

MINUTES OF MEETING
BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Bannan Lakes Community Development District was held on Wednesday, August 16, 2017 at 12:34 p.m. at the Offices of GMS, 475 West Town Place, Suite 114, St. Augustine, FL 32092.

Present and constituting a quorum were:

Art Lancaster	Chairman
John Dodson	Vice Chairman
Maston Crapps	Supervisor
Karelyn Travieso	Supervisor (by phone)

Also present were:

Jim Oliver	District Manager
Wes Haber	District Counsel
Scott Land	District Engineer (by phone)
Louis Cowling	RMS
Brian Stephens	RMS

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 12:00 p.m.

SECOND ORDER OF BUSINESS

Public Comment

There were no members of the public in attendance.

THIRD ORDER OF BUSINESS

Affidavit of Publication

Mr. Oliver stated included in your agenda package is affidavit of publication for the public hearings.

FOURTH ORDER OF BUSINESS

Public Hearing to Adopt the Fiscal Year 2018 Budget

- A. Consideration of Resolution 2017-04, Relating to the Annual Appropriation and Adopting the Budget of Fiscal Year 2018**

On MOTION by Mr. Lancaster seconded by Mr. Crapps with all in favor the Public Hearing to Adopt the Fiscal Year 2018 Budget was opened.

Mr. Oliver presented the Fiscal Year 2018 budget for approval. There were no members of the audience in attendance.

On MOTION by Mr. Lancaster seconded by Mr. Crapps with all in favor the Public Hearing to Adopt the Fiscal Year 2018 Budget was closed.

Mr. Haber presented Resolution 2017-04, which relates to the annual appropriation and adopts the budget for Fiscal Year 2018.

On MOTION by Mr. Lancaster seconded by Mr. Crapps with all in favor Resolution 2017-04 Adopting the Budget for Fiscal Year 2018 was approved.

B. Consideration of Resolution 2017-05, Imposing Special Assessments and Certifying an Assessment Roll

Mr. Haber stated we did not hold a public hearing on the assessments because the amounts did not go up. This resolution levies the assessments for O&M and it certifies the debt assessments for collection.

On MOTION by Mr. Lancaster seconded by Mr. Crapps with all in favor Resolution 2017-05 Imposing Special Assessments and Certifying an Assessment Roll was approved.

FIFTH ORDER OF BUSINESS

Public Hearing to Adopt Amenity Center Rates and Policies

A. Consideration of Resolution 2017-06, Adopting Suspension and Termination of Amenity Center Use Privileges Policies; Adopting Rates, Fees and Charges; Providing a Severability Clause; and Providing an Effective Date

On MOTION by Mr. Lancaster seconded by Mr. Crapps with all in favor the Public Hearing to Adopt the Amenity Center Rates & Policies was opened.

The Board discussed adopting the suspension and termination policies and setting the nonresident user fee at \$3,500 a year.

On MOTION by Mr. Lancaster seconded by Mr. Dodson with all in favor Resolution 2017-06 Adopting the Suspension & Termination Policies & Setting the Nonresident User Fee at \$3,500 a year was approved.

On MOTION by Mr. Lancaster seconded by Mr. Crapps with all in favor the Public Hearing to Adopt the Amenity Center Rates & Policies was closed.

SIXTH ORDER OF BUSINESS

Consideration of Fiscal Year 2017-2018 Funding Agreement

Mr. Haber presented the Fiscal Year 2017/2018 Funding Agreement between the District and the Developer.

On MOTION by Mr. Lancaster seconded by Mr. Crapps with all in favor the Fiscal Year 2017-2018 Funding Agreement was approved in substantial form.

SEVENTH ORDER OF BUSINESS

Approval of Minutes from July 19, 2017 Meeting

Mr. Oliver stated included in your agenda package is a copy of the minutes from the July 19, 2017 meeting. Are there any additions, corrections or deletions?

On MOTION by Mr. Lancaster seconded by Mr. Crapps with all in favor the Minutes of the July 19, 2017 Meeting were approved.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2017-07, Designating the Primary Administrative Office and Principal Headquarters of the District

Mr. Oliver discussed setting the primary administrative office and principal headquarters to be at the Offices of GMS.

On MOTION by Mr. Lancaster seconded by Mr. Crapps with all in favor Resolution 2017-07 Designating the Primary Administrative Office & Principal Headquarters of the District to be at the Offices of GMS, 475 West Town Place, Suite 114, St. Augustine, FL 32092 was approved.

NINTH ORDER OF BUSINESS

Update Regarding Amenity Center Operations

Mr. Lancaster stated we are waiting on the acceptance of the final civil for the fitness center. It should be open by Friday. Computer will be installed today for management of the access control system. There was discussion about gating the parking lot entry to protect residents and the facilities.

TENTH ORDER OF BUSINESS Update on Construction Matters

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS Other Business

There being none, the next item followed.

TWELFTH ORDER OF BUSINESS Staff Reports

A. District Counsel

There being none, the next item followed.

B. District Engineer – Ratification of Requisitions 86-91

Mr. Land stated I have provided you with Requisition Nos. 86 through 91 for a total amount of \$432,586.77.

On MOTION by Mr. Dodson seconded by Mr. Crapps with all in favor Requisition Nos. 86-91 were ratified.

C. District Manager – Consideration of Proposed FY18 Meeting Schedule

Mr. Oliver presented the proposed meeting schedule for FY18.

On MOTION by Mr. Lancaster seconded by Mr. Crapps with all in favor the Meeting Schedule for FY18 was approved as presented.

D. Field Services

- 1. Operations Memorandum**
- 2. Consideration of RMS Work Authorization for FY 2017-2018 Field Operations Management, Pool Maintenance and Janitorial Services**

Mr. Cowling will advise Landcare Group to reduce reclaim water usage in October.

Mr. Oliver presented the RMS Work Authorization for field management services, pool maintenance services and janitorial services for FY17/18.

On MOTION by Mr. Lancaster seconded by Mr. Crapps with all in favor the RMS Work Authorization for FY2017-2018 Field Operations Management, Pool Maintenance and Janitorial Services was approved.

THIRTEENTH ORDER OF BUSINESS Supervisor's Request and Audience Comments

There being none, the next item followed.

FOURTEENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet as of June 30, 2017 and Statement of Revenues & Expenditures

Mr. Oliver stated included in your agenda package is the balance sheet and income statement as of June 30, 2017.

B. Assessment Receipt Schedule

Mr. Oliver stated included in your agenda package is a copy of the assessment receipt schedule.

C. Approval of Check Register

Mr. Oliver stated included in your agenda package is the check register.

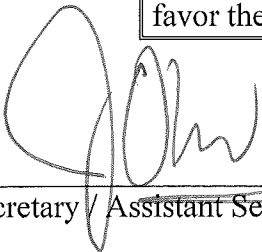
On MOTION by Mr. Lancaster seconded by Mr. Crapps with all in favor the Check Register was approved.

FIFTEENTH ORDER OF BUSINESS Next Scheduled Meeting – September 20, 2017 at 12:00 p.m. at the Offices of GMS

Mr. Oliver stated the next scheduled meeting is September 20, 2017 at 12:00 p.m. at the Offices of GMS.

SIXTEENTH ORDER OF BUSINESS Adjournment

On MOTION by Mr. Lancaster seconded by Mr. Dodson with all in favor the Meeting was adjourned.



 Secretary / Assistant Secretary



 Chairperson / ~~Vice Chairperson~~