

ABERDEEN  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Aberdeen Community Development District was held Tuesday, May 22, 2018 at 6:33 p.m. at the Aberdeen Amenity Center, 110 Flower of Scotland Avenue, St. Johns, Florida 32259.

Present and constituting a quorum were:

Rhonda Lovett	Chairperson
Angela Andrews	Vice Chairperson
Dennis M. Clarke	Supervisor
Hillary (Beth) Fore	Supervisor
Gary Davis	Supervisor

Also present were:

Ernesto Torres	District Manager
Carl Eldred	Hopping Green & Sams
George Katsaras	District Engineer
Brian Stephens	Riverside Management
Lauren Egleston	Vesta/Amenity Services Group
Michael Lucas	Basham & Lucas

The following is a summary of the actions taken at the May 22, 2018 meeting. A copy of the proceedings can be obtained by contacting the District Manager.

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Torres called the meeting to order at 6:33 p.m. and called the roll.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the April 24, 2018 Meeting**

On MOTION by Ms. Andrews seconded by Ms. Fore with all in favor the minutes of the April 24, 2018 meeting were approved as presented.
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**FOURTH ORDER OF BUSINESS**

**Consideration of Architectural Firms Qualifications**

Ms. Lovett stated we received only one response to our request and that is from Basham & Lucas. We can move forward with the one firm that responded or we can go back out with a second request. Jim had mentioned they had done this in other communities and typically they get one and maybe two responses.

Mr. Eldred stated Basham & Lucas is currently the firm that the board retained some period of time ago to do some initial drawings and renderings of the potential expansion of the amenity center.

On MOTION by Mr. Davis seconded by Mr. Clarke with all in favor Basham & Lucas was ranked no. 1 and staff authorized to negotiate an agreement for architectural services.

**FIFTH ORDER OF BUSINESS**

**Consideration of Proposal from Basham & Lucas**

Ms. Lovett stated the proposal is in the agenda packet and there is a typo in Part 2 of the proposal it is not restrooms/storage building; the fitness center is what we would be looking at.

Mr. Torres stated these items are at the higher end of the scale and we were going to have Mr. Lucas here tonight. He may be stuck in traffic and we can move on to other items on the agenda until he arrives.

This item taken later in the meeting.

**SIXTH ORDER OF BUSINESS**

**Discussion of Potential Capital Improvements**

Mr. Katsaras stated from the engineer's report typically we have to have a wish list of all the projects that you are interested in doing with your capital improvement. Not to say that every project on the list can be built but if it is not on the list and not in the engineer's report the money can't go towards that project. I would ask if the board could provide me a list then I can work with Basham & Lucas to provide a cost for those particular projects.

Ms. Lovett stated we have done several surveys, group forums within the neighborhood so I think we have a well defined list of what most folks indicated they had interest in seeing in terms of improvements.

1. Fitness center, 2,800 square feet
2. Improve night swim lighting
3. Shade structure on pool deck
4. Splash pad
5. Tennis court w/lights
6. Expand playground and fencing
7. Improvements pocket parks
8. Add shade structure on all playgrounds
9. Add outdoor circuit fitness
10. Bocce ball court
11. Shuffleboard
12. Fountains/diffusers
13. Replace entry features
14. Basketball court fencing
15. Resurface of fitness center
16. Dog park

Mr. Katsaras was authorized to work with Basham & Lucas to develop estimates for the above referenced improvements.

#### **Continuation of Item 5: Consideration of Proposal from Basham & Lucas**

Mr. Lucas stated this proposal is based on what we did at Bartram. We had two sizes and by the time we put the equipment in they decided to have the larger one because it is such a big plus to have a fitness center. The first phase will be the schematic design to give you an idea of where it can go and the placement will be based on the size of what we did at the other ones. Just make sure that works for you, that is the size and we can adjust it up or down whatever works for you. You can help me as far as your desire for the type of equipment, approximately how many pieces, and we will fit it into that. I did hear something about a splash park. If you have a splash park you need bathrooms that go with the splash park and at Bartram on the master

plan they had the splash park as part of the original concept so we did provide restrooms from the outside to be part of that building. We had restrooms on the inside for the fitness area and restrooms on the outside for the splash park. If the splash park is something that you really want to consider you need to think about where the bathrooms are going to go if we want to incorporate it with the building.

Ms. Lovett asked can the splash pad could be incorporated into the play area by the pool.

Ms. Eggleston stated you may run out of space for the pump.

Mr. Lucas stated you want it to flow and not have it look like we squeezed it in and deck space is always at a premium and shade structures. We are putting a lot of shade structures on pool decks. If you are serious about a splash park we will give you options as to where to put it.

Ms. Lovett asked can the fitness center be two stories or is that way out of control?

Mr. Lucas stated you are not going to want to put that equipment on the second floor.

Ms. Lovett stated that could be cardio equipment or class space.

Mr. Lucas stated it would have to be accessible, ADA, elevator and stairs, you are going to eat up a lot of space to make it accessible.

Mr. Katsaras asked are you looking to have new equipment or move equipment?

Ms. Lovett stated that can become a flex space, a multi-purpose space in the current gym but we are going to need new equipment. There is so little in there now.

Mr. Lucas stated something that you may want to put in the engineer's report is repurposing the existing space.

On MOTION by Mr. Clarke seconded by Mr. Davis with all in favor the proposal from Basham & Lucas for architectural services for a 2,800 square foot fitness center building was approved in substantial form.

Mr. Eldred stated I have prepared an agreement that I ask you to approve in substantial form and we will attach the proposal to the agreement.

On MOTION by Ms. Fore seconded by Ms. Andrews with all in favor the agreement with Basham & Lucas for architectural services was approved in substantial form and district counsel was authorized to work with Ms. Lovett to complete the details of the agreement that will be ratified by the board at the next meeting.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2018-04 Approving the Proposed Fiscal Year 2019 Budget and Setting a Public Hearing Date for Adoption**

Mr. Torres stated we looked at the 2018 budget and worked through some projected costs for a potential increase with utilities being one of them and some of your services indicated an increase. Approving the proposed budget now will give the board and staff time to get to the actual budget that you will adopt at the public hearing. Once you approve this budget we can decrease it, but we cannot go higher than this amount. The increases are in the following line items, attorney’s fees, water and sewer at the amenity center, Vesta, facility management, pool chemicals, janitorial services, refuse services, lifestyle coordinator, and landscaping.

On MOTION by Ms. Andrews seconded by Ms. Fore with all in favor Resolution 2018-04 approving the proposed budget and setting the public hearing for August 28, 2018 was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Proposals for Lake Maintenance**

Mr. Stephens stated we received three proposals, Future Horizons was the cheapest, Lake Doctors was second and Aquatic Systems was highest.

Ms. Andrews stated I spoke to Eric Woods boss, Mr. Davis and apparently communication wasn’t happening and we have a serious issue with them not having full access to the ponds.

Ms. Lovett stated if they didn’t have access to the ponds and we have been paying them for maintenance of ponds for years that is a big deal. It seems like we should get a big credit if they haven’t been treating the lakes.

Mr. Stephens stated they have been treating them on foot, which is effective but not nearly as effective as being able to treat them from a boat.

On MOTION by Mr. Davis seconded by Ms. Lovett with four in favor and Ms. Andrews opposed the proposal from Future Horizons for lake maintenance was approved.

Mr. Eldred stated there should be easements for access to all the ponds so we will talk about that offline.

**NINTH ORDER OF BUSINESS**

**Discussion of Landscape RFP Process**

Ms. Lovett stated I think we need to begin the landscape RFP process and have our staff prepare a scope of work for us to review.

Mr. Eldred stated you just need to direct staff to move forward regarding the scope of services to include in a package for an RFP for landscape services.

Ms. Andrews stated there are a ton of receipts for sprinkler heads and I think they should eat some of those. Can we add that into the scope?

Mr. Torres stated in other communities where we have done an RFP for landscape services we have included the irrigation and we can include that in the scope but understand the bids will come in including those repairs to the irrigation.

**TENTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Eldred stated we are still hoping to have acquisition of the one-acre parcel soon. We are still working through that process with D.R. Horton.

**B. Engineer**

Mr. Katsaras stated we will probably have to do a work authorization to prepare the engineer's report that will be rolled into the cost of issuance of the bonds. There is a lot of paperwork that happens. We will probably have some civil work to do. When you see the cost of a building it is not just the building there are a lot of other costs that get applied to that.

**C. Manager**

**1. Report on the Number of Registered Voters (2,344)**

A copy of the letter from the supervisor of elections indicating that there are 2,344 registered voters residing within the district is included in the agenda package.

**2. General Elections**

Mr. Torres stated we did send notice on May 23<sup>rd</sup> announcing seats 1, 3 and 5 whose terms expires. Seat 1 is held by Supervisor Clarke, seat 3 is Supervisor Fore and seat 5 is Supervisor Davis.

**D. Operation Manager - Report**

Mr. Stephens reviewed the items outlined in the monthly memorandum, which was included in the agenda package.

**E. Amenity Center Manager - Report**

Ms. Egleston reviewed the amenity center activities and maintenance items, which were outlined on the monthly memorandum, which was included as part of the agenda package.

On MOTION by Ms. Fore seconded by Mr. Davis with four in favor and Ms. Andrews opposed the purchase of a scanner, use of cloud storage to digitize records and additional staff time was approved in an amount not to exceed \$1,000.

**TWELFTH ORDER OF BUSINESS**

**Financial Reports**

**A. Balance Sheet as of April 30, 2018 and Statement of Revenues and Expenses for the Period Ending April 30, 2018**

A copy of the financials was included in the agenda package.

**B. Assessment Receipt Schedule**

A copy of the assessment receipt schedule was included in the agenda package.

**C. Impact Fee Summary Report**






A resident asked is it possible to have a dog park area close?

Ms. Lovett stated the pond is going to have a nice area you can walk dogs around.

**FOURTEENTH ORDER OF BUSINESS      Next Scheduled Meeting – 06/26/18 @4:00 p.m. @ Aberdeen Amenity Center**

Ms. Lovett stated our next scheduled meeting is June 26, 2018 at 4:00 p.m.

On MOTION by Ms. Andrews seconded by Ms. Fore with all in favor the meeting adjourned at 8:02 p.m.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman