

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, May 6, 2020 at 1:00 p.m. via Zoom conferencing.

Present and constituting a quorum were:

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

Also present were:

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| Jim Oliver | District Manager |
| Wes Haber | District Counsel |
| Brian Stephens | Operations Manager |
| Bre Meeks | 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 February 5, 2020 Meeting

Mr. Oliver stated included in your agenda package is a copy of the minutes from the February 5, 2020 meeting. Are there any additions, corrections or deletions?

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| On MOTION by Mr. Lancaster seconded by Mr. Dodson with all in favor the Minutes of the February 5, 2020 Meeting were approved. |
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FOURTH ORDER OF BUSINESS

Consideration of Resolution 2020-04, Approving Proposed FY 2021 Budget and Setting a Public Hearing Date for Adoption

May 6, 2020

Bannon Lakes CDD

Mr. Oliver stated included in your agenda package is a copy of the proposed budget for Fiscal Year 2021. The budget expenditures are essentially the same. There is some movement among line items, but assessments will remain the same. There is no increase in assessments. The debt service budget is the money that is collected from all property owners to service the bond debt. Thirty year bonds were issued to fund construction of CDD infrastructure. The debt service consists of two semiannual interest payments made on May 1st and November 1st of each year, as well as the principal payment made on May 1st.

On MOTION by Mr. Lancaster seconded by Mr. Hill with all in favor Resolution 2020-04 Approving the Proposed FY21 Budget and Setting a Public Hearing Date for August 5, 2020 at 1:00 p.m. at Florida Regional Airport Conference Center was approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2020-05, Adopting an Internal Controls Policy

Mr. Haber stated this document was really prepared in response to a change in the law that required units of government, including CDDs, to affirmatively put in place policies to prevent and detect waste and abuse. The CDD already had policies in place but we thought that it was in the CDDs best interest to put these policies in place to formally adopt a resolution, which adopts the policies.

On MOTION by Mr. Lancaster seconded by Mr. Hill with all in favor Resolution 2020-05 Adopting an Internal Controls Policy was approved.

SIXTH ORDER OF BUSINESS

Acceptance of Updated Amenity Facility Policies

Mr. Oliver stated at your last meeting you approved having an earlier opening for the fitness center to 4:00 a.m. We are encapsulating that into the policies. I met with the new amenity manager on Monday and she has gone through the existing policies in detail and has quite a few recommended changes. I would ask the board to allow me to work with her on these policies and bring them back to the board. We will table this item for now.

SEVENTH ORDER OF BUSINESS

Ratification of Phase One Re-Opening of District Facilities

May 6, 2020

Bannon Lakes CDD

Mr. Oliver stated once the Governor released his executive order, we moved as quickly as possible to reopen the District’s facilities. We wanted to re-open facilities as soon as possible, while complying with Governor DeSantis’ executive order and meet all CDC guidelines.. He clearly stated that we could not open fitness centers and that has not happened yet. Hopefully, that will open in phase two.

On MOTION by Mr. Lancaster seconded by Mr. Hill with all in favor the Phase One Reopening of District Facilities 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 – Report of Number of Registered Voters

Mr. Oliver stated included in your agenda package is a letter from the St. Johns County Supervisor of Elections informing us there are 428 registered voters residing in the District. This is a requirement of Chapter 190 of the Florida Statutes to announce this on the record every year. The District was established in September of 2015, so the next general election after that will be the general election of 2022. In 2022, through the general election process, two residents will join the board,. In 2024, we will have the general election of two more residents to the board.

D. Field Services – Operations Memorandum

Mr. Stephens stated I have nothing else to report other than what is in my operation manager’s report in the agenda package.

E. Amenity Report – Manager’s Report

Ms. Meeks stated the pool reopening has been a success. Everyone is following the rules as we set forth for them.

May 6, 2020

Bannon Lakes CDD

TENTH ORDER OF BUSINESS**Supervisor's Requests**

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS**Audience Comments**

Mr. Oliver stated I received some emails from residents that I would like to discuss before I open it up to the residents. This request from a homeowner that said a construction worker was seen feeding alligators. We will certainly let Lennar know about that. In the meantime an email blast has gone out about the alligator nuisance hotline. In this case, Brian Stephens has contacted FWC about this alligator. There was another email that discussed a number of operational or community appearance deficiencies throughout the District. I will let Brian cover those a little bit later. This email was also shared with the Chairman. I have an email that was received on May 1st from a resident that was talking about the difficulty of making a left-hand turn off of Duran Drive into the community on Bannon Lakes Boulevard. There were some line of site issues with some of the landscaping. Brian Stephens is aware of that and he rode that property with the landscaper and they are going to make some changes there. I received an email earlier about the budget for special events. We have a \$5,000 budget for special events. Usually over the years as the community gets bigger that budget goes up. Right now, about \$2,500 has been expended for this fiscal year. Special events have been on hold because of social distancing recommendations, but there remains money in that line item.

A resident stated I am looking at the memorandum that Bre put out. There was reference that the facilities are being cleaned weekly. Do you think that is going to be adequate enough? Will you be putting up more wipe dispensers in the fitness center? Thank you for responding to add the lighting at the fitness center for us early risers.

A resident stated I live on Orchard Cove and we have had issues concerning fishing behind our homes. We have had several cars that were broken into. We have two attempts to break into a home.

A resident stated there are plenty of places to fish around the amenity center, so strangers shouldn't be coming in the back of homes.

May 6, 2020

Bannon Lakes CDD

A resident stated I am from Southshore. I would like the board to consider how KB is running their operations as far as cleanliness and appearance and taking care of the area. Southshore looks horrible. We are constantly dealing with workers leaving stuff all over the place. The streets look horrible, unlike the other builders. We have people that are grossly going against what is in the HOA documents. I know KB already has a second HOA company in there and we are already having issues with that.

A resident stated KB Homes started working this morning at 6:30 a.m. building houses. The lake that they are responsible for behind Orchard Cove has huge plastic bags in it.

Mr. Oliver stated the message is clear on janitorial services. Regarding the issues with KB Homes, we will make them aware of those things. Fishing is one of the more complicated issues at every District. No one should be in anyone's back yard fishing, unless they have the permission of that resident. If someone is fishing from your backyard without permission, they are trespassing and you should call the sheriff's office non-emergency line. This CDD does not have security powers. We do not have the right to enforce trespassing laws but we can encourage people to be good neighbors and not trespass onto private property. I looked at the amenity policies earlier and fishing is allowed in the lakes.

Mr. Stephens stated the first email I will address is about some shortcomings around the community. Item number one was the holly trees around the amenity center still having straps on them. Those have since been removed. There is one light that is out at the front entrance and I am working with an electrician now to try to find a match for it, so we can get that replaced. The elm tree that was along Bannon Lakes Boulevard that blew over last week during a storm has been straightened up. There are also a number of Red Leaf Maples throughout the community. Some of them are in better shape than others. A lot of them were pretty well leafed out before we had those storms last week. Most of the leaves on the top were blown off. A large portion of them ended up in the pool. They are budding back out and I expect full recovery on a majority of them. I am meeting with an arborist next week to look at a number of other trees and we will look at the Red Leaf Maples, as well. We also got an email about the cattails in the back pond on Orchard Cove. Those were sprayed last week and they will be respraying them again with a second round of herbicide next week. They are already starting to show signs of yellowing and decay; however, one application is never enough for cattails.

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Bannon Lakes CDD

Mr. Oliver stated thank you to the Chairman and Brian for coordinating the restriping of the road near the front entrance.

TWELFTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet as of March 31, 2020 and Statement of Revenues & Expenditures

Mr. Oliver stated included in your agenda package is the balance sheet and income statement as of March 31, 2020.

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. Hill with all in favor the Check Register was approved.

THIRTEENTH ORDER OF BUSINESS

Next Scheduled Meeting – August 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 August 5, 2020 at 1:00 p.m. at the Northeast Regional Airport Conference Center.

FOURTEENTH ORDER OF BUSINESS

Adjournment

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

DocuSigned by:
James Oliver
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Secretary / Assistant Secretary

DocuSigned by:
Art Lancaster
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Chairperson / Vice Chairperson