

ABERDEEN  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Aberdeen Community Development District was held Tuesday, November 24, 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:

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

Also present were:

Jim Oliver	District Manager
Carl Eldred	District Counsel (by telephone)
Louis Cowling	GMS, LLC
Jackie Krabill	Vesta/Amenity Services Group
Dan Fagen	Vesta/Amenity Services Group
Michael Woolrich	Down to Earth

The following is a summary of the actions taken at the November 24, 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**

**Consideration of Resolution 2016-02 Election of Officers**

On MOTION by Ms. Andrews seconded by Mr. Hogan with all in favor Resolution 2016-02 was approved as follows: Ms. Lovett chairperson, Ms. Andrews vice chairperson, Mr. Hogan assistant secretary, Ariel Lovera assistant treasurer and all other officers to remain the same.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the October 27, 2015 Meeting**

On MOTION by Ms. Fore seconded by Ms. Lovett with all in favor the minutes of the October 27, 2015 meeting were approved.

**FIFTH ORDER OF BUSINESS**

**Ratification of Audit Engagement Letter with Berger Toombs Elam Gaines & Frank to Perform the Audit for Fiscal Year 2015**

On MOTION by Ms. Andrews seconded by Ms. Lovett with all in favor the engagement letter with Berger Toombs Elam Gaines & Frank to perform the fiscal year 2015 audit in the amount of \$3,525 was ratified.

**SIXTH ORDER OF BUSINESS**

**Consideration of Agreement with Amenity Services Group, Inc. for Fiscal Year 2016**

Mr. Oliver stated I believe you approved this at your last meeting but you now have the actual form of agreement.

Mr. Eldred stated I think Dan wanted to address the board to discuss the potential of engaging in a multi-year option.

Mr. Fagen stated the last page of the proposal provides for a multi-year option and we want to thank you for renewal of our contract. Our fees have remained flat for a number of years and the multi-year option we are laying out a not to exceed increase next year of 3.5% and we can have this discussion at budget time and the following year remaining flat. That is our request where you can lock in a not to exceed with those fees for the next three years, 2016, 2017 and 2018.

Ms. Lovett stated looking in increases in rooftops is the not to exceed 3.5% feasible with activities and staff increasing?

Mr. Fagen stated that is in our normal hourly rate so as far as additional services that is outstanding, this is just based on our current contract.

Mr. Oliver stated a couple of things to keep in mind as you go through the budget year and approach FY 2017 budget process you will anticipate what the scope will be for the coming year and whether or not you need to ramp up staffing then adjust those costs as necessary in your budget and this agreement. I will also point out that there is still a termination clause that is favorable to the district if at any time you want to change services.

Mr. Clarke asked is the 3.5% of the total?

Mr. Fagen responded yes the total amount of the contract.

Mr. Clarke asked it could be reallocated among those three or four items?

Mr. Fagen responded yes, basically add 3.5% to the existing contract that would be the not to exceed. We have ACA, affordable care act, that we are still traversing as well as FSLA, which is overtime to a salary cap that just came down the pike from the federal government so we still have a couple of unknowns we are dealing with and our rates are definitely fair within the marketplace and that is our way to lock it in.

Ms. Andrews asked do you have a breakdown of who is doing what that we spoke about at the last meeting?

Mr. Fagen responded we can talk about that.

On MOTION by Ms. Lovett seconded by Ms. Andrews with all in favor the agreement with Amenity Services Group, Inc. was approved with a revision to section 3 to revise the term of the agreement through September 30, 2018.

**SEVENTH ORDER OF BUSINESS**

**Option to Purchase One-Acre Parcel**

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

Mr. Eldred stated as I mentioned last time we are finalizing the agreement with D.R. Horton to potentially put in place the necessary contract for the purchase of the one acre parcel and to have that ready when the time comes to exercise the option. I have exchanged comments to the document with counsel for D.R. Horton and this is also being reviewed by their corporate

folks that don't have as much of the background on this particular district and this particular deal so it is in part an education process by the local regional counsel to their corporate folks. I think we are moving along in our efforts and we will have the documents before the board for final approval at the next meeting.

**EIGHTH ORDER OF BUSINESS**

**Update of Conceptual Plans for Potential Capital Projects**

Mr. Cowling stated at the last meeting the board directed us to look at an option to put a fitness center over where the playground is now. Mr. Basham looked at that and said there is not enough space to do that. I wanted to get board direction on whether he should look at the option of the same spot over here that we can connect to the parking lot with a secondary entry.

Ms. Lovett stated I thought the design had a tennis court and a pool over here.

Mr. Cowling stated with a fitness center on the opposite side of this building.

Ms. Lovett stated yes and I thought we were still looking at the fitness center over there and a kiddy splash pad over on this side. A splash pad where the current playground is and where the larger kiddy wading pool is over here put the fitness center.

Mr. Clarke stated I thought we talked about not only putting the building over there but a stand alone building in this area that would have access to both. I suggest a modular building if that is an option it may be less expensive but I would leave that up to them.

Mr. Oliver stated when Louis and I talked we didn't talk about the concept of the splash pad over there we talked about having another building over there with parking lot access. We will bring that back to Paul along with these other ideas and we will plan to have Paul at the next meeting because whatever you come up with he has probably done some place.

Mr. Clarke stated I'm wondering if we need to add to this building if we have a stand alone building of 2,000 square feet.

Mr. Cowling stated you are looking at a free standing building over here in the center and a splash pad where the existing tot lot is.

Ms. Lovett stated I think when he drew up the plan with the wading pools with zero entry that was fairly large and think of something a little smaller that would fit little kids in that area.

Mr. Hogan stated a splash pad over here, a playground there and a stand alone building for the fitness facility. Then you could use the fitness center we have now as a meeting or multi-purpose room.

**NINTH ORDER OF BUSINESS**

**Update Regarding Pool Resurfacing Project**

Mr. Cowling stated they are scheduled to start the project on the 7<sup>th</sup> and expect to be done in early January.

Ms. Lovett stated at the last meeting we agreed to reach out to Pebble Tec to see if that was within the scope of what they do for prices.

Mr. Cowling stated I reached out to Classic Marcite who is the authorized dealer in the state and I also reached out to Pebble Tec, which is out of Arizona and they are the only authorized installer of Pebble Tec in this area.

Mr. Oliver stated we followed up several times and the vendor was not responsive.

**TENTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney – Waiver of Possible Conflict of Interest**

Mr. Eldred stated our firm has been approached by D.R. Horton to assist them in the establishment of a CDD in Clay County. Obviously, we represent the district here and this representation of D.R. Horton would entail establishing a new district in Clay County. Because of that we wanted to make sure that the board was aware of that request and to obtain a consent of that representation from the district. We don't anticipate nor are we representing D.R. Horton in any matters before the Aberdeen CDD and we would be conflicted from doing so. This is for the specific establishment of the district in Clay County and potential future establishment as well unrelated to the Aberdeen District. This consent sets forth and lets you know that we are undertaking that representation and we would just request the board's consent to that representation and execution of this agreement.

On MOTION by Mr. Clarke seconded by Ms. Andrews with all in favor the waiver of possible conflict of interest was approved.

**B. Engineer – Work Authorization No. 23**

Mr. Oliver stated work authorization no. 23 is in the amount of \$4,000 for general services for fiscal year 2016. You budgeted \$7,000 so it is well within budget. We only bring the engineer to the meetings when we need him so that we save the district some funds.

On MOTION by Mr. Hogan seconded by Ms. Lovett with all in favor work authorization no. 23 was approved.

**C. Manager**

Mr. Oliver stated I did complete the draft of the letter to go to Andy Ames and I have it for you for review, I just need to fill in a few blanks to specify the problem areas.

The other item has to do with security. We are trying to have the paid off-duty deputies focus on areas owned by the district since we are using public funds for that. In conjunction with that Jackie has reached out to Envera to do an analysis of what upgrades they could do to more automate the security of our facilities. I saw an advance copy of that earlier, they have already been onsite and done that evaluation and provided that to her but I would like to review it before I share it with the board. Once we take a look at that we will decide if that is a direction we want to go or if we want to get additional proposals. I will say the services that Envera provides are somewhat unique at least for the districts I work with but there may be other firms that offer comparable services.

Mr. Hogan asked are there other districts that use Envera?

Mr. Oliver stated they use it at Durbin and Murabella, those are the only other one that I know of and I'm pretty impressed with it.

**D. Operation Manager - Memorandum**

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

**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.

**A. Balance Sheet as of October 31, 2015 and Statement of Revenues and Expenses for the Period Ending October 31, 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. Andrews with all in favor the check register was approved.

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

Mr. Hogan stated I would like to thank you for my year as chairman, it was quite an experience and you have all been a lot of help.

Ms. Lovett stated thanks for your leadership and all your efforts made on our behalf. I have one comment/question.

The trimming of the trees along Longleaf if I were to trim my bushes and dump big limbs on the preserve the HOA would have a field day with me. Does Down to Earth have a chipper?

Mr. Woolrich stated they should be removing the branches.

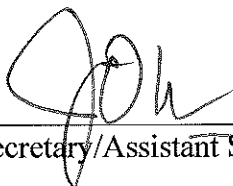
Ms. Lovett stated they are not and it all lays on the edges of the preserve.

Mr. Woolrich with it being Thanksgiving week I can't do it but I will push to get someone out here the first of next week and we will police that edge.

**FOURTEENTH ORDER OF BUSINESS Next Scheduled Meeting – 12/15/15 @ 6:00 p.m. @ Aberdeen Amenity Center**

Mr. Oliver stated our next meeting is December 15<sup>th</sup> at 6:00 p.m.

On MOTION by Mr. Hogan seconded by Ms. Fore with all in favor  
the meeting adjourned at 4:47 p.m.



Secretary/Assistant Secretary



Chairman/~~Vice Chairman~~