

Marsh Landing Management Company
Monthly Report to the Board
December 4, 2025

Maintenance Tasks

- Complete repair of Sawgrass Players Club Association's (Association) concrete lights by the Marriott.
- Schedule power installation at Palmera Park- pending ground to fully dry out.
- Coordinate with Future Horizons for Q4 sediment removal projects- Cypress Bridge, Bermuda Court and Fish Hook.
- Develop and send out RFP for bulkhead quote near the Seven Mile Drive pump station.
- Finish training new lead team members for Sawgrass Players Club; Reagan Knighten and Alex Orth.
- Paint utility boxes.
- Perform minor repairs at the gatehouses.
- Order and install delineators for the entrance gate.
- Order new signs for Controlled Access.
- Perform drain clean outs within Oakbridge.

Administrative Tasks

- Send Future Horizons contract to legal for review.
- Mail out "Notice of the 2026 dues and Board Approval of Rule Edit".
- Hold meeting with the new editor of Florida Newsline to understand their role in publication of the Players Journal; communicate Board directive not to change titles or articles without advance written notification.
- Schedule all vendors and staff for the Rec Committee's music night and February 1st Winter event.
- Attend parking lot ad hoc meeting for the Rec Committee.
- Meet with Terry Hull and Kevin of Black & Veatch to establish a procedure for reviewing sewer lateral repairs and roadway restoration.
- Meet with First Coast Security senior management to provide suggestions for technology improvements.
- Attend meeting with Scott Leonard (on-site supervisor for First Coast Security), John Flynn, and Gerry Klingman to interview new assistant manager.
- Schedule and attend meeting with Tom Jenks, Mike Resetar, Terry Witt-Green (Salt Creek HOA President), John Flynn, and Gerry Klingman to discuss how the Association can enforce roadway violations. Take meeting minutes for Board review.

Board Actions

- A Call for Candidates will go out on the week of February 20. There is a need to fill 3 class A seats. Marc Stearns and Adam Gullette's second 3-year terms are expiring, and Teri Mathes' first 3-year term is expiring. Please notify John Flynn if you are aware of any potential candidates.
- All board members are required to take 4 hours of continuous education annually.

Addendum

Dated September 1, 2025

to Service Agreement between Sawgrass Players Club Association Inc. and First Coast Security Services, Inc. dated September 17, 2020.

Schedule A-1 Wages & Bill Rates

is hereby incorporated into the Service Agreement as a continuance of contract terms and conditions effective October 1, 2025.

All other agreed upon terms and conditions of the FCSS standard service agreement including pricing remain unchanged.

Positions	Pay Rates	Bill Rates	HPW	Weekly Amount	Annual Amount
Officers	\$18.25	\$26.10	304	\$7,934.17	\$439,394.11
Sr. 1 Officer	\$18.75	\$26.81	80	\$2,144.98	\$118,789.18
Sr. 2 Officer	\$19.25	\$27.53	80	\$2,202.20	\$121,957.84
Assistant Mgr.	\$22.00	\$31.46	40	\$1,258.40	\$69,690.19
Manager	\$34.00	\$43.14	40	\$1,725.57	\$95,561.96
Annual Total			544		\$845,393.27

Pricing does include local sales tax on labor

X

Sawgrass Players Club HOA Representative

X

AJ Romano EVP

First Coast Security Services

X

Date

X

10/01/2025

Date



11/06/2025

Sawgrass Players Club Association
4200 Marsh Landing Blvd, Ste 200
Jacksonville Beach, FL 32250

krichland@marshlanding.org
trichland@marshlanding.org
One-year agreement (Auto Renewal)

RE: Monthly Aquatic Services Proposal

We propose hereby to furnish material and labor to complete in accordance with specifications below, for the sum of: Eighty Three Thousand Seven Hundred Forty Four dollars and 64/100-----\$83,744.64

Payments to be made as follows:

Monthly payments of \$6,978.72; invoiced at the completion of treatment and payable within thirty days.

We hereby submit specifications and estimates for:

FUTURE HORIZONS, INC. will implement and maintain a monthly aquatic plant management program for sixty-eight (68) ponds (approx. 145.39 acres) located within Sawgrass Players Club Association in Jacksonville, Florida.

FUTURE HORIZONS, INC. will provide all labor, equipment, herbicides and technology to control all emergent, submersed, floating aquatic vegetation and algae.

FUTURE HORIZONS, INC will inspect and/or apply the herbicides twice each month, March through October, and once a month November through February, to control and prevent the vegetation from reestablishing in the designated area.

FUTURE HORIZONS, INC. will use only state approved herbicides, application techniques and certified applicators in treating the designated area.

FUTURE HORIZONS, INC. will provide proof of one million dollars liability ((\$1,000,000.00 per occurrence) comprehensive general and vehicle insurance and workers compensation upon acceptance of proposal.

FUTURE HORIZONS, INC. reserves the right to stop the aquatic management program should customer fail to pay each invoice within sixty (60) days. Once delinquent invoices are paid in full, there will be an additional start-up fee of ten percent of the remaining contract balance. This start-up fee will be paid before additional treatments are made by the contractor. This start-up fee is necessary because of regrowth of aquatic vegetation.

This contract will be renewed automatically annually but may be canceled by either party, without cause, with sixty days' prior written notice. Should legal services become necessary in collection of the outstanding debt of this contract, the prevailing party in any litigation shall be entitled to recover its reasonable attorney's fees and court costs from the other party. 1.5 % interest will be added to payments for every thirty days past the due date.

Upon acceptance, please sign and return this proposal and retain a copy for your files

***Credit Card Transactions over \$1,000.00 will incur a 5% Administrative Fee**

Customer or Authorized Agent Signature

Date

John Flynn, as President

The Sawgrass Players Club Association, Inc., a Florida non-profit corporation


Emma R. Dean, Office Manager

Date 11/13/25



11/06/25

Sawgrass Players Club Association
4200 Marsh Landing Blvd, Ste 200
Jacksonville Beach, FL 32250

krichland@marshlanding.org
trichland@marshlanding.org
One-year agreement (Auto Renewal)

RE: Twice a Year Aerator Maintenance

We propose hereby to furnish material and labor to complete in accordance with specifications below, for the sum of:
Three Thousand Dollars and 00/100-----\$3,000.00

Payments to be made as follows:

Bi-Annual payments of \$1,500.00; invoiced at the completion of treatment and payable within thirty days.

We hereby submit specifications and estimates for:

FUTURE HORIZONS, INC. will provide all service and materials to perform a twice per year maintenance on twelve Diffused Air System units within Sawgrass Players Club Association in Jacksonville, Florida.

SCOPE OF WORK FOR BI-ANNUAL MAINTENANCE: The diffused air system will consist of checking all heads for function, cleaning heads, cleaning and vacuuming out diffuser cabinets, testing blowoff valve for proper function, replacement of all air filters, clearing brush from around cabinet, checking and removing of any foreign debris, visual inspection of the unit and panel and replacement of any damaged part. The electrical panel will have all safety equipment tested, and all electrical connections checked and tightened along with timers checked and adjusted if needed. Any parts used that are not under warranty will be billed in addition.

If any repairs are indicated as a result of a maintenance inspection, Future Horizons, Inc. will notify Sawgrass Players Club Association of the estimated cost of repairs and repairs will be performed upon approval of estimate. The charge for all repair work, not associated with maintenance, will be billed separately from this contract.

FUTURE HORIZONS, INC. will provide proof of one million dollars liability ((\$1,000,000.00 per occurrence) comprehensive general and vehicle insurance and workers compensation upon acceptance of proposal.

This contract will be renewed automatically annually but may be canceled by either party, without cause, with sixty days' prior written notice. Should legal services become necessary in collection of the outstanding debt of this contract, the prevailing party in any litigation shall be entitled to recover its reasonable attorney's fees and court costs from the other party. 1.5 % interest will be added to payments for every thirty days past the due date.

Upon acceptance, please sign and return this proposal and retain a copy for your files.

***Credit Card Transactions over \$1,000.00 will incur a 5% Administrative Fee**

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Date

John Flynn, as President

The Sawgrass Players Club Association, Inc., a Florida non-profit corporation


Emma R. Dean, Office Manager

Date 11/13/25

There suggesting of other Publishers

**Sawgrass Players Club Association
Communications Committee Charter- DRAFT FOR CONSIDERATION**

WHEREAS, the Board of Directors has determined that it is in the best interests of the Association and its members to ensure that the Association’s communications policies and procedures are effectively managed and coordinated by a committee of members in accordance with Board enacted policies and procedures; and

WHEREAS, the Board of Directors, within its authority, has the responsibility to establish such committees and define their duties and responsibilities.

NOW, THEREFORE, BE IT RESOLVED, that there shall be a standing committee of the Association known as the **Communications Committee**.

I. Purpose

The Communications Committee is responsible for facilitating the timely and accurate dissemination of information regarding the affairs, initiatives, decisions, and developments of the Association and its community. The Committee shall ensure effective communication between the Board of Directors, standing committees, and property owners within the Sawgrass Players Club community.

The Committee shall also identify, develop, and utilize appropriate communication channels and media—including print, digital, and electronic platforms—to accomplish its purpose efficiently and effectively, in coordination with the Association’s management and personnel.

II. Responsibilities

The Communications Committee shall have the following responsibilities and authority:

1. Communication Network:

Establish and maintain effective communication among the Board of Directors, standing committees, and Association members.

2. Written Publications:

Oversee the preparation of the Association’s Players Journal in accordance with the direction of the Board of Directors. This will include ⁽¹⁾ compiling all articles, headlines, and ongoing follow up with writers to ensure articles are drafted and properly labeled by the deadlines. The mailing distribution list will be prepared by the management company and sent to the Journal editor.

3. Media: Media sites including Facebook and the website are managed by a third-party administrator as contracted by the Board. It is the responsibility of the Communications Committee to review administrator posts to ensure content is accurate and to monitor social media sites (Facebook) to make recommendations to improve its content. The Committee shall also bring issues forward to the Board of Directors.

4. Membership:

The Committee shall consist of at least three (3) members, one of whom shall serve as Chairperson, approved by the Board of Directors and appointed in accordance with Association policy.

5. Meetings:

The Committee shall meet quarterly during business hours to prepare the Players Journal and discuss social media site improvements and issues. Meeting agenda and minutes will be prepared by the management company.

Additional meetings may be called with advance notice in accordance with Florida statutes to discuss any other communication issues.

and photography;

(2)

; and (3) proof and edit articles for grammar and AP style as needed.

with the publishing company's editor (either in person or via Zoom or other such application.

. In addition, the committee shall

6. Budget:

In addition to quarterly meetings, the Committee shall meet each fall for budgeting purposes. The committee will work with the management company to prepare and submit a proposed list of expenses for inclusion in the Association's annual budget.

III. Reporting

The Communications Committee shall report to the Board of Directors monthly and provide updates as requested. Recommendations requiring Board approval shall be presented in writing to the Board for consideration.

The Committee chair will be responsible for making a presentation at the annual meeting of members regarding the committees responsibilities and updates.

Summary of Discussions with Legal Counsel Concerning Sub Association Traffic Violations

11-18-2025

Attendees: Mike Resetar, Gerry Klingman, John Flynn, Terry Witt Green and Tom Jenks. Also, Kristy Richland and Noelle Salomon for Marsh Landing Management Company (MLMC).

Purpose of meeting: To discuss the master association's role in handling traffic violations on sub-association roadways. Concerns have been raised by Salt Creek HOA about overnight parking due to its potential impact on safety, particularly for emergency vehicles.

The board needs to understand if there is a way that the master association can directly enforce a uniform rule against overnight parking across all sub-associations, as opposed to leaving it to individual sub-associations to enforce.

Legal background provided on enforcement authority: The master association and the sub associations were initially set up with traffic enforcement responsibilities being divided among the master and the sub-associations. The master association's authority is limited to the master roads identified in the master C&R's. Although First Coast can issue citations for speeding and improper parking throughout the community, the individual sub-association boards are required to oversee enforcement of violations occurring on their roadways. This is because the master covenants do not give the master board enforcement authority to enforce infractions on sub-association roadways.

Steps to delegate enforcement authority to the master association: Tom Jenks reported if the master association wishes to assume roadway enforcement responsibilities, all 16 sub associations will need to execute individual delegation agreements with the master association.

- The master association will need to hire legal counsel to negotiate delegation agreements with all 16 sub associations. Each sub association will need to have separate counsel review their respective governing documents to ensure the sub association boards have the authority to delegate traffic enforcement to the master association and to represent the sub associations in connection with the negotiation of the delegation agreements). (Tom Jenks is unable to perform any of these tasks due to conflicts interest arising from his past/present representation of many of the sub associations in prior matters.)
- The master association will need to consider cost reimbursement issues because some of the sub association documents (Cypress Creek as an example) call for the master association to be reimbursed for expenses when it acts for a sub association.
- The master association will need each sub association to confirm that it has clear covenants/rules regulating traffic in order for the master association to engage in traffic enforcement on behalf of the sub associations pursuant to the delegation agreements.

- The delegation agreements will need to require each sub association indemnify, defend and hold harmless the master association for any claims based upon unauthorized/improper delegation of authority from the sub association to the master association.

First Coast Security Citation Process reviewed: Currently, First Coast Security sends all violations to MLMC. MLMC then forwards violations to the appropriate sub association property managers to initiate sub association enforcement. First Coast has been using outdated citation forms. The forms should be updated to include only essential information like address, name, and violation, allowing property managers to add sub association community-specific rules and fine amounts. First Coast has also been sending citations 4-5 days after violations occur. MLMC clarified that both master and sub-associations receive citations on the same schedule from First Coast Security. In other communities managed by MLMC, association boards treat overnight parking as an incurable violation. The boards follow specific procedures, including giving the owner a courtesy written notice of the incurable violation with request that the owner not repeat the occurrence within a 12-month window to avoid further enforcement action. Tom Jenks confirmed that although not required by law, providing courtesy notices as an initial communication to an owner is an acceptable approach.

Next steps:

Mike Resetar will report on the meeting discussion to the full master association Board. This will allow other board members to weigh in on the direction to take regarding sub-association parking enforcement authority.

If the Board opts to pursue individual delegation agreements with each sub-association for parking enforcement authority, the Board will need to hire an attorney to draft and negotiate the delegation agreements. The sub associations' attorneys should review the sub associations' respective governing documents and identify what they have in terms of covenants, rules etc. relative to traffic enforcement.