

**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 2, 2022** 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
Denise Powers	Amenity Manager
Peter Dame <i>by phone</i>	
Sheila Papelbon	

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 noted there were two sections for public comment. There were no public comments at this time.

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THIRD ORDER OF BUSINESS

Approval of Minutes from the November 3, 2021 Meeting

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

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

FOURTH ORDER OF BUSINESS

Matters Related to Series 2022 Bond

A. Acceptance of Engagement Letter from FMS Bonds Regarding the Series 2022 Bonds

Mr. Oliver gave an overview of the letter from FMS Bonds for the Series 2022 bonds and asked for a motion to approve.

On MOTION by Mr. Dodson, seconded by Mr. d'Aquin, with all in favor, the Engagement Letter from FMS Bonds Regarding the Series 2022 Bonds, was approved.

B. Consideration of Supplemental Assessment Methodology Report

Mr. Oliver gave an overview of the report, noting that it allocated what the assessments would be on the lands with levied assessments, with a total cost of the project being \$9,716,346. He asked for a motion to approve.

On MOTION by Mr. Lancaster, seconded by Mr. Dodson, with all in favor, the Supplemental Assessment Methodology Report, was approved.

C. Consideration of Delegation Resolution 2022-01

Mr. Dame gave an overview of the delegation resolution and Mr. Oliver asked for a motion to approve.

On MOTION by Mr. Dodson, seconded by Mr. d'Aquin, with all in favor, the Delegation Resolution 2022-01, was approved in substantial form.

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1. Third Supplemental Trust Indenture

Mr. Dame gave an overview of the third supplemental trust indenture, before moving on to the next item.

2. Bond Purchase Contract

Mr. Dame gave an overview of the bond purchase contract, before moving on to the next item.

3. Preliminary Official Statement

Mr. Dame gave an overview of the preliminary official statement, before moving on to the next item.

4. Continuing Disclosure Agreement

Mr. Oliver gave an overview of the Continuing Disclosure Agreement, before moving on to the next item.

FIFTH ORDER OF BUSINESS

Selection of an Audit Committee

Mr. Oliver suggested that the current sitting Board be appointed as the audit committee. The Board had no objections.

On MOTION by Mr. Dodson, seconded by Mr. Hill, with all in favor, the Selection of the Audit Committee Being the Current Sitting Board, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Retention Fee Agreement with Kutak Rock, LLP

Mr. Haber stated that the agreement was related to the decision made in the previous meeting to move from his practicing group Hopping, Green, & Sams to Kutak Rock, and asked if the Board had any questions. Mr. Oliver asked for a motion to approve.

On MOTION by Mr. d'Aquin, seconded by Mr. Dodson with all in favor, the Retention Fee Agreement with Kutak Rock, LLP, was approved.

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SEVENTH ORDER OF BUSINESS

Consideration of Registered Agent and Registered Office Resolution 2022-02

Mr. Haber stated that Kutak Rock was in the process of moving into a new building and would be in by February 15th, and the resolution just noted the current and future addresses of the old and new offices.

On MOTION by Mr. Lancaster, seconded by Mr. Dodson with all in favor, Registered Agent and Registered Office Resolution 2022-02, was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2022-03, Authorizing the St. Johns Supervisor of Elections to Conduct the 2022 General Election

Mr. Haber presented the resolution, noting that this would allow residents to qualify with the Supervisor of Elections in the 2022 General Election.

On MOTION by Mr. d’Aquin, seconded by Mr. Dodson with all in favor, Resolution 2022-03, Authorizing the St. Johns Supervisor of Elections to Conduct the 2022 General Election, was approved.

NINTH ORDER OF BUSINESS

Ratification of Fourth Amendment to Pond Management Agreement with Lake Doctors, Inc.

Mr. Oliver presented the ratification request to the fourth amendment of the pond management agreement with Lake Doctor’s, Inc. He then asked for a motion to ratify.

On MOTION by Mr. Lancaster, seconded by Mr. Hill with all in favor, the Fourth Amendment to Pond Management Agreement with Lake Doctors, Inc., was ratified.

TENTH ORDER OF BUSINESS

Other Business

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

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ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber presented the four memos included in the agenda to the Board.

- 1. Memo Regarding Publication of Legal Notices**
- 2. Memo Regarding Stormwater Needs Analysis**
- 3. Memo Regarding Prompt Payment Requirements**
- 4. Memo Regarding Public Records Exemption**

Mr. Haber noted that for the first memo, there would be changes made to policies regarding publication of legal notices where meeting dates would only have to be posted on the newspaper’s website. He summarized the second memo, noting that there was a bill passed requiring government entities to conduct a stormwater needs analysis if they so owned one. Regarding the third memo, there were changes made to prompt payment requirements with respect to contractors having potential concerns about not being paid and how they can file a dispute with the government. For the fourth memo, Mr. Haber informed the Board of the public records exemption, noting that exempt individuals were now required to give notices and paperwork to the district regarding the exemption.

B. Engineer

1. Consideration of Series 2021 Requisitions No. 22-26

Mr. Katsaras presented the requisitions to the Board, and Mr. Oliver asked for a motion to ratify.

<p>On MOTION by Mr. d’Aquin, seconded by Mr. Dodson, with all in favor, Series 2021 Requisitions No. 22-26, were ratified.</p>
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2. Consideration of Work Authorization No. 2 For Stormwater Needs Analysis

Mr. Katsaras presented the requisitions to the Board, and Mr. Oliver asked for a motion to ratify.

<p>On MOTION by Mr. Lancaster, seconded by Mr. Hill, with all in favor, Work Authorization No. 2 For Stormwater Needs Analysis, was approved.</p>

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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 new sod installation on the outside of the pool gate, the installation of new sleeves and ramps located south of the entrance and the Amenities Center, the replacement of light ballasts at the playgrounds, pavilion, and in the parking lot as well. He asked if there were any questions and noted he would check the plans for the project to see if a crosswalk would be painted.

E. Amenity Manager – Amenity Report

Ms. Powers reviewed the updates for the community. Discussion ensued regarding quotes for the playground equipment and portable soccer goals for special events.

TWELTH ORDER OF BUSINESS

Audience Comments

An audience comment included the suggestion that they investigate signs that say “slow” or “crossing” as opposed to stop signs. Another resident discussed with Mr. Stevens the spacing of the bushes that would be installed. Another resident voiced her concern about the noise of the traffic on the opposite side of the bushes that were being added. The Board responded that they did not have the authority to mitigate sound with extra walls or something similar.

Another resident asked if someone had been contacted to move the water meter that was sticking out of the sidewalk as it was a tripping hazard, and Mr. Stevens responded that someone was looking into it.

THIRTEENTH ORDER OF BUSINESS

Supervisor’s Requests

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

FOURTEENTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending December 31, 2021

Mr. Oliver stated that the balance sheet can be found in the agenda package as of December 31, 2021.

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B. Assessment Receipt Schedule

Mr. Oliver reviewed the assessment receipt schedule and noted they were 95% collected on roll.

C. Approval of Check Register

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

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

FIFTEENTH ORDER OF BUSINESS

Next Scheduled Meeting – May 4, 2022 @ 1:00 p.m. at the World Golf Renaissance Hotel, 500 S. Legacy Trail, St. Augustine, FL 32092

Mr. Oliver stated the next scheduled regular meeting date would be May 4, 2022 at 1:00 p.m. at the World Golf Renaissance Hotel, 500 S. Legacy Trail, St. Augustine, FL 32092. It was also decided that there would be a special meeting on March 2nd, 2022 at 1 p.m. at the same location.

SIXTEENTH ORDER OF BUSINESS

Adjournment

The meeting was adjourned at 2:15 p.m.

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

DocuSigned by:
Jim Oliver
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Secretary / Assistant Secretary

DocuSigned by:
Art Lancaster
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Chairperson / Vice Chairperson