

ABERDEEN  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Aberdeen Community Development District was held Tuesday, September 27, 2016 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	Hopping Green & Sams by telephone
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 September 27, 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 4:01 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 August 23,  
2016 Meeting**

Ms. Andrews made an amendment to page 2 of the minutes, which will be reflected on the final document.

On MOTION by Mr. Hogan seconded by Ms. Andrews with all in favor the minutes of the August 23, 2016 meeting were approved as amended.

**FOURTH ORDER OF BUSINESS**

**Consideration of Prompt Payment Policies, Resolution 2016-08**

Mr. Oliver stated essentially district counsel has gone through Florida Statutes and made sure we have a district policy regarding the processing of payments as much as anything else to protect the district as long as we are following these procedures it is much more difficult to litigate against the district. It dovetails with state policy and they have done this for all of their districts.

On MOTION by Mr. Hogan seconded by Mr. Clarke with all in favor Resolution 2016-08 was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Audit Engagement Letter with Berger Toombs Elam Gaines & Frank to Perform the Audit for Fiscal Year 2016**

Mr. Oliver stated this is the firm you selected a few years ago through the RFP process in accordance with Florida statutes, Chapter 218. This will be the last year of this RFP process and you will start all over again. The fee that is in the engagement letter is \$3,525 and that is the same amount they stated in their RFP and it is also what you budgeted for fiscal year 2017.

On MOTION by Mr. Hogan seconded by Ms. Lovett with all in favor the engagement letter with Berger Toombs to perform the fiscal year 2016 audit was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Proposals for Pool Deck Lighting for Night Swim**

Mr. Oliver stated Dennis, Louis and I sat down in my office last week to go through the capital plan and we are still working on that. We will have something to present at the next meeting but I wanted you to know that as you consider this capital item.

Mr. Cowling stated I have talked to some of the vendors and there is an opportunity to value engineer some of the fixtures.

Ms. Lovett stated we will revisit this next month.

**SEVENTH ORDER OF BUSINESS**

**Discussion of Capital Plan**

Mr. Oliver stated Dennis has utility and accounting background and that is a major asset for the district to prepare these reports and we will bring this item back to the next meeting.

**EIGHTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Oliver stated in going to other meetings recently there is another organization out there that is sending records requests to all the districts throughout the state with the anticipation that some of them will fail to respond to the records request then they can file suit against them and negotiate some type of settlement. We have already responded for Aberdeen. They have asked for financial records for all of the district employees. We have responded that the district has no employees.

**B. Engineer**

Mr. Oliver stated we have work authorization 25, general consulting engineering services for \$4,000. This is for the services they provide throughout the year as anticipated in the budget. You budgeted \$7,000 and he has a work authorization for \$4,000. We will bring him to the meetings as needed and if his fees are approaching \$4,000 he will bring another work authorization to the board.

**C. Manager**

**1. Resignation of Dissemination Agent**

Mr. Oliver stated in your agenda packet is a letter from Prager & Co. they are the dissemination agent and they provide all the compliance with the requirements of the bond indenture in terms of keeping all the investors, bondholders and the market informed of any transactions to do with the bonds whether it be good or bad so that they have the information they need to make good financial decisions. They were associated in the past with Prager &

Sealy who used to be in the underwriting business. After the recession that company broke apart, Prager just did dissemination agent duties and now they have decided to get out of the business. They are resigning from all of the districts throughout the state. We don't have a choice but to accept their resignation because they are no longer in business but as a formality we do look for a motion to accept their resignation.

On MOTION by Ms. Fore seconded by Mr. Hogan with all in favor Prager & Co.'s resignation was accepted.

**2. Consideration of Proposal/Agreement with GMS for Dissemination Services**

Mr. Oliver stated you have a proposal from GMS to provide those same services at the same price and that is in the amount of \$6,500 per year. Last year you paid \$6,575 and you budgeted \$6,500 this year. From what I have learned in speaking with Hopping Green is that all the management companies are taking over that at the same price. The only thing that I have been advised by Carl and we did the same thing at Bartram Springs last week was we would look for approval in substantial form because he will prepare the form of agreement.

Ms. Lovett asked by them resigning and you taking this over there is no special training or requirement for this?

Mr. Oliver stated we already do it for other districts. When we took on new districts we started to provide that service but we did not alter the existing agreements because everything was working fine. We are happy if you want to consider other management companies to do this but if that other company comes to us and requests all this information to prepare the reports we are going to charge them for that information.

On MOTION by Ms. Andrews seconded by Mr. Hogan with all in favor the agreement with GMS for dissemination agent services in the amount of \$6,500 was approved in substantial form.

**D. Operation Manager - Report**

Mr. Cowling reviewed the items outlined in the monthly memorandum, which was included in the agenda package, discussed deficiencies in the landscape maintenance and lighting options for neighborhood intersections and will bring back cost options to the next meeting.

Mr. Eldred joined the meeting at this time by telephone.

**E. Amenity Center Manager - 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.

**TENTH ORDER OF BUSINESS**

**Financial Reports**

**A. Balance Sheet as of August 31, 2016 and Statement of Revenues and Expenses for the Period Ending August 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. Approval of Check Register**

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

**ELEVENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

Ms. Andrews asked are the cameras stopping the off duty patrols?

Mr. Oliver stated that is a board decision. You don't have an agreement with St. Johns Deputies so there is no agreement to terminate you just call them when you need them. Jackie can have them back down their hours whenever she wants and she can also bring them back if there is some uptick in some type of crime in the neighborhood. You can get with Greg and say we just installed the cameras and we are going to back off the number of hours.

A resident asked why aren't you buying the piece of land now? You have the money.

Mr. Oliver stated we won't be buying it, it is going to be a gift to the district it is just a matter of paying off the debt. As long as D.R. Horton is paying the debt payments on that your principal is declining somewhat.

A resident stated people are moving into the area and you are going to need a bigger gym.

Mr. Oliver stated there is no reason to buy it until you are ready to do something with it realizing there is a three-year time limit to buy it.

A resident stated you want to do night swimming over here. What are the costs associated with that? There is the lighting cost, chemicals, electrical, security.

Mr. Oliver stated the two biggest parts will be energy costs and staffing costs associated with that.

Ms. Lovett stated you go to a hotel pool and they are not staffed at night and maybe it is two extra hours we are paying for key seasons. I don't know that we would staff earlier in the morning. People come and swim laps. There is going to be an increase for staffing but I'm not sure it is going to be substantial. We do have pool hours when there is no staff here.

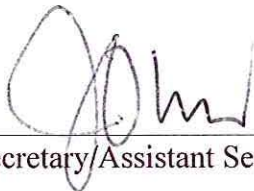
Mr. Fagan stated it will be a minimal cost for the most part of not having the slide open. You have another adult here to make sure there is not chaos, manning the deck as well as manning the office and you are looking at extending the pool hours a couple hours each night, primarily on Friday and Saturday night, high season six nights a week but it is just an extension of the day and it is not a substantial cost on an annual basis, maybe between \$6,000 to \$8,000 tops. A lot of communities just want to do that on Friday and Saturday night and a couple hours to extend the swim time to 9:00 or 10:00 p.m. tops.

**TWELFTH ORDER OF BUSINESS**

**Next Scheduled Meeting – 10/25/16 @4:00 p.m. @ Aberdeen Amenity Center**

Ms. Lovett stated our next scheduled meeting is October 25, 2016 at 4:00 p.m. in the same location.

On MOTION by Ms. Fore seconded by Mr. Hogan with all in favor the meeting adjourned at 4:50 p.m.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman