

MINUTES OF MEETING  
BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT

A special meeting of the Board of Supervisors of the Bannon Lakes Community Development District was held on Wednesday, June 5, 2019 at 10:00 a.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
Linda Scandurra	Supervisor
Chris Hill	Supervisor

Also present were:

Jim Oliver	District Manager
Katie Buchanan	District Counsel (by phone)
Brian Stephens	RMS
Robin Nixon	Amenity Manager

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Oliver called the meeting to order at 10:00 a.m.

**SECOND ORDER OF BUSINESS**

**Public Comment**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Acceptance of Resignation of Wes Hinton**

Mr. Oliver stated included in your agenda package is a resignation letter from Mr. Wes Hinton.

On MOTION by Mr. Lancaster seconded by Mr. Dodson with all in favor the Resignation of Wes Hinton as a Board of Member of the Bannon Lakes Community Development District was accepted.
---

**B. Consideration of New Supervisor to Fill Vacancy**

**C. Oath of Office for New Supervisors**

Mr. Oliver stated we now have two seats to fill, which are seat numbers 2 and 4. Both of those seats expire in November of 2020. Do you have a nomination to fill seat number 2?

On MOTION by Mr. Lancaster seconded by Mr. Dodson with all in favor to Appoint Ms. Linda Scandurra to Fill Seat #2 was approved.

*Mr. Oliver administered an oath of office to Ms. Scandurra.*

On MOTION by Mr. Lancaster seconded by Mr. Dodson with all in favor to Appoint Mr. Chris Hill to Fill Seat #4 was approved.

*Mr. Oliver administered an oath of office to Mr. Hill.*

**D. Resolution 2019-03, Election of Officers**

Mr. Oliver stated included in your agenda package is Resolution 2019-03, Election of Officers.

On MOTION by Mr. Lancaster seconded by Mr. Dodson with all in favor Resolution 2019-03 Election of Officers Appointing Mr. Hill and Ms. Scandurra as Assistant Secretaries of the Bannon Lakes CDD Board of Supervisors with all other Officers Remaining the Same was approved.

**E. General Information for New Supervisors**

Mr. Oliver discussed general information for new supervisors.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the April 17, 2019 Meeting**

Mr. Oliver stated included in your agenda package is a copy of the minutes of the April 17, 2019 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 April 17, 2019 Meeting were approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2019-04, Approving Proposed Budget for Fiscal Year 2020 and Setting a Date for Public Hearing for Adoption**

Mr. Oliver stated included in your agenda package is Resolution 2019-04 approving the proposed budget for Fiscal Year 2020 and setting a date for the public hearing for adoption. We have to turn the assessment roll into the County by September 1<sup>st</sup>. We are required by statute to

approve a proposed budget by June 15<sup>th</sup> of each year and then we can set a public hearing no sooner than 60 days after the approval. The most important thing with the budget before you are the assessments stay the same. They will not increase for the residents and other property owners. The O&M assessment remains at \$830.

Mr. Lancaster stated the one thing that stood out to me on the budget is facility management doubled.

Mr. Oliver stated you hired someone on a part-time basis onsite. I simply put a number in the budget for Fiscal Year 2020 with not knowing what the situation would be as we get into 2020. If you were to increase the hours for the facility manager then there would be a proposal to come before the board and the board would approve that and we would enter into a contract with that company.

On MOTION by Mr. Lancaster seconded by Mr. Dodson with all in favor Resolution 2019-04 Approving Proposed Budget for Fiscal Year 2020 & Setting a Public Hearing Date for August 21, 2019 at 1:00 p.m. at the Offices of GMS, 475 West Town Place, Suite 114, St. Augustine, FL 32092 was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of First Amendment to Agreement with Riverside Management Services, LLC for Amenity Services**

Mr. Oliver stated included in your agenda package is the First Amendment to the Agreement with Riverside Management Services, LLC for amenity services.

On MOTION by Ms. Lancaster seconded by Mr. Dodson with all in favor the First Amendment with Riverside Management Services, LLC for Amenity Services was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of First Addendum to Landscape & Irrigation Maintenance Services Agreement with Landcare Group, Inc.**

Mr. Oliver stated included in your agenda package is the First Addendum to the Landscape & Irrigation Maintenance Services Agreement with Landcare Group, Inc.

On MOTION by Mr. Lancaster seconded by Mr. Dodson with all in favor the First Addendum to Landscape & Irrigation Maintenance Services Agreement with Landcare Group, Inc. was approved.

**EIGHTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**NINTH 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**

**1. Discussion to Open SBA Account**

Mr. Oliver stated for most of our Districts we open a State Board of Administration Account. It is a governmental entity that is run by the State of Florida. It is a way to keep the excess funds secure and liquid and then the yield is not as important for some other investments.

On MOTION by Mr. Lancaster seconded by Mr. Dodson with all in favor for the Bannon Lakes CDD to Open a State Board of Administration Account was approved.

**2. Report on Number of Registered Voters - 212**

Mr. Oliver stated included in your agenda package is a letter from the St. Johns County Supervisor of Elections informing the board that there are 212 registered voters residing in the District. What is most important about this is when a District becomes six years and has 250 registered voters then we begin the transition to a resident controlled board. This District was established on September 21, 2015, so we will begin the transition with the election that occurs in November of 2022. At the 2022 election, two seats will be filled by residents and then two more seats will be filled by resident in November of 2024.

**D. Field Services**

Mr. Stephens stated we have increased the pool service to three days a week. We have also installed a new television to replace the one in the social room. We have ordered three new

benches for the dog park. I do not have a delivery date yet but as soon as they come in, we will have them installed. The fitness center and the clubhouse have been pressure washed. The pool inspector was out last week and everything checked out good with them.

Mr. Lancaster asked do we keep those reports onsite?

Ms. Nixon responded yes.

Mr. Dodson asked what hours are you in the office at the site?

Ms. Nixon responded it is Thursday, Friday and Saturday from 9a.m. to 5p.m.

Mr. Lancaster asked so everyone comes to you now for access cards?

Ms. Nixon responded yes.

Mr. Oliver stated we have three community clubs that are in the process of starting up. One club is a men’s bridge club. One club is a woman’s bridge club and the other one is a Mah Jong club. We have one resident who is going through the process to offer yoga classes onsite.

Mr. Lancaster asked are they getting set dates?

Ms. Nixon responded they are. Most of them are early morning.

Mr. Lancaster asked how do you handle someone that wants to have a birthday party?

Ms. Nixon responded they get first priority over a club.

Mr. Oliver stated Robin did contact the folks that installed the fitness equipment and Stephen is taking a look to see if there is room in the fitness center to comply with ADA for the addition of a Smith machine and if so, what is the cost of that.

Mr. Lancaster asked where do we stand with the ADA website update?

Mr. Oliver responded we are in compliant.

**TENTH ORDER OF BUSINESS**

**Supervisor’s Request and Audience Comments**

A resident asked is everything in the fitness center set up for the wi-fi now?

Ms. Nixon responded yes. We fixed that this past week. You can download Life Fitness on your phone now and it will track all of your workouts.

A resident asked what about a television outside?

Mr. Dodson responded I think the whole concept was to be able to lock it up and have a manager onsite.

A resident stated I have two small kids and the swings are really high and I can barely get up on them. It is not really accessible for smaller kids. Is there any room to add more swings?

Mr. Lancaster responded Brian can look at that and see if we can get them down for smaller kids. I would lower two out of the three swings.

A resident stated maybe we could put a fence around the playground at some point. There are several dead trees by the playground.

Mr. Lancaster stated we will follow up on them and see why they haven't been replaced. The fence is a budgetary issue. We can always go get a quote on something like that and see where we are at with the budget. It probably should encircle the sunshade. We will look at it.

A resident stated we have a corner lot and we were having issues with people parking on the lawn. We also have a problem with people parking on the street.

Mr. Lancaster stated you would contact May Management to enforce it.

A resident stated it would be nice to have an extra trashcan at the pool.

A resident asked are we going to have grills at some point at the amenity center?

Mr. Lancaster responded it becomes a higher liability to the District. There have been people that have been burned from them. I don't know if it would be against our policies for you to bring your own.

Mr. Oliver stated let me look at that and develop some options.

A resident stated I just moved in here and I have a washout in phase two.

Mr. Lancaster stated that would be builder related.

A resident stated I called KB and they said I needed to contact the CDD.

Mr. Lancaster stated you would need to get with your builder on that.

A resident stated my lot is 119. It is occurring all of the way around the pond.

Mr. Lancaster stated we can provide you with builder information but that is their issue.

**ELEVENTH ORDER OF BUSINESS                      Financial Reports**

**A. Balance Sheet as of April 30, 2019 and Statement of Revenues & Expenditures**

Mr. Oliver stated included in your agenda package is the balance sheet and income statement as of April 30, 2019.

**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. Dodson with all in favor the Check Register was approved.

**D. Ratification of Construction Funding Request No. 19**

Mr. Oliver stated included in your agenda package is Construction Funding Request No. 19.

On MOTION by Mr. Lancaster seconded by Mr. Dodson with all in favor Construction Funding Request No. 19 was ratified.

**TWELFTH ORDER OF BUSINESS**

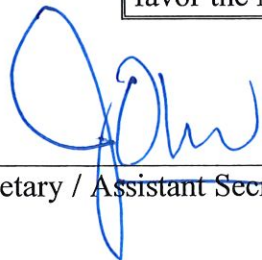
**Next Scheduled Meeting – August 21, 2019 at 1:00 p.m. at the Offices of GMS**

Mr. Oliver stated the next meeting is July 17<sup>th</sup> but we may not need to meet for that. We will see if we need to hold it or just have the August 21, 2019 meeting.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

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



Secretary / Assistant Secretary



Chairperson / Vice Chairperson