

**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, **August 4, 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:

John Dodson	Vice Chairman
Chris d' Aquin	Supervisor
Linda Scandurra	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber <i>by phone</i>	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. Three members of the Board were present constituting a quorum. Mr. Hill was not in attendance.

SECOND ORDER OF BUSINESS

Public Comment

Mr. Oliver noted there were two sections for public comment. A resident commented that emails and photos were sent about landscaping not being up to standard.

Another resident commented on landscaping and damage to his property.

THIRD ORDER OF BUSINESS

Affidavits of Publication of Meeting Notice

Mr. Oliver stated that the meeting was properly noticed on July 7th and July 14th in the St. Augustine Record.

FOURTH ORDER OF BUSINESS

Approval of Minutes from the June 2, 2021 Meeting

Mr. Oliver presented the June 2, 2021 special meeting minutes and asked for any comments, corrections, or changes. The Board had no changes.

On MOTION by Mr. Dodson, seconded by Ms. Scandurra, with all in favor, the Minutes of the June 2, 2021 Meeting, were approved.

FIFTH ORDER OF BUSINESS

Public Hearing

A. Consideration of Resolution 2021-09, Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2021

Mr. Oliver gave an overview of the budgets. He noted a copy was provided to all Supervisors. Total expenses go from \$590,000 to \$610,000. This is a \$20,000 increase. Mr. Oliver noted the number of platted units did not change. Mr. Oliver asked for a motion to open the meeting.

On MOTION by Mr. Dodson, seconded by Mr. d'Aquin, with all in favor, the Motion to Open the Meeting, was approved.

Mr. Oliver asked for public comments on the budget. Hearing no comments, Mr. Oliver asked for a motion to close the meeting.

On MOTION by Mr. Dodson, seconded by Mr. d'Aquin, with all in favor, the Motion to Close the Meeting, was approved.

Mr. Haber explained this process will formally adopt this as the final budget and asked for a motion to approve. This budget starts on October 1st.

On MOTION by Mr. Dodson, seconded by Mr. d'Aquin, with all in favor, Resolution 2021-09, Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2021, was approved.

B. Consideration of Resolution 2021-10, Imposing Special Assessments and Certifying an Assessment Roll

Mr. Haber stated this resolution serves two functions, it imposes assessments and certifies the assessment roll. The Board had no questions, and Mr. Oliver asked for a motion to approve.

On MOTION by Mr. Dodson, seconded by Ms. Scandurra, with all in favor, Resolution 2021-10, Imposing Special Assessment and Certifying an Assessment Roll, was approved.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2021-11,
Election of Officers to add Marilee Giles as
Assistant Secretary**

Mr. Oliver noted that this resolution will add Ms. Giles as Assistant Secretary and allow this new employee to sign off on documents on behalf of the District. Ms. Giles is a new Manager with GMS

On MOTION by Mr. Dodson, seconded by Mr. d'Aquin, with all in favor, Resolution 2021-11, Election of Officers to Add Marilee Giles as Assistant Secretary, was approved.

SEVENTH ORDER OF BUSINESS

**Ratification of Renewal Agreements with
Riverside Management Services, Inc.**

A. Third Amendment for Field Operations and Amenity Facility Maintenance Agreement

Mr. Oliver stated that the Board approved of the proposal at the last meeting and directed the attorney to drop the agreement. Termination clauses with Riverside can be terminated within 30 days, and with Landcare can be terminated with 60 days written notice. Mr. Haber explained the agreement.

On MOTION by Mr. d'Aquin, seconded by Mr. Dodson, with all in favor, the Third Amendment for Field Operations and Amenity Facility Maintenance Agreement, was ratified.

B. Second Amendment for Amenity Management Agreement

Mr. Haber discussed both agreements.

On MOTION by Mr. Dodson, seconded by Ms. Scandurra, with all in favor, the Second Amendment for Amenity Management Agreement, was ratified.

EIGHTH ORDER OF BUSINESS

Ratification of Renewal Agreement for Landscape Maintenance Services with Landcare Group, Inc.

Mr. Oliver noted this was agreed on at the last meeting. He recommended the Board issue a letter immediately regarding their performance issues and putting them on notice. This would give them 2 months to bring things up to par. At the next meeting the Board could determine if they are making progress. Also, he noted on page 10 the items that must be followed. He emphasized the importance of ensuring the issues are noted in writing. Discussion was held on the Landcare website they were required to maintain. Mr. Oliver noted the letter would be drafted this week.

On MOTION by Mr. d’Aquin, seconded by Mr. Dodson, with all in favor, the Renewal Agreement for Landscape Maintenance Services with Landcare Group, Inc., was ratified.

NINTH ORDER OF BUSINESS

Approval of Plat for Phases 2A and 2B for the Preserve at Bannon Lakes Subdivision

Mr. Oliver stated that Mr. Hill was going to present this approval and due to his absence, this would be tabled until the next meeting.

TENTH ORDER OF BUSINESS

Other Business

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

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Haber noted that two bills were being monitored in legislature. The CDD Board requirement did not pass. The other was regarding advertising using a website and newspaper used for notices. He would provide updates as received.

B. District Engineer – Ratification of Requisition No. 9-10 & 12

Mr. Oliver stated these requisitions were executed. Mr. Katsaras noted that all of these were related to the Force Main project.

On MOTION by Mr. Dodson seconded by Ms. Scandurra, with all in favor, Requisitions No. 9-10 & 12, were ratified.

C. District Manager – Consideration of Proposed FY 22 Meeting Schedule

Mr. Oliver noted the meetings would be November 3rd, February 2nd, May 4th, and August 3rd. He added the Board can add special meetings as needed. They are currently set for the same location. There was some discussion on changing the times of the meetings. After discussion the Board decided to keep the schedule.

On MOTION by Mr. Dodson seconded by Ms. Scandurra, with all in favor, the Proposed FY 22 Meeting Schedule, was approved.

C. Field Services – Operations Memorandum

Mr. Stephens provided an updated report for the Board. He noted that repairs are being made as needed, trees are being trimmed, palm trees are being planted, and maple trees are being removed. Termite treatment is scheduled. Gate repairs have been made, landscape plants at front entrance will be installed. Review of playground remaining space resulted in limitations on what can be installed due to distance requirements. Mr. d’Aquin ask several questions about dog park gates, oak trees in dog park and by the entrance, and other trees that need treatment that may have been missed, fence condition, and grass between sidewalk and fence, drainage issues, animal traps, hole in asphalt walking path, and lastly, irrigation cover between basketball court and lake with standing water. Mr. Stephens replied to all issues.

D. Amenity Manager – Amenity Report

Mr. Losert provided an update on the amenities. He noted all upcoming activities with food truck issues, 4th of July celebration, movie night, and hosting a back-to-school bash. Mr. Losert replied to concerns about food truck vendor, and pool usage counts and data. Resident concerns about cleaning Also questions about Mr. Losert sharing contact during his coverage. Mr. d’Aquin suggested posting information at office. Mr. d’Aquin also asked about women’s bathroom door

issues. Mr. Losert replied that is being addressed. Mr. d'Aquin commented on usage policies on handicap chair at pool.

TWELTH ORDER OF BUSINESS

Supervisor's Requests

Mr. d'Aquin made a comment that a sign is needed as to the location of Mr. Losert's office. Also, a comment about adding a policy on handicap chair at pool. Mr. Oliver replied that ADA requires chair lifts to be unlocked and reviewed the existing policies for misuse of facility equipment. Mr. d'Aquin also asked about a crosswalk from Bridge Bay to the Amenity Center.

THIRTEENTH ORDER OF BUSINESS

Audience Comments

An audience comment was made about South Shore issue concerning golf cart community and what will it take to become a golf cart community. Mr. Oliver noted there is a long process for becoming a golf cart community and the Board would need a consensus it was wanted, and the cost reviewed.

An audience commented on bushes in his area that have pulled out and dead grass. A reply was given that it would be replaced.

Audience commented on how to communicate and who to go to regarding maintenance concerns. Mr. Oliver replied that Alex and Brian should be contacted first then himself and Board ultimately, if necessary.

FOURTEENTH ORDER OF BUSINESS

Financial Reports

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

Mr. Oliver stated that the balance sheet can be found in the agenda package as of June 30, 2021.

B. Assessment Receipt Schedule

Mr. Oliver reviewed the assessment receipt schedule and noted they were 100.36% collected on roll.

C. Approval of Check Register

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

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

FIFTEENTH ORDER OF BUSINESS

Next Scheduled Meeting – TBD

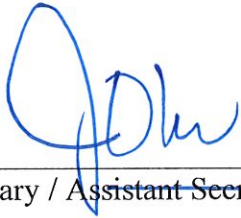
Mr. Oliver stated the next scheduled regular meeting date would be November 3, 2021.

SIXTEENTH ORDER OF BUSINESS


Adjournment

The meeting was adjourned

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



Secretary / Assistant Secretary



Chairperson / Vice Chairperson