently have two options for the board and this will be presented at the August meeting.
- 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.
- 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.
- Pool Showers
 - The pool shower pole welds broke at the bottom where it connects to the plate. We were able to weld parts of the tube back to the plate and weld some brackets on allowing for additional support. This saved the district ~\$300.
- RiverFront Park
 - We have received a proposal to regrade the mountain bike path within the park. This will be submitted at the August meeting.