

**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, **February 3, 2021** at 1:00 p.m. at the World Golf Village Renaissance Hotel, 500 S. Legacy Trail, St. Augustine, Florida.

Present and constituting a quorum were:

Art Lancaster	Chairman
John Dodson	Vice Chairman
Chris d'Aquin	Supervisor
Chris Hill	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber <i>by phone</i>	District Counsel
Brian Stephens	Riverside Management Services
Alex Losert	Riverside Management Services

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 1:00 p.m. Four members of the Board were present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment

Mr. Oliver asked that the public keep their comments for this portion of the meeting focused on items on the agenda, adding that they would have a chance at the end of the meeting to provide comments on anything on or not on the agenda. There being no public comments at this time, the next item followed.

THIRD ORDER OF BUSINESS

Affidavit of Publication of Meeting Notice

Mr. Oliver stated that the meeting was properly noticed in the St. Augustine Record.

FOURTH ORDER OF BUSINESS

Approval of Minutes

A. November 4, 2020 Meeting

Mr. Oliver presented the November 4, 2020 meeting minutes and asked for any comments, corrections, or changes. The Board had no changes.

On MOTION by Mr. Lancaster seconded by Mr. Dodson with all in favor, the Minutes of the November 4, 2020 Meeting, were approved.

B. November 24, 2020 Landowners' Meeting

Mr. Oliver presented the November 24, 2020 Landowners' meeting minutes and asked for any comments, corrections, or changes. The Board had no changes to the landowner minutes.

On MOTION by Mr. Lancaster seconded by Mr. Hill with all in favor, the Minutes of the November 24, 2020 Landowners' Meeting, were approved.

C. January 6, 2021 Special Meeting

Mr. Oliver presented the January 6, 2021 meeting minutes and asked for any comments, corrections, or changes. The Board had no changes.

On MOTION by Mr. Dodson seconded by Mr. Hill with all in favor, the Minutes of the November 4, 2020 Meeting, were approved.

FIFTH ORDER OF BUSINESS

Organizational Matters

A. Consideration of Resolution 2021-05, Canvassing and Certifying the Results of the Landowners' Election

Mr. Oliver presented Resolution 2021-05 that certifies the results of the Landowner's Election held on November 4, 2020 and continued to November 24, 2020. Mr. Lancaster and Ms. Scandurra were elected to 4-year terms. Mr. Hill was elected to a 2-year term.

On MOTION by Mr. Lancaster seconded by Mr. Dodson with all in favor, Resolution 2021-05 Canvassing and Certifying the Results of the Landowners' Election, was approved.

B. Consideration of Resolution 2021-06, Election of Officers

Mr. Oliver presented Resolution 2021-06 which elected officers. The Board elected to keep officers the same as they had been. No changes to current slate of officers was made.

On MOTION by Mr. Lancaster seconded by Mr. Dodson with all in favor, Resolution 2021-06 Election of Officers and Keeping the Board Slate the same, was approved.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2021-07,
Ratifying Actions Related to Series 2021
Bond Issue**

Mr. Oliver presented Resolution 2021-07 which ratifies Board and staff actions related to the Series 2021 bond issue.

On MOTION by Mr. Lancaster seconded by Mr. Dodson with all in favor, Resolution 2021-07 Ratifying Actions Related to Series 2021 Bond Issue, was approved.

SEVENTH ORDER OF BUSINESS

**Consideration of Revisions to Amenity
Policies**

Mr. Oliver provided an overview of the suggested revisions to the Amenity Policies. He thanked Supervisor d'Aquin and Amenity Manager Alex Losert for their detailed work in revising the policies. If approved, the revised policies will be posted to the CD website.

On MOTION by Mr. Dodson seconded by Mr. Lancaster with all in favor, the Revisions to the Amenity Policies, was approved.

EIGHTH ORDER OF BUSINESS

Other Business

Mr. Oliver asked if there was any other business to discuss. Hearing none, the next item followed.

NINTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Haber noted that they had sent a memo stating that CDD’s were obligated to comply with the new E-Verify system. He explained what the premise was, summarizing that it was a tool used by the Department of Homeland Security to ensure that employers were verifying that any employees hired were legally qualified to work. He also noted that in any future agreements a provision would be required that obligated contractors to use the E-Verify system as well.

B. District Engineer – Ratification of Requisitions No. 147-149

There being none, the next item followed.

On MOTION by Mr. Dodson seconded by Mr. Hill with all in favor, Requisitions No. 147 - 179, were ratified.

C. District Manager

Mr. Oliver stated the Fiscal Year 2021/2022 (FY22) budget process will begin at our next meeting with the presentation of the proposed FY22 Budget for approval. The Board will set a public hearing date to be held in August. During the three months between approval and the budget hearing, staff will refine the budget. The Board will adopt the FY22 budget and certify the assessment roll following the public hearing. The assessment roll will be transmitted to the St Johns County Tax Collector for inclusion on the property tax bills they will send out in November.

D. Field Services – Operations Memorandum

Mr. Stephens provided an update for the Board. Mr. Stephens was directed to expedite completion of adding a keypad lock system at the dog park and reconfigure the gating to create separate access points for large and small dogs. He was also directed to explore modifying the pool gate to prevent reaching over the gate to trigger release bar.

E. Amenity Report – Amenity Report

Ms. Losert was introduced.

TENTH ORDER OF BUSINESS

Supervisor’s Requests

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

Audience Comments

Mr. Oliver asked for any audience comments. There being none,

TWELTH ORDER OF BUSINESS

Financial Reports

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

Mr. Oliver stated that the balance sheet can be found in the agenda package as of December 31, 2020. There are no unusual variances just three months into the fiscal year.

B. Assessment Receipt Schedule

Mr. Oliver reviewed the assessment receipt schedule. The District is at 82% collected.

C. Approval of Check Register

Mr. Oliver noted that the Check register required Board approval.

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

D. Approval of Construction Funding Request No. 24 & 25

Mr. Oliver reviewed the construction funding requests. No. 24 totaled 23,727.08 and No. 25 totaled \$6,250. The Board had no questions.

On MOTION by Mr. Lancaster seconded by Mr. Dodson, with all in favor, the Construction Funding Request No. 24 & 25, were approved.

THIRTEENTH ORDER OF BUSINESS

Next Scheduled Meeting – May 5, 2021 at 1:0 p.m. at TBD

Mr. Oliver stated the next scheduled regular meeting date will be May 5, 2021.

FOURTEENTH ORDER OF BUSINESS

Adjournment

The meeting was adjourned

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

February 3, 2021

Bannon Lakes CDD



Secretary / Assistant Secretary



Chairperson / Vice Chairperson