

ABERDEEN  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Aberdeen Community Development District was held Monday, April 25, 2016 at 4:10 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
Loyd W. Hogan	Supervisor
Dennis M. Clarke	Supervisor
Hillary (Beth) Fore	Supervisor

Also present were:

Jim Oliver	District Manager
Mike Eckert	District Counsel
Clark Gates	Hopping Green & Sams
Louis Cowling	GMS, LLC
Jackie Krabill	Vesta/Amenity Services Group
Dan Fagen	Vesta/Amenity Services Group
Bob Porter	D.R. Horton

The following is a summary of the actions taken at the April 25, 2016 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 4:05 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 March 22, 2016 Meeting**

On MOTION by Ms. Andrews seconded by Mr. Hogan with all in favor the minutes of the March 22, 2016 meeting were approved.
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**FOURTH ORDER OF BUSINESS**

**Acceptance of the Minutes of the March 22, 2016 Audit Committee Meeting**

On MOTION by Mr. Hogan seconded by Ms. Andrews with all in favor the minutes of the March 22, 2016 audit committee meeting were accepted.

**FIFTH ORDER OF BUSINESS**

**Presentation of Proposed Landscape Upgrade**

Mr. Porter gave an overview of proposed landscape improvements to the medians estimated to be between \$400,000 to \$500,000 to be funded by D.R. Horton with the district taking over the additional landscape and irrigation maintenance and the landscape contractor to warranty the trees for the first year.

On MOTION by Mr. Hogan seconded by Ms. Fore with all in favor the landscape enhancement plan for the medians was approved in concept with D.R. Horton to request approval from St. Johns County, cover the cost of the improvements estimated to be between \$400,000 and \$500,000, their contractor to warranty the landscaping and irrigation for the first year and the district to cover the additional landscape maintenance costs.

**SIXTH ORDER OF BUSINESS**

**Consideration of Committee Rankings of Proposals to Perform the Audit for Fiscal Year 2016**

Mr. Oliver stated earlier today the audit committee met and ranked the four proposals with Berger Toombs no. 1, Grau & Associates no. 2, McDirmit Davis no. 3 and Carr Riggs no. 4.

On MOTION by Ms. Andrews seconded by Mr. Hogan with all in favor the recommended rankings of the audit committee were approved with Berger Toombs as the number one ranked firm and directed staff to obtain an engagement letter from the top ranked firm.

**SEVENTH ORDER OF BUSINESS**

**Ratification of Proposal to Update Capital Reserve Study**

Mr. Oliver stated enclosed in your agenda package is a proposal from Community Advisors to update the reserve study in the amount of \$1,400. At the last meeting, you approved

staff, working with Supervisor Dennis Clarke, to request an engagement letter from Community Advisors for review and execution, if acceptable. This was accomplished and we have started the process. We will bring a draft report to the next meeting for you to review.

On MOTION by Mr. Hogan seconded by Ms. Fore with all in favor the proposal from Community Advisors to perform a Level II reserve study update in the amount of \$1,400 was ratified.

**EIGHTH ORDER OF BUSINESS**

**Board Guidance Regarding Preparation of Proposed Fiscal Year 2017 Budget**

Mr. Oliver stated we will bring a proposed budget to your May meeting and when you approve that budget by resolution you will set a public hearing to be held no sooner than 60 days of approval of the proposed budget. Typically we have that in August so you will have a few months to work through the budget process. We will need to factor the landscape enhancement project into the budget, any other items you want us to look at in addition to the capital reserve contribution recommendations that we will get from the report next month.

Mr. Clarke stated I suggest we leave the security line item out and any security necessary for special events be covered under the contingency line item.

**NINTH ORDER OF BUSINESS**

**Discussion of Parking Policies**

Mr. Oliver stated we are still working through the parking policies and will bring that back to a future meeting.

**TENTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Eckert stated we are working on the agreement for the one-acre parcel and we anticipate we will have that for you next month but from our perspective we have ironed out the issues that were outstanding.

Ms. Fore stated we still have to pay the CDD bond.

Mr. Eckert stated that is correct. The purchase price was reduced to \$1 but we have to pay the CDD bond off and that is something that Jim will have to look at how we do that.

**B. Engineer**

There being none, the next item followed.

**C. Manager**

Mr. Oliver stated in concert with the budget process, when we review the capital reserve study at next month's meeting, you will see how that ties into the budget in determining how the District reserves money for capital projects for reserves and replacements and new capital starts. For example, one of those potential new capital starts could be additional community lighting around the entrances. There are currently no plans to do that, but the county is not going to do it either. If the Board wishes to consider additional lighting, we would have to get draft a lighting plan for your review and then seek cost proposals.

**D. Operation Manager - Report**

Mr. Cowling reviewed the items outlined in the monthly report, which was included in the agenda package and presented the proposals for safety mulch for the tot lots.

On MOTION by Ms. Andrews seconded by Ms. Fore with all in favor the proposal from Southern Recreation for safety mulch in the tot lots in the amount of \$3,000 was approved.
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Mr. Oliver stated we do have information regarding security systems and we only want to discuss these types of matters in closed session. We didn't notice to have a closed session today and we can notice that for our next meeting and have the benefit of having the capital reserve study as we discuss those matters.

**E. Amenity Center Manager - Report**

Ms. Krabill reviewed the amenity center activities and maintenance items, which were outlined on the monthly report and included as part of the agenda package then gave an overview of the proposals for umbrellas.

On MOTION by Mr. Hogan seconded by Ms. Fore with all in favor the proposal from Fiberlite for the purchase of eight umbrellas and stands in an amount not to exceed \$3,095 was approved subject to review by the chair of the final proposal and warranty.

**TWELFTH ORDER OF BUSINESS**

**Financial Reports**

**A. Balance Sheet as of March 31, 2016 and Statement of Revenues and Expenses for the Period Ending March 31, 2016**

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**

A resident asked does the water treatment plant JEA is building affect us financially?

Mr. Oliver stated they are expanding the treatment plant and I will ask George Katsaris to take a look at that and see how that impacts us.

A resident stated I see the crossing at Castlegate. Have we addressed putting curbing along that middle island or is that a county issue?

Ms. Andrews stated we would like the county to do it because we have looked into doing it ourselves and it is very expensive.

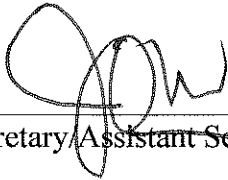
A resident asked are they supposed to put in a kid's pool or did that get cut?

Mr. Oliver stated we are still working through plans right now but that could happen in the future once the CDD acquires additional recreational land and funding is available.

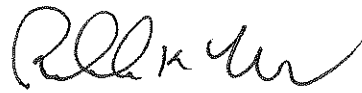
**FOURTEENTH ORDER OF BUSINESS      Next Scheduled Meeting – 05/24/16 @4:00 p.m. @ Aberdeen Amenity Center**

Mr. Oliver stated the next meeting is May 24, 2016 at 4:00 p.m. in the same location.

On MOTION by Mr. Hogan seconded by Ms. Andrews with all in favor the meeting adjourned at 4:51 p.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman