

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, November 6, 2019 at 1:00 p.m. at the Northeast Florida Regional Airport Conference Center, 4730 Casa Cola Way, St. Augustine, Florida 32095.

Present and constituting a quorum were:

Art Lancaster	Chairman
John Dodson	Vice Chairman
Linda Scandura	Supervisor
Chris Hill	Supervisor

Also present were:

Jim Oliver	District Manager
Katie Buchanan	District Counsel (by phone)
Jason Crews	ETM (by phone)
Brian Stephens	Riverside Management Services
Robin Nixon	Amenity Manager

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 1:00 p.m.

SECOND ORDER OF BUSINESS

Public Comment

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Approval of Minutes of the August 21, 2019 Meeting

Mr. Oliver stated included in your agenda package is a copy of the August 21, 2019 meeting minutes.

On MOTION by Mr. Dodson seconded by Mr. Lancaster with all in favor the Minutes of the August 21, 2019 Meeting were approved.

FOURTH ORDER OF BUSINESS

Acceptance of Audit Committee Minutes of the August 21, 2019 Meeting

Mr. Oliver stated included in your agenda package is a copy of the audit committee minutes from the August 22, 2019 meeting.

On MOTION by Mr. Lancaster seconded by Mr. Dodson with all in favor the Minutes of the Audit Committee Minutes of the August 21, 2019 Meeting were accepted.

FIFTH ORDER OF BUSINESS

Ratification of FY19 Audit Engagement Letter with Grau & Associates

Mr. Oliver stated you selected Grau & Associates through the RFP process to perform the FY19 audit.

On MOTION by Mr. Dodson seconded by Mr. Lancaster with all in favor the FY19 Audit Engagement Letter with Grau & Associates was ratified.

SIXTH ORDER OF BUSINESS

Acceptance of Resignation of Margaret Shultis from the Board of Supervisors

Mr. Oliver stated included in your agenda package is a letter of resignation from Margaret Shultis.

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

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2020-01, Setting a Public Hearing for the Purpose of Adopting Amended and Restated Rules of Procedure

Mr. Oliver stated every few years District Counsel reviews any statutory changes that have come about through the legislature and they have come up with the redlined changes you have before you. Today, you will set the public hearing to consider the changes.

On MOTION by Mr. Lancaster seconded by Ms. Scandura with all in favor Resolution 2020-01 Setting a Public Hearing for the Purpose of Adopting Amended and Restated Rules of Procedure for February 5, 2020 at 1:00 p.m. at the Northeast Florida Regional Airport Conference Center, 4730 Casa Cola Way, St. Augustine, Florida 32095 was approved.

EIGHTH ORDER OF BUSINESS **Consideration of Proposals for AED Machine**

Mr. Oliver stated Robin received several proposals and she has a recommendation on this.

Ms. Nixon stated I would suggest getting two AED machines, so we could have one in the fitness center and one under the pavilion for the pool area.

Mr. Lancaster asked are they mounted in safety boxes?

Ms. Nixon responded yes. The safety boxes are \$150.

Mr. Lancaster asked is there long-term maintenance aspects to these?

Ms. Nixon responded there is maintenance plan.

Mr. Lancaster stated I am fine with going ahead and ordering this first one.

On MOTION by Mr. Lancaster seconded by Ms. Scandura with all in favor the Proposal for an AED Machine was approved.

NINTH ORDER OF BUSINESS **Consideration of Proposals for Pressure Washing**

Mr. Oliver stated recently there was pressure washing of the pool deck area and furniture. You have two proposals in your agenda package for pressure washing and one proposal was previously provided to you by Riverside Management Services.

Mr. Stephens stated you have a proposal from Reflections for \$975. The proposal from Riverside Management Services is in the amount of \$800. My concern with Reflections is I don't know much about them and plus they are planning on using a soft wash, which is basically using water and a lot of chemicals as opposed to pressure. I would be concerned about using a lot of chemicals on that paint. The Riverside proposal at \$1,300 was a not to exceed amount for two whole days. If we finished in less than two days, then we could either call it there and bill for the hours used. This is for pressure washing both structures and sidewalks. The last time we skipped all of the ceiling structure because of the lighting and the fans and also because there is no backing.

Mr. Lancaster asked what about on the tower area?

Mr. Stephens responded we will get a lift. The third proposal came in for \$2,230. We can get it started in two weeks.

Mr. Lancaster asked are you going to follow up on getting the actual handwritten document on it?

Mr. Oliver responded yes. I will forward that to the board.

Mr. Lancaster stated I would like to see that.

On MOTION by Mr. Dodson seconded by Mr. Scandura with all in favor the Proposal from Riverside Management Services for Pressure Washing was approved, subject to review and approval by Chairman.

TENTH ORDER OF BUSINESS **Consideration of Proposals for Windscreen**

Mr. Stephens stated the tennis court windscreens are in need of replacement. I reached out to Court Services. They are the ones that did the original installation. They provided me with three different proposals for three different tiers. My recommendation would be to go with the Dura Air.

Mr. Lancaster asked what matches up with what we have on right now?

Mr. Stephens responded the Ten Air.

Mr. Lancaster stated I think we should replace with like products. Do we have that in reserves?

Mr. Oliver responded yes.

Mr. Dodson asked is it pretty normal to have to replace those within a couple of years?

Mr. Lancaster responded it has been three years and there have been a lot of storms.

Mr. Stephens stated there is a one year warranty on them.

Mr. Lancaster stated the warranties typically have an exclusion for storm damage.

On MOTION by Mr. Lancaster seconded by Mr. Dodson with all in favor the Ten Air Windscreen Proposal from Court Services was approved.

ELEVENTH ORDER OF BUSINESS **Consideration of Proposal from Lifetime Fitness for Stair-master Machine**

Mr. Oliver stated included in your agenda package is a proposal from Lifetime Fitness for the purchase of a new stair-master machine. The proposal is in the amount of \$5,839.

On MOTION by Mr. Dodson seconded by Ms. Scandura with all in favor the Proposal from Lifetime Fitness for a Stair-master Machine was approved.

TWELFTH ORDER OF BUSINESS Consideration of Agreement with Landcare Group, Inc. for Landscape & Irrigation Maintenance Services

Mr. Oliver stated over the past year you amended the contract with Landcare Group, Inc. This agreement incorporates the amendments you have made. The annual fee is \$149,845.68.

On MOTION by Mr. Lancaster seconded by Ms. Scandura with all in favor the Agreement with Landcare Group, Inc. for Landscape & Irrigation Maintenance Services was approved.

THIRTEENTH ORDER OF BUSINESS Ratification of Amenity Management Services Agreement with Riverside Management Services, Inc.

Mr. Oliver stated you have approved the proposal previously for amenity management services with Riverside Management Services, Inc.

On MOTION by Mr. Lancaster seconded by Mr. Dodson with all in favor the Amenity Management Services Agreement with Riverside Management Services, Inc. was ratified.

FOURTEENTH ORDER OF BUSINESS Ratification of Agreement with Heather Schnellbacher Regarding the Use of District Facilities for Yoga Classes

Mr. Oliver stated this agreement has already been executed. She has provided all of the documentation.

On MOTION by Mr. Lancaster seconded by Mr. Dodson with all in favor the Agreement with Heather Schnellbacher Regarding the Use of District Facilities for Yoga Classes was ratified.

FIFTEENTH ORDER OF BUSINESS Other Business

There being none, the next item followed.

SIXTEENTH 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 – Ratification of Meeting Schedule for FY20

Mr. Oliver stated included in your agenda package is a proposed meeting schedule for FY20.

On MOTION by Mr. Lancaster seconded by Ms. Scandura with all in favor the Meeting Schedule for FY20 was ratified.

D. Field Services – Operations Memorandum

Mr. Stephens stated I have an electrician scheduled to be out tomorrow to look at a couple of parking lot lights that are not functioning properly. Freedom Pest Control is continuing with their monthly pest control service for the entire facility. The new fence and new gates have been installed around the playground. The playground mulch has been ordered. It is scheduled to be here on Monday and will be installed Tuesday. There was a sinkhole on the asphalt walk path around the amenity complex. It has been repaired. All of the pool and patio furniture has been pressure washed. The filters have been replaced in the fitness center drinking fountain. We have replaced two bad electrical outlets on the back patio and the air conditioning in both the fitness center and clubhouse have been repaired. The holiday decorations are scheduled to be started at the end of the next week.

Mr. Lancaster asked what was wrong with the air conditioners?

Mr. Stephens responded one of them had a plug in the drain line and it kept backing up. The other one had a small freon leak in it and they repaired that.

Mr. Lancaster asked are we under a maintenance contract with them?

Mr. Stephens responded we are. We are planning on turning on the holiday lights on the Friday after Thanksgiving.

Mr. Lancaster stated I think it would be nice to turn the lights on before Thanksgiving.

Mr. Stephens stated okay.

E. Amenity Report – Manager’s Report

Ms. Nixon stated we are in the process of getting another trashcan for the pavilion. We just purchased two additional tables for the clubhouse room, and they can be used for parties and events. We have started a new club called Mexican Train Club and it is kind of like a tile game.

We still have the food truck Thursday's every week. Our Halloween party was a huge hit. We had kids decorating pumpkins. We had a face painter. We had a costume contest. We had a potluck competition also. We have also been doing health seminars. We have another one next week. We have also partnered with Bevo Tours. They are day tours and they pick up people at the amenity center. We did the Bannon Lakes Jaguars Experience.

Mr. Lancaster asked did you have a good turnout?

Ms. Nixon responded we did. I think we are going to do it again next year. For upcoming events, we have a movie night on Black Friday. We have a huge Christmas party planned.

SEVENTEENTH ORDER OF BUSINESS Supervisor's Requests

There being none, the next item followed.

EIGHTEENTH ORDER OF BUSINESS Audience Comments

A resident asked where do you publicly post when the meetings are going to be held?

Mr. Oliver responded we are required by statute to put it in the newspaper and we also post it on the website.

A resident stated there is evidence on Bannon Lakes Boulevard that at one point there was a yellow line going down the street. Can we get those lines repainted?

Mr. Dodson responded it was probably temporary striping.

Mr. Lancaster stated the main boulevard is a single lift and the reason we do that is because of the amount of heavy road traffic going out. They will tear up your final asphalt if we did a final lift of asphalt. Because of that you have to put down a temp striping. We will check into that. It is probably just wear and tear of a painted stripe.

Mr. Mike Sullivan stated when you are leaving the development the traffic signal going onto International Golf Parkway does not function correctly when you make a left turn. I don't know if the mechanism in the ground is in the proper location but sometimes it goes two or three cycles without a left turn signal.

Mr. Lancaster asked can you call St. Johns County Public Works and let them know?

Ms. Nixon responded absolutely.

A resident stated I backup if there is no one behind me and that will reset it somehow.

A resident stated at the last meeting we brought up the issue about the two trees coming down Bannon Lakes Boulevard. One of the trees is dead and the other one is almost ready to die. We also brought up about the weeds on International Golf Parkway. You had discussed about mowing that down, so it looks more presentable.

Mr. Lancaster stated we are working on that right now. I just had two contractors go out and look at it. I went out and looked at it. There is actually a ditch right there and it is not able to be mowed. It is a conveyance ditch. We were trying to get a large tractor to mow that whole area, but we are trying to address it.

A resident asked you did get the one tree cut down at the entrance, but have you talked about the other two?

Mr. Stephens responded you have a proposal in your agenda package from Landcare on those two trees. This is to replace the three trees that are in the courtyard area behind the amenity center, as well as any other trees that we want to replace throughout the facility.

Mr. Lancaster asked how many trees need to be replaced at the entrance?

Mr. Stephens responded there are two at the entrance and three in the courtyard.

Mr. Dodson asked should we make a motion to repair the three at the center and then go ahead and have the two on the island removed and then see if we can get Urban Forestry Works to get two, so they are the right size?

Mr. Lancaster responded yes. I think you ought to take that approach first.

Mr. Oliver stated you don't need a motion. You have given us direction.

Mr. Stephens asked do you want to do the four inch caliber in the courtyard?

Mr. Lancaster responded yes.

Mr. Dodson stated you can have them remove the two on the boulevard.

A resident stated as you drive into the neighborhood, the pathway on the left-hand side looks like it is designated for golf carts. I couldn't find anything in the master plans where that was designated for golf carts.

Mr. Lancaster stated it is not. This is not a golf cart community. That is purely a walking path.

A resident stated I noticed the crosswalk at the front doesn't trip because it is a wider crosswalk. Will that ever be a crosswalk for golf carts?

Mr. Lancaster responded that is not the intention.

A resident asked is there any way we can put benches along the main pathway? I went through all the documents and it shows that we were originally slated for 999 homes. Right now, we currently have 538.

Mr. Lancaster stated we will be glad to take that into consideration. The board just authorized additional benches in the amenity center area. At some point, we have to look at what is manageable budget wise, but we are always open to suggestions. I am not sure how bus routing is done but at the corner of Durand and Bannon Lakes Boulevard, there is fairly large tract of open space, which would be a good pickup point. Maybe instead of KB Homes being a pickup point, we can make that a pickup point.

A resident stated I think someone needs to check the day and night sensors on the streetlights on the boulevard.

Mr. Stephens stated I will take a look at those.

Mr. Lancaster stated we will have Brian do a nighttime review of those.

A resident stated I would highly recommend putting an AED machine by the pool and one by the fitness center. Can you comment on what the future plan might be of the soccer field?

Mr. Lancaster responded back when the entitlements and the PUD were originally approved for Bannon Lakes, the County was in short supply of public park use. We really didn't want a public park within a private community because the County had written in that they would have access to that. We felt that we had designed the amenity center a lot of open green space, especially the large area for kids to get out and kick a ball around. It wasn't meant for organized sports. Organized sports bring a lot of traffic. We found out the County was in need of funds and trying to build an offsite park, so we were able to go back and negotiate for that site to just be commercial and get rid of the onsite burden of having public facilities there. That site is now commercial or office use. There is a 30 foot easement buffer to the reclaimed water.

A resident stated I would like to propose that you all consider square umbrellas for the swimming pool. My daughter has a life threatening autoimmune condition. For some reason the sun causes a reaction in her body.

Mr. Lancaster asked this would be used over the water?

A resident responded it could be something that is just portable and moved into position to block out the sun in some of the pool.

Mr. Lancaster stated we will be glad to take a look at this and apply some costs to it.

A resident asked how are the CDD fees being distributed since in the beginning there was going to be 999 homes and now there is only 587?

Mr. Lancaster responded it doesn't change it. It is established and set per the plat.

A resident asked so there will be an increase if they build more homes?

Mr. Lancaster responded no because any additional homes would have additional bonds issued. The bonds that were issued on your homesteads were already set in place as a phase 1 issuance. It is locked down for 30 years. It can be redeemed after 10 years. They will be part of the CDD. Bond placement is really up to the Developer on how they place it. Some people place bond debt over developed and undeveloped property. In our case, we do it only on platted lots, so the CDD will never get stuck with a debt burden.

NINETEENTH ORDER OF BUSINESS Financial Reports

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

Mr. Oliver stated included in your agenda package is the balance sheet and income statement as of September 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 Ms. Scandura with all in favor the Check Register was approved.


TWENTIETH ORDER OF BUSINESS

**Next Scheduled Meeting – February 5, 2020
at 1:00 p.m. at the Northeast Regional
Airport Conference Center, 4730 Casa Cola
Way, St. Augustine, FL 32095**

Mr. Oliver stated the next scheduled meeting date is February 5, 2020 at 1:00 p.m. at the this location.

TWENTY-FIRST ORDER OF BUSINESS Adjournment

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



Secretary / Assistant Secretary



Chairperson / Vice Chairperson