

**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, November 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
Chris d'Aquin	Supervisor
Chris Hill	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
Denise Powers	Amenity Manager

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Oliver called the meeting to order at 1:00 p.m. Three 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 were no public comments at this time.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes from the August 4,  
2021 Meeting**

Mr. Oliver presented the August 4, 2021 meeting minutes and asked for any comments, corrections, or changes. The Board had no changes.

On MOTION by Mr. Lancaster, seconded by Mr. d'Aquin, with all in favor, the Minutes of the August 4, 2021 Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Review of Landcare Group Performance**

Mr. Oliver gave an overview of the letter sent to Landcare Group on deficiencies and the response received on August 13<sup>th</sup>. Both of these were shared with the Board. Updates were shared with the Board on the recent performance. It was noted that overall the performance, communications, and responsiveness has improved. New staff member Denise Powers was introduced.

**FIFTH ORDER OF BUSINESS**

**Acceptance of Engagement Letter with  
Grau & Associates for FY 21 Audit  
Services**

Mr. Oliver noted this was a requirement and this auditor was selected through the RFP process. Comments were made about the budget.

On MOTION by Mr. Lancaster, seconded by Mr. Hill, with all in favor, Acceptance of the Engagement Letter with Grau & Associates for FY 21 Audit Services, was approved.

**SIXTH ORDER OF BUSINESS**

**Ratification of LED Lighting Agreement  
with FPL**

Mr. Oliver stated this was for the installation and replacement of 26 LED lights. This is consistent with the neighborhood lighting.

On MOTION by Mr. Hill, seconded by Mr. d'Aquin with all in favor, the LED Lighting Agreement with FPL, was ratified.

**SEVENTH ORDER OF BUSINESS**

**Other Business**

Mr. Oliver asked if there was any other business to discuss. Hearing none, the next item followed. It was noted there was a request for an update on Phase 2.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney – Discussion of Transfer of Client Matters to Kutak Rock LLP**

Mr. Haber summarized the transition process of client matters of the new law firm, Kutak Rock, LLP. The Board approved the transfer of all matters and authorized the Chair to review and execute the fee agreement.

Mr. Haber updated the Board on a new law requiring the Board to conduct an analysis of storm water systems owned by the CDD. These would be conducted by the District Engineer. It was noted this would need to be considered in the budget.

On MOTION by Mr. d’Aquin, seconded by Mr. Hill, with all in favor, the Transfer of Client Legal Matters to Kutak Rock, LLP and Authorize the Chair to Review and Execute the Fee Agreement, was approved.

**B. Engineer – Consideration of Series 2021 Requisitions No. 13-21**

Mr. Oliver stated the requisitions were related to the construction projects from Hopping Green & Sams for legal work, for engineering work, and from AJ Johns for the contract work. It was noted they were for the actual construction project and would not go against the CDD budget. Updates on the project were provided.

On MOTION by Mr. Hill, seconded by Mr. d’Aquin, with all in favor, the Series 2021 Requisitions No. 13-21, were ratified.

**C. District Manager**

Mr. Oliver noted there was nothing further to report.

**D. Field Services – Operations Memorandum**

Mr. Stephens provided an updated report for the Board. He summarized work completed that included pool pumps, fitness center, tree removal and replacement. Comments were made on payments on check register. Additional comments were made on pool pump, pool gate, and budget.

**E. Amenity Manager – Amenity Report**

Ms. Powers is replacing Alex Losert. She reviewed the updates for the community. Discussion ensued on the process for reserving the Amenity Center. The Club activities were reviewed.

**NINTH ORDER OF BUSINESS**

**Audience Comments**

An audience comment included the issue with the sewer lines, security system camera issues, dog waste stations, crosswalk, tree root crown treatment, after hours additional playground equipment (soccer goals), dead tree on lake bank near amenity center, Bridge Bay HOA reports non-residents entering restricted community, wild hogs damage, and fishing policies. Discussion ensued on pool limits and capacity.

**TENTH ORDER OF BUSINESS**

**Supervisor’s Requests**

Supervisors had no comment. There being none, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Financial Reports**

**A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending September 30, 2021**

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

**B. Assessment Receipt Schedule**

Mr. Oliver reviewed the assessment receipt schedule and noted they were over 100.% collected on roll. The tax bill was mailed on November 1, 2021.

**C. Approval of Check Register**

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

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

November 3, 2021

Bannon Lakes CDD

**TWELTH ORDER OF BUSINESS**

**Next Scheduled Meeting – TBD**

Mr. Oliver stated the next scheduled regular meeting date would be February 2, 2021 at 1:00p.m. at the World Golf Renaissance Hotel, 500 S. Legacy Trail, St. Augustine, FL 32092.

**THIRTEENTH 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.



Secretary / ~~Assistant Secretary~~



Chairperson / ~~Vice Chairperson~~