

MINUTES OF MEETING
BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Bannon Lakes Community Development District was held on Wednesday, January 16, 2019 at 12:05 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
Wes Hinton	Supervisor
Margaret Shultis	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber	District Counsel
Brian Stephens	Riverside Management Services
Jerry Lambert	Riverside Management Services

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 12:05 p.m.

SECOND ORDER OF BUSINESS

Public Comment

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Approval of Minutes from August 15, 2018 Meeting

Mr. Oliver stated included in your agenda package is a copy of the minutes from the August 15, 2018 meeting. Are there any additions, corrections or deletions?

On MOTION by Mr. Lancaster seconded by Mr. Dodson with all in favor the Minutes of the August 15, 2018 Meeting were approved.

FOURTH ORDER OF BUSINESS

Acceptance of Minutes from November 6, 2018 Landowners' Election

Mr. Oliver stated included in your agenda package is a copy of the minutes from the November 6, 2018 Landowners' Election. The only change I have is on page one in the second

order of business, the number should be 115 voting units. Are there any additions, corrections or deletions?

On MOTION by Mr. Lancaster seconded by Mr. Dodson with all in favor the Minutes of the November 6, 2018 Landowners' Election were accepted.

FIFTH ORDER OF BUSINESS

Organizational Matters

A. Acceptance of Resignation of Karelyn Travieso from Board of Supervisors

Mr. Oliver presented the resignation letter from Karelyn Travieso from the Board of Supervisors.

On MOTION by Mr. Lancaster seconded by Mr. Dodson with all in favor the Resignation of Karelyn Travieso from the Board of Supervisors was accepted.

B. Consideration of New Supervisor to Fill Vacancy

This item was tabled.

C. Oath of Office for Newly Elected & Appointed Supervisors

Mr. Oliver advised that John Dodson and Margaret Shultis were administered their oaths of office prior to the meeting today.

Mr. Oliver administered an oath of office to Mr. Wes Hinton.

D. Resolution 2019-01, Canvassing & Certifying the Results of the Landowners' Election

Mr. Oliver stated Margaret and John both received 50 votes, so they will serve four-year terms and Wes received 25 votes and will serve a two year term.

E. General Information for New Supervisors

Mr. Oliver provided Margaret with general information for new supervisors. She elected not to receive compensation.

F. Consideration of Resolution 2019-02, Election of Officers

Mr. Oliver presented Resolution 2019-02, Election of Officers.

On MOTION by Mr. Lancaster seconded by Ms. Shultis with all in favor Resolution 2019-02 Election of Officers with Adding Ms. Shultis as an Assistant Secretary & All Other Officers Remain the Same was approved.

SIXTH ORDER OF BUSINESS

Ratification of Partial Release of Recorded Instruments with RREF III-P-EP Bannon Lakes JV, LLC

Mr. Haber explained this release impacts four documents; the Notice of Assessments, the True Up Agreement, the Consent to Assessments and the Collateral Assignment.

On MOTION by Ms. Shultis seconded by Mr. Dodson with all in favor the Partial Release of Recorded Instruments with RREF III-P-EP Bannon Lakes JV, LLC was ratified in substantial form with Authorization for Chair to Finalize the Document.

SEVENTH ORDER OF BUSINESS

Consideration of First Amendment to the Agreement for Pond Management Services with Lake Doctors

Mr. Oliver presented the proposal from the Lake Doctors to maintain four ponds at \$465 a month.

On MOTION by Mr. Lancaster seconded by Ms. Shultis with all in favor the First Amendment to the Agreement for Pond Management Services with Lake Doctors was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Amenity Management & Field Operations Management Renewal Proposal from Riverside Management Services, Inc.

The board discussed the pricing of the proposal, the staffing schedule and notifying the residents of the schedule, once approved. Mr. Lancaster requested a job description for amenity manager. The District Manager will draft an announcement in regards to the Amenity Manager and staffing and provide it to the necessary parties. The proposal will be revised and brought back to the board for approval. The higher rate of billing for October, November and December should be credited back since the proposal is not yet approved.

NINTH ORDER OF BUSINESS

Consideration of Proposal from VGlobalTech for ADA Website Accessibility

Mr. Oliver presented the proposal from VGlobalTech for ADA website accessibility. There is a one-time conversion fee of \$1,750. The board declined the ongoing maintenance services.

On MOTION by Mr. Lancaster seconded by Ms. Shultis with all in favor the Proposal from VGlobalTech for ADA Website Accessibility was approved.

TENTH ORDER OF BUSINESS

Consideration of Resident Request for a Change to Gym Hours

A resident requested a change of gym hours to allow for it to be open later in the evening. The board chose to not change the hours due to safety.

ELEVENTH ORDER OF BUSINESS

Other Business

Mr. Lancaster requested a proposal from Landcare for the additional maintenance of Duran Drive.

TWELFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being none, the next item followed.

B. District Engineer

There being none, the next item followed.

C. District Manager

There being none, the next item followed.

D. Field Services – Operations Memorandum

Mr. Stephens presented the operations memorandum.

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 November 30, 2018 and Statement of Revenues & Expenditures

Mr. Oliver stated included in your agenda package is the balance sheet and income statement as of November 30, 2018.

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 Ms. Shultis with all in favor the Check Register Minus RMS Checks was approved.

D. Ratification of Construction Funding Request No. 11-15

Mr. Oliver stated included in your agenda package is Construction Funding Request No. 11-15.

On MOTION by Mr. Lancaster seconded by Mr. Hinton with all in favor Construction Funding Request No. 11-15 was ratified.

FIFTEENTH ORDER OF BUSINESS

**Next Scheduled Meeting – February 20, 2019
at 12:00 p.m. at the Offices of GMS**

Mr. Oliver stated the next scheduled meeting is February 20, 2019 at 12:00 p.m. at the Offices of GMS.

SIXTEENTH ORDER OF BUSINESS

Adjournment

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

Secretary / Assistant Secretary

Chairperson / Vice Chairperson