

ABERDEEN  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Aberdeen Community Development District was held Tuesday, September 26, 2017 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:

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|---------------------|------------------|
| Rhonda Lovett       | Chairperson      |
| Angela Andrews      | Vice Chairperson |
| Hillary (Beth) Fore | Supervisor       |
| Gary Davis          | Supervisor       |
| Dennis Clarke       | Supervisor       |

Also present were:

|                 |                                     |
|-----------------|-------------------------------------|
| Jim Oliver      | District Manager                    |
| Carl Eldred     | Hopping Green & Sams (by telephone) |
| Louis Cowling   | Riverside Management                |
| Lauren Egleston | Vesta/Amenity Services Group        |
| Dan Fagen       | Vesta/Amenity Services Group        |
| Eddie Coalwell  | Envera                              |

The following is a summary of the actions taken at the September 26, 2017 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 4:00 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 August 22,  
2017 Meeting**

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| On MOTION by Ms. Andrews seconded by Ms. Fore with all in favor the minutes of the August 22, 2017 meeting were approved as presented. |
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Ms. Lovett stated we have a guest from Envera and we will take that item out of order.

Ms. Egleston stated throughout the summer we had issues with trespassers and ability to monitor access. Our card access system allows access from 5:00 a.m. to 10:00 pm. To be able to changeover our system that handles the card access in the front we have to redo the whole system and we would incur a new expense.

Mr. Clarke joined the meeting at this time.

Ms. Egleston stated we need more control over the main entrance to this facility to stop families from coming in after hours.

Ms. Lovett stated I thought we paid a lot for a pretty significant package with a lot of cameras and detail and I thought we were paying a lot for what we were getting and I didn't realize the access cards couldn't be turned on and off.

Ms. Egleston stated we can turn them on and off locally.

Ms. Andrews stated we could keep spending money making it better the problem is we were told this is going to take care of the issue. The problem is Lauren is telling me it is calling down but we don't have speakers in the right place so they don't hear it or whatever the case may be. It is not doing its job. Is it the cameras or the speakers?

Mr. Coalwell stated if we just need to move the speakers, we will move the speakers, that is not an issue as far as what we are capable of doing. As to what you are currently paying for, and basically what we took over, is monitoring your area as far as what goes on. If there is a problem we have your post orders as to what we are to do at that point. We don't have any control of your access control, which comes into a different set of issues. Why the two systems were not proposed together originally my understanding is that they were piecemealed for a reason and there was a proposal for a camera system, a proposal for the access control system. You had previously purchased an Emerge System from another vendor that was supposed to be top of the line and that vendor is not servicing the Emerge System, which is your current problem today. You don't have anybody qualified to service that system. Envera does Emerge Systems so when they came to me and said can you take a look at it and I did and said you have problems because whoever you hire at this point to fix problems they are not doing it correctly. When I came in I said I could fix the problem but it would be better to integrate the systems, it is designed to be one piece of a system so when a card is scanned we have a video record and

everything goes together, but we would also have the ability if you tell us to turn off certain things, turn on certain things, which with the system you have right now you can't do.

The access control portion of this integrates your entire system together, which allows what you currently purchased and the video footage system to interact with your access control, which is the whole point of a security system. When we did the video cameras here and did the active video surveillance you had already purchased the Emerge System from someone else and I guess they promised you the stars and didn't deliver. Based on what I saw when they were doing the fixes, it wasn't done right. I told them I want to do what is best for your community and we will match the price you are currently paying with the exception of some upgrades to your current operation, so all you are paying for the brains of the operation that we have to fix then whatever the service and maintenance fee would be on all the equipment you have out here which we replaced at that point. As far as anything else with the video system, if we have a speaker in a bad location we will simply change the location.

Ms. Andrews stated I don't know what the issue is but it is not working, people are not leaving, it is call after call after call and the police aren't coming.

Mr. Coalwell stated I don't know what your post orders are. Are the post orders to us if they don't leave call the police?

Ms. Egleston stated we have three call downs, we have a light, stern and a final warning. Most people on the final warning start picking up their stuff. Envera on their side said if I'm looking at a batch of cameras where I can view those people they may think every camera has a speaker on it.

Ms. Lovett stated I would like to get the group that does our card badge system in and explain to them what we were promised and what we are supposed to get out of that.

Ms. Egleston stated we do not actually have a contract with them. When we purchased the standalone system we just purchased service for one year. We get our cards from ATS at this point we have not called in Emerge because the system should not need to be serviced. They sold you Emerge you had that 2 or 3 years it went down and when it went down it was out of warranty so we repurchased last year in June and they covered for one year but after that a service call to ATS to handle and they have only one person who understands the system and when they came out to install it they printed out instructions from the internet.

Mr. Fagen stated ATS is the authorized dealer we bought the system from.

Ms. Andrews stated I'm worried about putting out more and more money and still getting the same service.

Ms. Egleston stated I agree with what you are saying but I can see what he is saying I think you have two very good systems. I think the camera system has a couple bugs in it that can be worked out.

Mr. Coalwell stated as far as any issues you have we can address them right away. I think the initial issue was, for lack of a better term, we had an inexperienced person making the voice down and that person pushed the wrong button. As I went through, and we talked to them, 99% of our guards don't make that mistake but somebody did and it has been corrected. As far as your Emerge System goes that is up to you. We have the full ability to do that system.

Ms. Andrews stated you are saying it was an employee's fault and not a speaker issue.

Mr. Coalwell stated I haven't heard them voice down out here but if they are voicing down it should be heard.

Ms. Fore stated I have gotten here and was voiced down. I was getting water and they yelled at me and it was loud and clear.

Ms. Egleston stated I got permission to put additional speakers where needed. I held off putting in additional speakers until I know this problem is under control. In July we had several cars pulling into the parking lot when the lights are going out. Over time we have had cameras that are active monitoring and some are passive monitoring, all the cameras in the parking lot were passive monitoring.

Mr. Coalwell stated we don't make the decision on which ones are active or passive that information is given to us.

I came in on the backside of this, why a sales rep told you not to put active cameras on a parking lot I have no idea. There is no reason not to have active cameras.

Ms. Lovett stated it is a little disconcerting we just got the pitch last year that this was the best, these are the places you need cameras now you are telling me that someone who works for your company that is good at what they do is trained to do this has sold us something that is not effective for what we are looking for.

Mr. Coalwell stated no, it is effective. I don't know who pitched this to you but as far as what our cameras do and what they are capable of we have the best system out there. Now that we have turned that on, which we did, the more and more she has communicated with me that

has been the biggest help. I can't tell you what happened before or who told you what or why they said it but I can tell you that I am really good at what I do and if she calls me I get the job done. As far as what we need to do now if we are having an issue with a speaker then let's put in another speaker and it won't cost you a thing. If we are not hearing a voice down the issue has to be the speaker. It is not a volume control issue the issue is with the speaker even if that is not the case let's add another speaker.

Mr. Fagen stated we have two issues and one is a hardware issue, which can be addressed by upgrading or replacing or adding speakers, the service issue is another issue and as long as you make that happen that is fine. We do have one active camera in the parking lot currently, which is being monitored so we can add more but Lauren is saying it is adequate.

Mr. Clarke asked what about the software issues?

Mr. Coalwell stated the proposal we had initially given you was we matched your burglar alarm system and that proposal was a year ago and the total cost was about \$300 a month to do service and maintenance. It was very little on installation because all we were going to do was switch out some brains in your software.

Mr. Clarke asked what is it going to cost?

Mr. Coalwell stated it was \$1,700 to fix the Emerge System. It was \$800 to upgrade your alarm system so a total of \$2,500 to fix the problem and \$300 a month for your monthly service and maintenance fees.

Mr. Clarke stated right now we have service and maintenance on the camera system.

Ms. Egleston stated we have service and maintenance on the cameras on the Emerge we do not.

Mr. Coalwell stated what you are paying to monitor the pool area is \$550. There is a second site that we are allowing access to that I assume is your dumpsters. There are two sites we are currently monitoring, the service and maintenance amount per month is \$400. It is \$150 a month for video pulls in other words when there is a problem we do all the research for you rather than a staff member sitting here for four days trying to find the two minutes you need. I will find out what the \$374 represents it says virtual gate guard and there appears to be a dumpster contract on here. According to this you have two separate sites we are monitoring so they broke the cameras into two sections.

Ms. Egleston stated it was too much pull to have them on one so we had one location site in the back for the three cameras, slide tower, south pool and lap pool.

Ms. Lovett asked what is the virtual gate guard getting us that we are paying for?

Mr. Coalwell stated I will go back and find out exactly what it is that you have signed, what you are paying for and then we can figure out where we are and where we can go from there and if there are recurring problems that is what I'm here for. If there is an issue call me and we will get it fixed.

Mr. Eldred stated once we understand what it is that we are evaluating moving forward then I can evaluate the liability once I know specifically what we are considering.

**FOURTH ORDER OF BUSINESS**

**Consideration of Actions for Transfer of 1-Acre Recreational Parcel to CDD**

Mr. Eldred stated we have until December 20<sup>th</sup> to exercise the option. I will be in touch with D.R. Horton's attorney to put this back on his radar shortly. Given the timing of the November meeting being around Thanksgiving, and sometimes we cancel the November meeting because of the holidays, at the next meeting in October I will probably present a resolution to the board to consider, which essentially exercises the option to direct staff to move forward with the necessary documents for the conveyance of that parcel.

Ms. Lovett stated I think the October meeting is appropriate and we will get it taken care of.

**FIFTH ORDER OF BUSINESS**

**Discussion of Potential Capital Improvements**

Mr. Oliver stated right now we are waiting to develop some financial scenarios. We have some information from the underwriter about issuing bonds and we also want to look at traditional financing for a short-term loan and I will have that information to present at the next meeting.

**SIXTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Eldred stated independent of the agenda package is a letter from our firm proposing a rate increase for our fees. The letter was dated May 5 and was submitted for consideration as part of the budget process. We review our fees every couple of years sometimes we adjust them sometimes we don't. In reviewing the fees we thought it was appropriate to seek an increase and it would amount to \$15 an hour increase for my time and for any associate that would work on Aberdeen matters it would be a \$20 increase. We try to have associates work on matters where appropriate because they have a lower billing rate and that results in a cost savings for the district. Given that we have gone through the budget process we didn't anticipate that fee increase would affect the line item that was reflected in the approved budget. By approving this I don't anticipate any impact to the line item but it would result in an increase for the hourly work. It would not impact the rate we charge for meeting attendance.

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| On MOTION by Ms. Fore seconded by Mr. Clarke with all in favor the request for a fee increase was approved. |
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Ms. Lovett asked do we want to talk about the conveyance of the pond to Durbin?

Mr. Eldred stated there are some discussions that I have had and Rhonda has subsequently had with folks at Durbin Crossing. It appears that when Durbin Crossing discovered that there is a stormwater retention pond within the boundaries of Durbin Crossing that they have been maintaining but is in the name of Aberdeen. It is not connected to the district's stormwater system. The chairman for Durbin reached out to Rhonda and they had a conversation recently.

Ms. Lovett stated I received a call from Peter from Durbin Crossing and he was a little light on detail but since Carl had briefed me a couple weeks ago on the matter I was aware of it. The pond in question he indicated was on Veterans Parkway by Racetrack so he felt it should belong to Julington Creek. In light of the fact that it is certainly not within our boundaries the agreement was that we would convey that pond to Durbin and they can do with it whatever they want to do with it. It is not anything within our boundaries so the agreement between Peter and myself last night was that since they have been paying the fees to maintain that pond we would pay the fees to convey it to them.

Mr. Eldred stated it would entail a simple quit claim deed that we would prepare and that we would execute and record and the recording fees would be minimal and preparation of the deed would be very simple. It is in the district's best interest to approve the conveyance of the property to Durbin Crossing and to direct staff to prepare and record the necessary documents to effectuate the conveyance.

On MOTION by Clarke seconded by Ms. Andrews with all in favor the conveyance of the pond to Durbin Crossing was approved and staff was directed to prepare and record the necessary documents to effectuate the conveyance.

Ms. Andrews asked the Julington Lakes pond are we doing anything to give it to Julington Lakes since they took it over?

Mr. Oliver stated I think basically that is part of our stormwater system; however, they are maintaining it because they want to maintain it at a higher level of community appearance than we otherwise would. It is part of our system and part of our permit and different circumstances than the other pond we discussed.

Mr. Cowling stated that is outside of contract so there is no cost for not mowing it and currently I told Lake Doctors not to do anything for maintenance on it.

Mr. Oliver stated I think that is something Carl and maybe George Katsaras could talk offline of the pros and cons of conveying that to Julington Lakes and if it is possible.

**B. Engineer**

There being none, the next item followed.

**C. Manager**

There being none, the next item followed.

**D. Operation Manager - Report**

Mr. Cowling stated we had a report from a resident about a rear yard swale and I forwarded that to George, it is not a major issue but we will take care of it.

Mr. Cowling gave an overview of the monthly memorandum, which was included in the agenda package.

**E. Amenity Center Manager - Report**

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

On MOTION by Ms. Andrews Seconded by Ms. Fore with all in favor staff was authorized to cancel -----with 90 day notice.

**EIGHTH ORDER OF BUSINESS**

**Financial Reports**

**A. Balance Sheet as of August 31, 2017 and Statement of Revenues and Expenses for the Period Ending August 31, 2017**

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. Clarke seconded by Ms. Andrews with all in favor the check register was approved.

**NINTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

Ms. Andrews stated there is a lot of erosion on the sides of some sidewalks, there is caution tape on one area. Are we calling the county about these areas? It is in our district because it is not as far as the last pond.

Mr. Cowling stated I called in two requests for St. Johns County, one is this one here and they looked at it and they are probably not in a rush to get it done because they have so much on

their plate right now but they are aware of it. I have asked them to look at the center median that has erosion on it.

Ms. Andrews stated these are on the sides beside the sidewalk and it is pretty bad. There is a sign for the JEA and if you are going south on Long Leaf where it says delivery it is right there. From the bridge on there is a big drop there. There is more on this side also down a way and it is pretty bad like a big drop off.

Also I gave Bob Porter a call to find out what he is doing with the other ponds and he is putting a big huge fountain in this one, benches and other trees. He said when we are ready and have the final agreement on what we want to do he said to give him the numbers and it is quite possible he will help us. No promises. He is definitely trying to sell so he is putting more fountains in the ponds so we can't fall behind.

Ms. Lovett stated I talked to him about the pond construction as well and I asked if he could provide a final picture of what it might look like because we have gotten a lot of comments from residents and he agreed to give us a schematic of what it might look like.

Mr. Cowling stated I have a plan that we can look at.

Ms. Andrews stated he knew the person who put in the lazy river at Nocatee and he gave me that information. I sent you an email because he was asking for the dimensions and I said we are at the beginning and he is willing to work with you.

Mr. Davis stated I got a text from someone in Sutherland Forest asking when the bike rack is going to be installed.

Mr. Cowling stated that is ordered and should be in within the next couple of weeks.

A resident asked when are we going to get fountains in the ponds?

Ms. Lovett stated we had a whole conversation last month from Lake Doctors about diffusers versus fountains and it was a lot of information shared and I think fountains may not be the best option.

Ms. Andrews stated there is a request from the basketball players to make that fence higher.

Mr. Oliver stated that was a discussion when that basketball court was built.

**TENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – 10/24/17 @ 4:00 p.m. @ Aberdeen Amenity Center**

Ms. Lovett stated our next meeting is scheduled for October 24, 2017 at 4:00 p.m. same location.

On MOTION by Ms. Andrews seconded by Ms. Fore with all in favor the meeting adjourned at 5:26 p.m.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman