

ABERDEEN  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Aberdeen Community Development District was held Tuesday, June 26, 2018 at 4:00 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 (by telephone)
Angela Andrews	Vice Chairperson
Hillary (Beth) Fore	Supervisor
Gary Davis	Supervisor
Dennis Clarke	Supervisor

Also present were:

Jim Oliver	District Manager
Carl Eldred	Hopping Green & Sams
George Katsaras	District Engineer
Brian Stephens	Riverside Management
Lauren Egleston	Vesta/Amenity Services Group
Dan Fagen	Vesta/Amenity Services Group
Ernesto Torres	GMS, LLC
Mike Lucas	Basham & Lucas

The following is a summary of the actions taken at the June 26, 2018 meeting. A copy of the proceedings can be obtained by contacting the District Manager.

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Oliver called the meeting to order at 4:00 p.m.

Mr. Oliver stated due to a scheduling conflict, I have to leave this meeting at 5:00 p.m. but Ernesto Torres of GMS will fill in for me. I'll be on by phone after I leave the meeting. I want to congratulate the qualifiers for their current seats, Dennis Clarke, Gary Davis and Beth Fore. They all went to the Supervisor of Elections office and qualified to retain their seats and have no challengers. After the November election cycle, these three supervisors will be reelected and will take the oath of office again.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the May 22, 2018 Meeting**

On MOTION by Ms. Fore seconded by Ms. Andrews with all in favor the minutes of the May 22, 2018 meeting were approved.

**FOURTH ORDER OF BUSINESS**

**Discussion of Financing of Capital Improvements**

Mr. Oliver stated over the last couple of meetings we have talked about the financing as well as starting the architectural process for the projects you are considering. Today I had a conversation with Brett Sealy and he provided us with a financing timeline. Brett wanted to let you know that he is going to do everything he can to get the very best bond pricing or bank pricing as he works to secure funds for this project. He also is committed to holding down cost of issuance as low as possible. We are talking about an issue generating a construction fund of \$1.5 million. That is not so big compared to some of these other districts that issue bonds ranging from \$5 million to \$30 million. Certain costs are the same regardless of issue size. In this case, you won't have such a large sum and COT will be bigger as a percentage of total issue, but he will do everything he can to keep those costs down.

**A. Financing Time Table**

Mr. Oliver stated we want to get moving on the financing because the Federal Reserve Board already indicated it is likely there will be three more rate increases this year. At the July 24<sup>th</sup> meeting we present the preliminary supplemental assessment report and assessment resolutions to start the assessment process. We will also set a public hearing, which will be held at the August 28<sup>th</sup> meeting. At the September 24<sup>th</sup> meeting we will bring all the closing documents to the Board and you will sign the closing documents after the meeting. The bonds or bank debt would be issued a few days after that. As we go through this financing and construction process, you will have additional meetings.

Ms. Lovett asked since we haven't narrowed down the list of projects is that \$1.5 million the right amount to start with?

Mr. Oliver stated I had that discussion with Brett today as well as email discussion with you. We realize that right now the engineer’s report shows something just less than \$1.5 million worth of projects. Some of those numbers seem a little bit low. We are going to have to go back and plus up a lot of those numbers. I think you are going to have a total number of projects in excess of \$1.5 million. With input from residents, the Board is going to determine whether more projects will be funded or draw the line at some particular funding limit and drop lower priority projects off the list, or reduce the scope of some of the projects. That is something you will have to wrestle with most likely at your July meeting.

**B. Consideration of Engineer’s Report**

Mr. Oliver stated you have a copy of the engineer’s report and these cost estimates are based on very broad categories. We wanted the first draft of an engineer’s report available for your initial review.. This is going to be refined for next meeting and you will be in a position to approve the final engineer’s report at the August meeting. Some of the 16 components listed on this report may not be funded.

**C. Consideration of Assessment Methodology**

**D. Consideration of Resolution 2018-05 Declaring Special Assessments for New Project**

**E. Consideration of Resolution 2018-06 Setting a Public Hearing on Special Assessments**

Items C, D, and E were continued to the July meeting.

**FIFTH ORDER OF BUSINESS**

**Consideration of Agreement with Future Horizons**

Mr. Oliver stated at the last meeting you terminated your agreement with Lake Doctors effective August 1, and the new company is Future Horizons and counsel has prepared a form of agreement for that contract.

On MOTION by Mr. Davis seconded by Ms. Fore with all in favor the agreement with Future Horizons for pond maintenance services in the monthly amount of \$1,805 was approved.

**SIXTH ORDER OF BUSINESS**

**Presentation of Fiscal Year 2017 Draft Audit Report**

Mr. Oliver gave an overview of the fiscal year 2017 draft audit report, which is considered to be a clean audit.

On MOTION by Ms. Andrews seconded by Ms. Fore with all in favor the fiscal year 2017 draft audit was accepted and staff authorized to transmit the final document to the State of Florida.

**SEVENTH ORDER OF BUSINESS**

**Discussion of Fiscal Year 2019 Approved Budget**

Mr. Oliver stated at the last meeting you approved a proposed budget and we want to refine the budget before we go to the public hearing. The budget you approved at the last meeting had a \$75,000 budget increase. That increases in budgeted expenditures for next year would have resulted in assessment increases. However, after reviewing the budget, current reserves and unassigned revenues, you are well-positioned to use some of your carry forward surplus to keep assessments level. Even if there is a \$75,000 increase in expenditures, you can apply surplus from prior years to keep assessments the same for the general fund. That doesn't mean that you can't further refine the budget and make reductions in expenditures. Any reductions in expenditures will reduce the amount of carry forward surplus needed for the FY19 budget.

Mr. Oliver reviewed the line items with increases and stated some of the proposed increases were based on utilities, maintenance of new common areas, and cost of living adjustments.

Mr. Fagen discussed proposed increases related to staffing and services provided by Vesta Property Services.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Proposal from Basham & Lucas**

Mr. Eldred stated there was an agreement that was approved insubstantial form at the last meeting, and that will be executed tonight, and that is a general services agreement with Basham & Lucas. The specific work will be authorized through a work authorization. I anticipate as we

get a little bit further on, or when we are ready to pull the trigger on the actual design services, we will authorize them to proceed by work authorization based on the proposal.

Mr. Oliver stated from a timeline standpoint it makes sense for him come to the next meeting and to provide guidance to the Board so they can begin their initial plans.

**NINTH ORDER OF BUSINESS**

**Landscape RFP Update**

Mr. Oliver stated Brian Stephens has been working with the Chairperson on this and we will proactively seek qualified bidders so we get a lot of proposals to bring back to the Board. We will make sure the project manual includes two options, one with irrigation repair costs to be inclusive in the contract and the other would be irrigation repairs out of scope.

**TENTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Eldred stated there was discussion at the last meeting about a splash pad and where we would put that. One idea was to build it off the pool deck but there is a conservation area and we looked at it and it is probably going to be cost prohibitive at this time.

Along those lines the one-acre parcel we are in a holding position. D.R. Horton's lawyers are going through the big re-platting and that is before the board of county commissioners in August. They have asked if we could hold off on closing until that has gone through that process.

**B. Engineer**

Mr. Katsaras stated I will continue to work with Basham & Lucas to refine the engineer's report and the numbers.

**C. Manager**

Mr. Torres stated a letter was sent to a resident of the community regarding an alleged incident at the amenity center and his privileges have been temporarily suspended pending Board

review. Lauren will provide the details regarding the matter. As advised in the suspension letter, if the resident involved in the matter is here today, he may provide his version of the incident. After this discussion, I would ask the Board to determine what action to take from there, to include lifting or extending the term of the suspension.

Ms. Eggleston outlined the altercation with the resident as reported by staff members. The resident addressed the Board to explain his recollection of the matter.

On MOTION by Ms. Andrews seconded by Ms. Fore with all in favor, the resident’s amenity privileges were suspended for six months from the date of the June 9, 2016 incident.

**D. Operation Manager - Report**

Mr. Torres stated that Brian is working on the landscape maintenance RFP with Rhonda. The next contract will be effective October 1, 2018.

**E. Amenity Center Manager - Report**

Ms. Eggleston 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 all in favor staff was authorized to purchase and have installed an a/c unit for the fitness center in the amount of \$9,050 from Island Air.

On MOTION by Ms. Andrews seconded by Mr. Clarke with all in favor the proposal from Crown Pool for the filter grid for the pool in the amount of \$5,186.20 was approved.

It was the consensus of the Board to grant permission to UPS to maintain a trailer in the parking lot on a temporary basis for the more efficient delivery of packages.

**TWELFTH ORDER OF BUSINESS**

**Financial Reports**

**A. Balance Sheet as of May 31, 2018 and Statement of Revenues and Expenses for the Period Ending May 31, 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 copy of the impact fee summary report was included in the agenda package.

**D. Approval of Check Register**

On MOTION by Ms. Fore seconded by Mr. Davis with all in favor the check register was approved.

**THIRTEENTH ORDER OF BUSINESS Supervisors Requests and Audience Comments**

Ms. Andrews stated I see March in the payables, can we get more up to date?

Ms. Egleston stated all our forms are online so residents can now get them online.

A resident stated some of the parking lot lights are out again, one by the basketball court. The lights are still on when I leave the gym at 7:00 a.m. It may be a timer that has to be reset. I don't like the bathroom doors being propped open. The urinal is right there when you pass the men's room and the ladies' room door is propped open most of the time. A resident told me it was that way so they didn't have to get their cards but that is what the card is for.

Ms. Egleston stated I will take a look at it.

A resident asked can we get the cushions replaced on the pool furniture?

Ms. Andrews stated yes that is part of our list.

A resident stated I have lived here four or five years and I have an exposed pipe right next to me. I told Ms. Egleston about and everybody I report it to points a finger at someone else. It is a sea of weeds and you mow it, but it kicks up the seeds in my yard. Every year I have to re-sod that front left corner. I have expressed my frustration to this young lady several times. Somebody needs to come out and cap it and I refuse to do it.

Ms. Andrews asked has Brian been out there?

Ms. Egleston stated he has been out several times. Every time Mr. Williams says something I instantly send a text or email to Louis and I do the same with Brian and when they went out to look at it I think your work truck was parked there so we weren't able to get to it.

Mr. Eldred stated it sounds like there may be a reason, but have Brian go out report back to the board so Brian or the Board can convey the information to Mr. Williams as to what is going on. Lauren is the amenity center manager she is not responsible for the landscaping and all these other things. The district manager is a good person to direct your questions or concerns so they can make sure the right staff member takes care of it.

Mr. Torres stated I will take it back to Brian and we will get with the landscaper.

A resident stated I'm interested in knowing what is going on with the treadmills.

Ms. Egleston stated a service tech will be on Friday to look at the treadmills. They were purchased a couple years ago and they are more residential style not commercial and they are getting heavy usage and when you try to adjust it they tend to pop out.

Mr. Davis stated let's get quality equipment in the fitness center.

Mr. Fagen stated we will do an immediate repair and bring quotes to the next meeting for replacement.

Mr. Torres stated if you are going to bring quotes there are a lot of vendors out there so make sure you exercise that three quote rules.

A resident asked are there rules for the lap pool? It seems like they are down to two laps and today there were three marked off. I asked one of the staff about that and he said they take them down because the kids get caught in the ropes. It would be nice to put them back up.

Ms. Egleston stated I know because of the amount of people they had they slid the lanes over, but I will make sure there are four lap lanes in there.

A resident stated I have been coming here for a month and have not seen a pool look so sparkling clean.

A resident asked is it possible to replace the playground with a splash pad?

Ms. Andrews stated we talked about that, I think they threw that out because of the size, the area is too small for a splash pad.

A resident asked if we can't get the splash pad would you consider a wave pool with a little bit of water for the little ones?

Mr. Davis stated I was out there this weekend and I do think it is bigger than you think it is. I would like to look into it because it is something we need. I just don't think we have facilities for the smaller children and I know they swim in that horseshoe part of the lap pool.

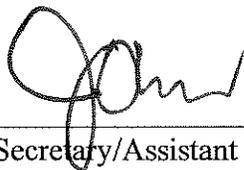
Mr. Eldred stated the splash pad is on the table. Staff is working to find a suitable location which is large enough. It hasn't been nixed by any means and it is in the engineer's report. What is going to happen from here on out is there has been a lot of discussion about things we may want, as we move forward we will be in the process of looking for areas to put it. Given the size of the facility, some improvements may trigger other code requirements such as the need for additional bathrooms. The deck space we must maintain so there are a number of things we have to think about.

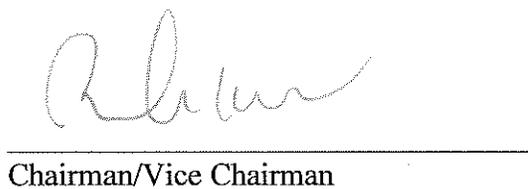
Mr. Torres stated these are all things on the table based on the engineer's report that we put together. The size and cost are very fluid right now.

**FOURTEENTH ORDER OF BUSINESS      Next Scheduled Meeting – July 24, 2018 @ 4:00 p.m. @ Aberdeen Amenity Center**

Mr. Torres stated the next scheduled meeting is July 24, 2018 at 4:00 p.m. here in the amenity center.

On MOTION by Mr. Andrews seconded by Ms. Fore with all in favor the meeting adjourned at 6:10 p.m.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman