

**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, **June 2, 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	District Counsel
George Katsaras <i>by phone</i>	District Engineer
Brian Stephens	Operations Manager
Alex Losert	Amenity Manager

**FIRST ORDER OF BUSINESS**

**Call to Order**

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 noted there were two sections for public comment. There being no public comments at this time, the next item followed.

**THIRD ORDER OF BUSINESS**

**Affidavits of Publication of Meeting Notice**

Mr. Oliver stated that the meeting was properly noticed on May 25<sup>th</sup> in the St. Augustine Record.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes**

**A. January 25, 2021 Meeting**

Mr. Oliver presented the January 25, 2021 Special 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 January 25, 2021 Special Meeting, were approved.

**B. February 3, 2021 Meeting**

Mr. Oliver presented the February 3, 2021 meeting minutes and asked for any comments, corrections, or changes. The Board had no changes to the minutes.

On MOTION by Mr. Dodson, seconded by Mr. Hill, with all in favor, the Minutes of the February 3, 2021 Meeting, were approved.

**FIFTH ORDER OF BUSINESS**

**Presentation of FY 2020 Financial Audit**

Mr. Oliver stated that it was required by statute to perform an independent audit and was included in the agenda package. He noted the audit was performed by Grau & Associates and was a clean audit.

On MOTION by Mr. Lancaster seconded by Mr. Hill, with all in favor, the FY 2020 Financial Audit, was accepted.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-08, Approving the Proposed FY 2022 Budget and Setting a Public Hearing for Adoption**

Mr. Oliver proposed setting the public hearing date for August 4, 2021 at 1:00 p.m. at this location for the Public Hearing and stated a proposed budget must be approved by June 15<sup>th</sup> of each year. There was discussion about holding the August public hearing and CDD meeting on different dates, but the Board decided to hold the meeting on August 4<sup>th</sup>, with a backup date as August 19<sup>th</sup>. Mr. Oliver added this proposed budget has no increase in assessments. It was clarified that the budget includes cost increases based on the two FY22 proposals from Riverside

Management Services and Landcare Group.. Mr. Oliver presented an overview of general fund and debt service budgets.

The Board had some questions about contingency items including electricity, water utilities, line-item assessments direct, and streetlights. Mr. Oliver explained that assessments for undeveloped parcels are paid directly by the landowner to the CDD.

On MOTION by Mr. Hill, seconded by Mr. d'Aquin, with all in favor, Resolution 2021-08 Approving the Proposed FY 2022 Budget and Setting a Public Hearing for Adoption on August 4, 2021 at 1:00 p.m. at the World Golf Village Renaissance Hotel in St. Augustine, Florida, was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Proposal for Cost Increase for Services with Riverside Management Services, Inc.**

Mr. Oliver reviewed the proposed increase with Riverside of 3% for amenity management and 5% for field operations. These have been plugged into the proposed budget, and it was clarified these were typical increases for management services.

On MOTION by Mr. Lancaster, seconded by Mr. d'Aquin, with all in favor, the Proposal for Cost Increase for Services with Riverside Management Service, Inc., was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Responses Received to the RFP for the International Golf Parkway Force Main Project**

Mr. Haber led discussion of the requested proposals and stated that three proposals were received. He gave an overview of the responses and scoring and the Board's options and making a determination. Mr. Katsaras reviewed the scoring and rating process with A. J. Johns scoring top ranked firm. Board asked about timelines in securing the pricing, and Mr. Katsaras replied he would review the contract. Mr. Haber recommended approving the scoring as recommended by the District Engineer and the contract subject to no provisions.

On MOTION by Mr. Dodson, seconded by Mr. Lancaster, with all in favor, Accepting the Recommendation by the District Engineer with

A.J. Johns Ranked #1, Authorization for Notice of Intent to Award Being Sent to all three contractors, and Authorizing Final Review by the Chair, was approved subject to pricing as quoted in proposals with no price floats during contracted period.

**NINTH ORDER OF BUSINESS**

**Consideration of Changes for Renewal Annual Landscape Maintenance Service with Landcare Group, Inc.**

Mr. Oliver presented the Landcare Group, Inc proposal with no price change. The Board had some questions about recent issues and associated costs. The sprinkler system and irrigation were further discussed.

On MOTION by Mr. d'Aquin, seconded by Mr. Hill, with all in favor, the Renewal Annual Landscape Maintenance Service with Landcare Group, Inc., was approved.

**TENTH ORDER OF BUSINESS**

**Ratification of E-Verify Memorandum of Understanding**

Mr. Haber reviewed the E-Verify System process and the requirements for the District, including that all future contractors must be included.

On MOTION by Mr. Lancaster seconded by Mr. Hill, with all in favor, the E-Verify Memorandum of Understanding, was ratified.

**ELEVENTH ORDER OF BUSINESS**

**Ratification of Ornamental Oak Tree Shaping Service with Yellowstone Landscape**

Mr. Oliver stated that the Yellowstone Landscape services requires ratification. The process of tree spading and root pruning was explained to the Board. The process of air spading was reviewed and that oak trees were not dying, but not thriving and needed this service. Maple issue was discussed, and the use of an arborist would be supervising Yellowstone.

On MOTION by Mr. Dodson, seconded by Mr. d'Aquin, with all in favor, the Ornamental Oak Tree Shaping Service with Yellowstone Landscape, was ratified.

**TWELTH ORDER OF BUSINESS**

**Ratification of Air Spade Training Service with Advanced Tree Care, Inc.**

Mr. Oliver explained this was to provide the training of air spading services.

On MOTION by Mr. Hill, seconded by Mr. Lancaster, with all in favor, the Air Spade Training Service with Advanced Tree Care, Inc., was ratified.

**THIRTEENTH ORDER OF BUSINESS**

**Ratification of Upgrades to Security System with Atlantic Companies**

Mr. Oliver noted there was a copy of the proposal in the agenda package. Three proposals were received and reviewed with the Chairman. Atlantic Security was selected to add two additional cameras to the existing system to be installed on June 22<sup>nd</sup>.

On MOTION by Mr. Lancaster seconded by Mr. d'Aquin, with all in favor, Upgrades to Security System with Atlantic Companies, was ratified.

**FOURTEENTH ORDER OF BUSINESS**

**Discussion of Playground Improvements and Equipment**

Mr. Oliver noted that Mr. Losert received an email from a resident and this information was shared with the Chairman. An overview of the email stated that it was felt the playground equipment did not address the needs of toddlers from ages 1-5. The Board asked Brian Stephens about getting proposals for adding some equipment. Cost was further discussed and the need for assessment increase if that was needed.

**FIFTEENTH ORDER OF BUSINESS**

**Other Business**

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

**SIXTEENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

Mr. Haber noted he had no further information.

**B. District Engineer**

**1. Consideration of Work Authorization No. 1**

Mr. Katsaras stated he was seeking Board approval for Work Authorization No. 1, and it was included in the agenda package. It is associated with Construction Administration work for the proposed force main extension discussed earlier. It was clarified this was certifying the work was completed properly. Further discussion was held on the guidelines of the services provided during the duration of the project. This included weekly observations, certifications, review of shop drawings, and acceptance of final acceptance packages. It was noted there was a not to exceed amount. CEI in coordination with District Engineer would do on-site reviews. Further discussion was held on time, costs, and services.

On MOTION by Mr. Lancaster, seconded by Mr. Hill with all in favor, the Work Authorization No. 1, was approved.

**2. Ratification of Series 2021 Requisitions No. 3-8**

Mr. Katsaras explained these six requisitions were executed and approved by the Chair. Most of them were for the force main.

On MOTION by Mr. Dodson seconded by Mr. d'Aquin, with all in favor, Series 2021 Requisitions No. 3-8, were ratified.

**C. District Manager – Presentation of Number Registered Voters**

Mr. Oliver noted the Supervisor of Elections letter states that as of April 15, 2021 there were 785 registered voters living in the District. This information is required to be put on the record annually. In November of 2022, two Board seats will be filled by registered voters living in the District. Further discussion was held on the next seats and how they would be filled.

**D. Field Services – Operations Memorandum**

Mr. Stephens provided an updated report for the Board. He noted the maple trees will be removed and installation of other trees will be completed. The irrigation system has been adjusted, and other work was reviewed.

**E. Amenity Manager – Amenity Report**

Mr. Losert provided an update on the amenities. He noted reservations continue to be booked for the Clubhouse on weekends and weeknights.

**SEVENTEENTH ORDER OF BUSINESS      Supervisor’s Requests**

A comment was made about the neighborhood concerns that have been noted, the pool and other facilities and the Amenity Center might be inadequate. A poll is currently being made on usage of pool.

**EIGHTEENTH ORDER OF BUSINESS      Audience Comments**

An audience comment was made about the force main project location. The location and project details were outlined as a St. John’s facility.

Another comment was made about the tree issues and clarification was made on the issues when the trees were originally planted.

An additional comment was made on a potential gate into the Amenity Center. Discussion ensued about issues around solving this access issue.

A question was asked if crosswalks were planned. The Board noted that was being planned and deferred to Mr. Katsaras. The resident asked about a stop sign. The reply noted it was not allowed. Further discussion was held on specific details on crosswalk and issues.

Another comment was made on a speed bumps or speed limit signs. Discussion ensued on this issue, and it was asked that Mr. Katsaras investigate this issue

**NINETEENTH ORDER OF BUSINESS      Financial Reports**

**A. Balance Sheet as of April 30, 2021 and Statement of Revenues & Expenditures**

Mr. Oliver stated that the balance sheet can be found in the agenda package as of April 30, 2021. He noted these were the same numbers as seen in the budget.

**B. Assessment Receipt Schedule**

Mr. Oliver reviewed the assessment receipt schedule and noted 99.23% collected on roll.

**C. Approval of Check Register**

Mr. Oliver noted that the check register required Board approval. The Board questioned the sticky note. Mr. Oliver replied if a vendor added sales tax on an invoice, a copy of the tax exempt is sent to them, so the District is not charged. A March 15<sup>th</sup> charge was questioned on chlorine spill. Mr. Stephens explained the issue.

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

**D. Approval of Construction Funding Request No. 26**

Mr. Oliver reviewed construction funding request No. 26.

On MOTION by Mr. Hill, seconded by Mr. d'Aquin, with all in favor, the Construction Funding Request No. 26, was approved.

**TWENTIETH ORDER OF BUSINESS**

**Next Scheduled Meeting – August 4, 2021  
at 1:00 p.m. at TBD**

Mr. Oliver stated the next scheduled regular meeting date would be August 4, 2021.

**TWENTY-FIRST ORDER OF BUSINESS**

**Adjournment**

The meeting was adjourned

On MOTION by Mr. Lancaster seconded by Mr. D'Aquin, with all in favor the Meeting was adjourned.

  
Secretary / Assistant Secretary

  
Chairperson / Vice Chairperson