

ABERDEEN
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Aberdeen Community Development District was held Tuesday, January 26, 2016 at 6:00 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	Hopping Green & Sams (by telephone)
Louis Cowling	Riverside Management Service, Inc.
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 January 26, 2016 meeting. A copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Lovett called the meeting to order at 6:00 p.m.

SECOND ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

THIRD ORDER OF BUSINESS

**Recognition of Loyd Hogan for Services as
District Chairman**

Ms. Lovett stated on behalf of all the supervisors it is our honor to present to you in recognition of your leadership, public service and commitment as Chairman of the Aberdeen Community Development District this beautiful plaque.

For those of you who haven't been in attendance Loyd was a rock throughout the life of this board and has been in service for many years. Thank you for your efforts and all the time spent on behalf of the board.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the November 24, 2015 Meeting

On MOTION by Ms. Andrews seconded by Mr. Hogan with all in favor the minutes of the November 24, 2015 meeting were approved.

FIFTH ORDER OF BUSINESS

Update on Option to Purchase One-Acre Parcel

Mr. Eldred stated as you know we have been trying to get some of the acquisition documents squared away in advance of exercise of the option to purchase the one-acre parcel. We have been working with D.R. Horton and their counsel to get those documents prepared and that is primarily the purchase and sales contract.

SIXTH ORDER OF BUSINESS

Update on Conceptual Plans for Potential Capital Projects

Mr. Oliver stated we have been talking about possible new capital improvements to determine what the community may want in the future. We don't have the one-acre parcel yet and there is no rush to get it because once we get it we have to pay off the debt on it of about \$130,000. We don't have money yet for these capital projects and once we fine-tune what those capital projects should look like, we will identify a funding source, which may be a few years out. I didn't want anyone to think that we are going to rush through this process because we don't have the money yet.

Mr. Cowling reviewed the items on the list provided in the agenda package, some of which are underway, some scheduled to be done this year and some items for future consideration.

Mr. Oliver stated you ended the fiscal year with unassigned revenues of \$760,000, if you reserve \$130,000 for the debt service payoff for the one-acre and you also reserve about two months of operating funds for the first quarter of fiscal year 2017 before the assessments come in, that leaves available to you approximately \$474,000. That is money we can move to capital

projects or for new projects depending on how you want to use it. If you are ready to start seeing proposals, making selections and moving forward with any high priority projects you certainly can.

Mr. Clarke asked can you give us a matrix of a five year plan or rolling plan showing projected capital. You already have the projects just orient them year by year so we can see how it rolls forward.

Mr. Oliver stated we will do that and we should update the capital reserve study with new cost estimates as well as new timelines. One of the documents within that study shows exactly what you are talking about, for each year what projected contributions are as well as expenditures so we have a rolling balance. I will get a proposal from Community Advisors to do an update on that and they run about \$1,500 to \$2,000. It is likely some of the projected costs have gone up and it helps us calibrate what the funding levels should be.

SEVENTH ORDER OF BUSINESS Update Regarding Pool Resurfacing Project

Mr. Cowling stated the full report is the agenda package, they had a lot of manpower on this project and it went very smooth and they are about 99.9% done. They replaced some backsplash tiles and 10 to 12 feet of coping and they did that for a very good price. The tiles are no longer made and they found a perfect match.

Ms. Lovett stated some of the light fixtures look like they have gaps in between some of the marcite.

Mr. Cowling stated I will take a look at it.

Mr. Hogan stated there are some brown spots around some of the lights.

Mr. Cowling stated I will look at it.

Mr. Fagen stated we are here every day working on the pool and if we see something that is considerable then we will let Louis know and he can take it up with the contractor and if it is something simple we will address it and move on.

EIGHTH ORDER OF BUSINESS Consideration of Proposals for Engineering Study for Pool Deck Lighting

Mr. Cowling stated there are two proposals, one from Shaffer Engineering and one is from Powell & Hinkle Engineering. Powell & Hinkle has done a design for us at Durbin, they have had so much work it has been hard to get them to respond. Shaffer is a little bit lower but I

have not worked directly with them on a lighting project but I do know them and they do good work. One thing we don't have in hand is an electronic drawing of the site plan. I will work with George to get one of those. They do have a line item for additional work, which would be to prepare a CADD drawing. Between George and some of the other designers I think they would be willing to share their CADD drawings.

On MOTION by Mr. Hogan seconded by Ms. Lovett with all in favor Shaffer Engineering Group was selected to do the study for the pool deck lighting.
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NINTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Eldred stated there are a couple of bills in this legislative session that are of interest to CDDs. There is one bill that has gone through one committee and that is a bill regarding website requirements for a CDD and imposes what we think are significant requirements for CDDs on their website beyond what we have already gone through recently. The bill is tailored specifically to CDDs and it has a number of requirements that are not applicable to any other governmental entity. It is very early in the session and I think there is going to be discussion about this and we will keep monitoring it.

B. Engineer

There being none, the next item followed.

C. Manager

There being none, the next item followed.

D. Operation Manager - Report

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

E. Amenity Center Manager

1. Report

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.

2. Security Cameras

Information on security cameras was provided as a part of the agenda package.

Closed session regarding security matters will be noticed and held during the February 23, 2016 CDD meeting.

ELEVENTH ORDER OF BUSINESS Financial Reports

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

TWELFTH ORDER OF BUSINESS Supervisors Requests and Audience Comments

Ms. Lovett stated I had a request from a resident for the county to look at the sidewalk between Castlegate and Grandhome on the northern side of Longleaf because the stroller wheels get stuck in it. Someone requested a guardrail in Grandhome Point where the preserve areas are and there is a drop-off from the sidewalk.

Mr. Cowling stated there are some culverts that run through there and I will take a look and take some pictures.

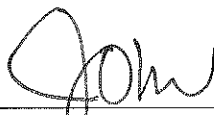
A resident stated people park by that cul-de-sac in the grassy area.

Mr. Oliver stated I can put draft parking policies in the next agenda package and we can come up with some consequences including towing vehicles if they are parking on our common areas that have to then be repaired. Once you have the parking policies in place, educate everyone, have a transition period, you can look at improving the area. You don't want to improve the area before then to avoid damaging the new landscaping.

THIRTEENTH ORDER OF BUSINESS **Next Scheduled Meeting – 02/23/16 @4:00 p.m. @ Aberdeen Amenity Center**

Ms. Lovett stated the next meeting is February 23, 2016 at 4:00 p.m. in the same location.

On MOTION by Mr. Hogan seconded by Ms. Fore with all in favor the meeting adjourned at 6:51 p.m.


Secretary / ~~Assistant Secretary~~


Chairperson / Vice Chairperson