

ABERDEEN
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Aberdeen Community Development District was held Tuesday, October 27, 2015 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:

Loyd W. Hogan	Chairman
Rhonda Lovett	Vice Chairman
Dennis M. Clarke	Supervisor
Angela Andrews	Supervisor
Hillary (Beth) Fore	Supervisor

Also present were:

Jim Oliver	District Manager
Carl Eldred	Hopping Green & Sams
Louis Cowling	GMS, LLC
Jackie Krabill	Vesta/Amenity Services Group
Dan Fagen	Vesta/Amenity Services Group

The following is a summary of the actions taken at the October 27, 2015 meeting. A copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

THIRD ORDER OF BUSINESS

**Approval of the Minutes of the September 22,
2015 Meeting**

On MOTION by Mr. Hogan seconded by Ms. Lovett with all in favor the minutes of the September 22, 2015 meeting were approved.
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FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2016-01
Amending the Debt Service Fund Budget for
Fiscal Year 2015**

Mr. Oliver stated this is to prepare us for the fiscal year 2015 audit process. The attachment to the resolution shows the debt service funds for the Series 2005 and Series 2006-1 Bonds and in the second column it actually changes those line item amounts to correspond with what was done with the restructuring of the bonds. As an example on the top line under revenues on the 2005 Bonds you will see other revenue sources and the adopted budget had \$1.56 million from other revenue sources and we moved that over to the special assessments category and you will see that all of the amended budget for fiscal year 2016 is funded through assessments rather than other revenue sources because we no longer have to rely upon the bondholders for those funds. This is a cleanup item to start the process for the fiscal year 2015 audit.

On MOTION by Mr. Hogan seconded by Ms. Fore with all in favor Resolution 2016-01 was approved.

FIFTH ORDER OF BUSINESS

Option to Purchase One Acre Parcel

- A. First Amendment to the Amended and Restated Agreement Between the District and Horton**
- B. Option Agreement**
- C. Purchase and Sale Contract**

Mr. Eldred stated I had hoped to bring you this evening the finalized documents reflecting the revised option price, which as you know is now \$1 for the district to buy the one acre parcel in addition to an option agreement and purchase and sale agreement. The plan was to get those documents ready so that when the board decided to pull the trigger then we have everything agreed to and ready to go. We have been discussing this with counsel from DR Horton and there are a couple of things we still need to work through and finalize so I will bring those to you at the next meeting.

SIXTH ORDER OF BUSINESS

**Consideration of Proposal from Vesta for
Fiscal Year 2016 Amenity Operations**

Mr. Oliver stated you have a copy of the proposal from Vesta in your agenda packet and this is for the services they currently provide, facility manager, facility attendants, lifeguards,

general facility maintenance and pool and janitorial maintenance. The pricing for each of those components is on page 4, the checkmarks are mine I checked this against the budget you adopted for fiscal year 2016 and those numbers match. The board could approve this and counsel would prepare the appropriate contract or addendum to the current contract.

Ms. Fore asked what is the increase from the previous year?

Mr. Oliver stated I believe it is the same price as fiscal year 2015.

Mr. Fagen stated the only difference is \$3,000, which was in prior addendums there is no increase.

Mr. Hogan moved to approve the proposal from Vesta for fiscal year 2016 amenity operations and Ms. Lovett seconded the motion.

Ms. Lovett stated the pool maintenance talks about closed on Monday and that is supposed to be a half a day.

Ms. Krabill stated that is to remain open.

Mr. Oliver stated we can also make sure in the agreement that it specifies the Monday opening.

Ms. Andrews stated when I first moved here I know there was a janitorial service and pool company. Are you taking care of everything and do you have a housekeeper or sharing the prices?

Mr. Fagen stated it is all under us. It was different individuals doing the work but they are all employees of ASG. Everyone on the front line is doing light cleaning but the janitor or whoever is providing that service is doing more of the deep cleaning.

Ms. Andrews asked can we see a breakdown of who they are?

Mr. Fagen stated we can do that and the hours as well.

On voice vote with all in favor the motion passed.

SEVENTH ORDER OF BUSINESS

Discussion of Security Detail

Mr. Oliver stated you budgeted in fiscal year 2015 as well as fiscal year 2016 \$20,000 for security. Out of the \$20,000, the district has been using on a random basis the use of off-duty St. Johns Sheriff's Office Deputies to provide security patrols of district owned assets. These are

public funds we are limited in what we can do with these funds, we can't use these funds to provide security patrols for privately owned properties whether they are private lots or platted lands. We need to be careful in how we use those funds and Carl can get into the details regarding police powers, which the district does not have. The main thing we are trying to do is protect district assets in terms of vandalism, theft, destruction, trespassing and those types of things. The Board determines how often these assets are used whether it is the sheriff's deputy or someone from Florida Fish and Wildlife. You can also use private security, but we have found it to be more effective to use law enforcement for a number of reasons mainly because they can take action immediately.

For fiscal year 2015 we executed about \$12,000 of that \$20,000 so it is not as if all the money is being used. We also have a unique security system here at the district called Envera Systems. It is a security camera network but they actually have offsite personnel that are monitoring that during the off hours. When they see someone on the amenity center premises after hours, they actually voice down that person and ask what they are doing there. Having said all that there may be other areas within the district that perhaps should be patrolled but the board needs to determine how that is done and who should be funding that. The question is should the HOA be part of that solution.

Mr. Clarke stated we budgeted \$20,000 and we spent about \$12,000. I am all about security but the way our assets are concentrated, ones that we really need to protect are in this area and I would prefer to see those funds spent to upgrade the security cameras. I'm not against the patrols but I have never seen a patrol and I would rather see the patrols come through the neighborhood periodically. I think the way we are allocating our resources to protect the least fixed assets that are in this area we ought to take a hard look at that. I think we ought to engage the HOA in this discussion. They had a meeting with the manager a month or so ago and I asked for their financials and the HOA has about \$300,000 in cash. For the patrol and officers we have spent under \$9,000 this fiscal year and that is a bargain I think but I would rather see them out in the neighborhood patrolling the streets and invest in technology to protect the fixed assets here by upgrading and maybe expanding on the Envera Services.

Ms. Lovett asked what about the surrounding areas of this complex? I completely agree that the HOA should be brought in. One of my other concerns would also be is people are pretty smart and they know where the cameras are and this back lot for example is hidden and out of

view and there are lot of things that can happen back here. Those little pocket areas would be areas of concern that I think we could beef up the cameras but it has to be a partnership too.

Mr. Hogan stated Jim just explained that the deputies right now are for CDD property but why can't the HOA assist us utilize their money as far as putting extra deputies and patrols in the neighborhood. Is that what you are trying to say?

Mr. Clarke responded no, what I'm thinking is we are paying for patrols. I don't know what the size of this complex is 10 acres or so and I think it is a misapplication of resources. I would rather see them circulating the neighborhood, let's use technology here.

Mr. Eldred stated there a couple of things to keep in mind as Jim alluded to and discussed earlier the district is limited in its jurisdiction. We have jurisdiction over the assets that we have constructed and oversee so that is focused to areas like this. The streets, the roads that go through the neighborhood have all been conveyed to the county. Any of the common areas that are not owned by the district are under the HOA's purview. For those types of things it is something the HOA could organize and consider retaining the sheriff and deputies to go out and patrol those wider areas but as far as actual district controlled assets and things that the district can really utilize its moneys for patrol purposes it would really be limited just to this area, this amenity center or other specific properties that are owned by the district.

Mr. Oliver stated I would like to suggest that we appoint a member to work with staff to make contact with the HOA and see if we can come up with some type of collaborative effort on some of these issues.

Ms. Andrews was designated as the point person to work with the HOA.

EIGHTH ORDER OF BUSINESS

Discussion of Capital Projects

Mr. Oliver stated right now we are in the very early conceptual phases as we try to plan for the future. At a previous meeting you contracted with Paul Basham of Basham & Lucas to come up with some conceptual ideas based on the input you provided and you had some survey results. I emailed to you yesterday a concept that he put together and it includes many of these conceptual ideas. There is no price tag on this right now so it is just to get the creative juices flowing and once we get the actual cost estimates for these then you can start to prioritize those and then we can start looking for funding sources. This is a wish list but at least it is pictures. Item 1 on the wish list, is a new zero entry pool. One of the items that the board discussed was

having this pool to the right converted to a zero entry pool. Paul Basham said that cost alone would exceed \$100,000, it also would eat up a lot of the deck space because of the ramp space you would need. His recommendation would be to not do that but if you look on the map on the left where the lake currently is you would see he has put a zero entry pool there. From the stories I have heard the pool gets really crowded in the summertime, which is typical for most nice districts but having this additional pool would be helpful also.

Item 2 he showed how you can expand this room and put an expanded room for additional fitness. We could move things around but again he is thinking outside the box and things that can be done.

Item 3 just to the other side of that would be a playground right off the parking lot.

Item 4 would be a tennis court on the other side of the pool, which is labeled no. 1.

Item 5, additional parking spaces on the other side of the basketball court and keep in mind the concept would be to fill in this lake and create a new lake where the one acre parcel is located and that is item 6 the new lake.

Item 7 is new shade pavilions and from my discussions with Dennis at a previous meeting I think you are probably looking for more shade than that but we can always expand on that.

These are some of the items you brought up and it is certainly good to discuss this today but also get some resident input so we can get additional information to Paul.

Ms. Andrews stated I think instead of an additional playground what about an outdoor workout space. I don't know where that was rated but I think it was before the tennis courts.

Mr. Hogan stated and maybe do the tennis court at a later date or something like that.

Mr. Oliver stated if you come up with a capital improvement plan then you can prioritize those and even phase them over time. As I look at this layout I think you can incorporate the fitness area into all of this.

Mr. Clarke stated one of the things that came up in an earlier meeting is people wanted 24 hour access to the fitness center and because the fitness center had access to the pool area it wasn't feasible but when I look at item 3 the new playground the fitness center in a separate building could be put where the existing playground is to provide a stand alone fitness center that would not have access to the pool area but could be accessed from the parking lot.

Mr. Hogan stated you are suggesting a stand alone building.

Mr. Clarke stated yes it would have 24 hour access.

Ms. Lovett stated it would have its own door.

Mr. Clarke stated I would put access to the pool area but close it off so if there are events we could open that up.

Mr. Oliver stated I will bring this idea back to him. They are the ones who did the architecture for the expansion of the St. Johns Golf & Country fitness and they have an entrance right off the parking lot for their fitness room, which does allow you to the pool but that access can be blocked so it would be that same concept.

Obviously, cost is going to drive a lot of this but we will get that information. It is not as if you are in a time crunch or have a large chunk of money that you have to execute right now. You are in the planning stages and this can take a long time. I see this process being pretty lengthy to get it right and have a series of workshops with residents to get their input. We are at the very beginning of this journey but everyone's input will be considered. At some point you will be ready to pull the trigger but the great news is you already have the one acre parcel to work with.

NINTH ORDER OF BUSINESS

Consideration of Pool Resurfacing Proposals

Mr. Cowling stated they had bid options on the finish, one being Marcite and one being pebble finish and we added an option for the backsplash.

The board discussed the type of finish, the expected life of the finish and there being no need to replace the backsplash.

On MOTION by Mr. Hogan seconded by Mr. Clarke with all in favor the proposal from Crown Pool for the pebble finish and LED lighting in the amount of \$187,512 was approved with the work to be done in the off season and Ms. Lovett was authorized to work with staff on the project.

TENTH ORDER OF BUSINESS

Consideration of IT Services Proposals

Mr. Fagen stated based on previous conversations we will use the services on an as needed basis.

ELEVENTH ORDER OF BUSINESS**Discussion of Traffic Calming Study Request Process**

Mr. Oliver stated I was contacted by the HOA manager, Shirley Smith, asking the district to take the lead in making a request for a traffic calming study from St. Johns County and the board said they would look into that. When we last spoke the board was going to take a look at some of the hotspots in the Aberdeen area that they would want me to include in my letter of request. We would make a request of St. Johns County to have a traffic calming study performed and if they are satisfied with the request they would put it in the queue so that as funding is available they will perform the traffic calming study. Once you are selected it is totally funded by the county, they engage a traffic engineer to come in and run a series of three meetings, which is heavy in resident input so they can get input from the residents, hear what the problem is firsthand and come up with recommended solutions and once those solutions are fine-tuned they put it to a vote of the residents that are affected by those solutions. A lot of times you might think that everyone wants to have a four-way stop or speed bumps or certain types of islands to slow down traffic but oftentimes you will find that you do not get the votes from the residents that are required to meet the threshold to make those improvements. I'm looking for your input to identify three or four hotspots that you would want in the request knowing that once we are approved for a traffic calming study and the engineer is on the ground based on the input he hears those priorities might change and there may be some additional hotspots to consider. It is still fine for the residents to continue to call their county commission to ask them to fix these problems because we are a board and official form of government it is oftentimes the residents who make the direct calls to their elected officials that make the biggest impact.

The board members listed their areas of concern in the area.

Mr. Oliver stated I will take this information, draft a letter have the chair execute it on behalf of the board.

TWELFTH ORDER OF BUSINESS**Other Business**

There being none, the next item followed.

THIRTEENTH ORDER OF BUSINESS**Staff Reports****A. Attorney**

Mr. Eldred stated on the pool resurfacing I will have the contract with Crown executed and bring that back for ratification by the board.

In Tallahassee the session is starting early this year and there have already been some committee meetings and some bills are flowing out that may or may not impact CDDs generally, public records issues, etc. We are monitoring those and I think you have been receiving copies of the newsletter we have been preparing.

B. Engineer

There being none, the next item followed.

C. Manager

There being none, the next item followed.

D. Operation Manager

1. Report

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

2. Consideration of Project Management Proposal

Mr. Cowling stated we put together a proposal for oversight of capital improvement projects that fall outside the scope of regular operations management. I believe it will take about 40 hours total to do this but we put 60 hours total as a not to exceed in case we run into any issues.

On MOTION by Mr. Hogan seconded by Mr. Clarke with all in favor the work authorization for project management services with Governmental Management Services, LLC was approved.

E. Amenity Center Manager - Memorandum

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

FOURTEENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet as of September 30, 2015 and Statement of Revenues and Expenses for the Period Ending September 30, 2015

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 Mr. Hogan seconded by Ms. Fore with all in favor the check register was approved.

FIFTEENTH ORDER OF BUSINESS Supervisors Requests and Audience Comments

Ms. Lovett stated they have started clearing out some of the Wellington area and the log trucks are screaming through.

Mr. Porter stated I will talk to the contractor about that.

A resident stated on the pool resurfacing you should contact Pebble Tech directly that will do it for \$85,000 and you are at \$190,000.

Mr. Cowling stated the only company that does it on a commercial scale in the Jacksonville area did not return my phone calls.

Mr. Oliver stated we will get confirmation from Pebble Tech that they do not do public/commercial pools. If I get confirmation to the contrary I will notify the board and we will put it on hold until we bring it back to the board.

A resident stated I don't know if anyone has talked to DR Horton but these trucks are not only flying through the subdivision and took out two or three mailboxes but some of our neighbors had to have their corner yard re-sodded. They are texting and driving, I see them on the phone constantly when they pass my house. They leave dirt in the road and I'm finding metal chunks hitting my car and I paid a lot of money for my vehicle and just paid \$10,000 to

have my wife's truck repainted and this is getting out of hand. Our houses all have dirt on the siding from the trucks, the concrete driveway that was just pressure washed is filthy again.

Mr. Porter stated it is really not an issue for the CDD, they don't have any input or control but I'm happy to talk to you as soon as we get through the meeting.

SIXTEENTH ORDER OF BUSINESS

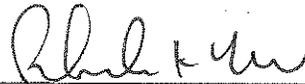
Next Scheduled Meeting – 11/24/15 @4:00 p.m. @ Aberdeen Amenity Center

Mr. Oliver stated the next scheduled meeting is November 24, 2015 at 4:00 p.m.

On MOTION by Mr. Hogan seconded by Ms. Andrews with all in favor the meeting adjourned at 5:22 p.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman