

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 1, 2023 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	Vice Chairman
John Dodson	Supervisor
Michael Sheldon	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber <i>by phone</i>	District Counsel
Jerry Lambert	Operations Manager
Diana Lambert	Amenity Center Manager
Jeff Johnson	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 noted this was the public's opportunity to make comments on items that were on this agenda. Hearing no comments, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the August 2, 2023 Meeting**

Mr. Oliver presented the meeting minutes from the regular August 2, 2023 Board of Supervisor's meeting. Ms. Lambert provided some corrections to the minutes.

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On MOTION by Mr. d’Aquin, seconded by Mr. Lancaster, with all in favor, the Minutes of the August 2, 2023 Board of Supervisor’s Meeting, were approved as amended.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-01, Amending the Budget**

Mr. Oliver presented the Resolution 2024-01 stating that this was part of the audit process that they were about to start. As a unit of Government in Florida, they are required to go through an independent financial audit each year and this is the first step in preparation for that audit. This is to bring all the lines into balance on the budget. There is a copy of the resolution in the agenda packet. He pointed out that the largest line items to bring into balance this year were repairs and maintenance, landscape maintenance, and landscape contingency. The question was asked if this was for the current fiscal year budget that is 2024 or was it for the 2023 budget. Mr. Oliver responded that it was for the 2023 budget, which just ended. He noted that this was something that needs to be done before the audit commences. After being asked, the third line on the revenues and the differences were explained to the Board by Mr. Oliver.

On MOTION by Mr. Lancaster seconded by Mr. Dodson, with Mr. Lancaster, Mr. d’Aquin, and Mr. Dodson in favor and Mr. Sheldon opposed, Resolution 2024-01 Amending the Budget, was approved 3-1.

**FIFTH ORDER OF BUSINESS**

**Consideration of Proposals**

**A. Holiday Décor**

Mr. Lambert presented the proposal for Holiday Décor. This is the same vendor used last year. The proposal total was \$5,076.22. The question was asked if the power washing would be completed before the lights go up. The response was that the power washing gentleman would be coming on this Friday and then on Sunday the lighting people are coming. It was noted that the decorations would be up by Thanksgiving. After discussion, it was decided to approve the holiday decorations.

On MOTION by Mr. d’Aquin, seconded by Mr. Lancaster, with all in favor, the Holiday Decoration Proposal, was approved.

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**B. Awning Replacement**

Mr. Lambert presented the awning replacement proposal. He offered to seek more proposals for the awning replacement. After Board discussion, it was decided to table this item since it was not an immediate need and obtain additional proposals for comparison.

**C. Tree Removal**

Mr. Lambert presented the tree removal proposal. He stated that the proposal was for two dead trees. The total proposal amount is \$1,320. After discussion, it was decided to approve the tree removal proposal by Landcare Group.

On MOTION by Mr. Sheldon, seconded by Mr. Lancaster, with all in favor, the Tree Removal Proposal by Landcare Group, was approved.

**D. Pressure Washing**

Ms. Lambert noted that this pressure washing was done in the fall annually. In the spring, they annually pressure wash the pool deck and the furniture to get it ready for the season. The proposal total from My Clean Roof was \$4,200. Mr. Lancaster asked if this proposal price was consistent to what they paid last year. Ms. Lambert responded that she could get that information, but she did not have it at this time. Mr. Lancaster noted that the price seemed expensive, and he would like to see some competitive bidding to base this off of. Mr. Oliver noted that the Board could authorize staff to work with an appointed Supervisor, get additional proposals, review the proposals and then they could decide. He explained that for last year's repairs and maintenance, they budgeted \$27,500 and they expended \$43,000. After Board discussion, it was agreed that the proposal price is reasonable and the pressure washing proposal from My Clean Roof will be approved.

On MOTION by Mr. Lancaster, seconded by Mr. d'Aquin, with all in favor, the Pressure Washing Proposal from My Clean Roof, was approved.

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**E. ZeroRez**

Mr. Oliver presented the proposal from ZeroRez. The proposal is for cleaning chairs and rugs upholstery. He noted that typically a proposal for this amount would not go before the Board. This is typical maintenance. Ms. Lambert noted that they were scheduled for next Tuesday.

**SIXTH ORDER OF BUSINESS**

**Other Business**

Mr. Oliver noted that the next item was discussion of use of community room for physical fitness related classes. He had discussion with Supervisor Sheldon about the community room itself, which has living room type furniture in it being used for activities like yoga, Pilates, dance classes, etc. He stated that he wanted to determine what the Board's guidance is so they can make it more clear in the policies for the District how that room and the outside porch area is to be used and how they would be set up. Mr. Lancaster noted his opinion stating that if it is a CDD sponsored event within the amenity area, then they should be responsible for moving and putting back stuff. He also noted that if it's a private event, the displacement of furniture should be the responsibility of that party to move it and put it back together as it should be. He added that it would be up to the manager, Ms. Lambert, to make sure it's being put back and if it isn't, to notify the Board and the entity using it that they are on notice. He explained that he doesn't have an issue inside or outside and the amenities were there for the community to enjoy and make best use of. He noted that they needed to define who is responsible for what.

A member of the public commented on the yoga classes being outside while the Pilates classes is inside. Mr. Lancaster thanked this member of the public for bringing this to their attention and noted that this was the first time he had heard this. Mr. Oliver explained that this was why it was on the agenda to be discussed. He explained that if yoga classes want to move inside, they can move their classes inside as long as there is room for it, and they are appropriately moving their furniture and putting it back into place and it doesn't fall on the CDD to do. He noted that he wants all residents to have equal access for use their amenities facilities. Mr. Lancaster asked the Board if they all agreed that clubs and classes should be treated equally both inside and outside. The Board agreed. Mr. Lancaster noted that it was up to the Board to set that precedent. He suggested that both spaces should be open, and they will direct Ms. Lambert as the manager to administer it that way. The question was asked about non-residents being involved. Mr. Oliver responded that

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policies state facilities may be used by residents are patrons and their guests. It wasn't up to the instructor to invite non-residents to participate.

Mr. Sheldon pointed out that when the Pilates class is there, the bathrooms are open, and they were using more than just the room and clearly maintenance is required. He suggested that there may be some need to consider a small fee. He also suggested that if there are regular people coming from the outside, they can buy a membership for \$900 a year. Mr. Lancaster noted that the rules on what defines a guest is totally different and can be addressed, but they need to stay focused on the indoor and outdoor use equal among all parties as well as the CDD not getting involved in movement of furniture and things must be put back in place and if not, that can be disqualification for the use of the space after a warning.

Mr. Oliver stated that for the next agenda, they will have policy review on there and will have formal language for that. He also noted that they will go through the entire amenity policies. Mr. Lancaster noted that they could direct Ms. Lambert today and she can start implementing those policies and then they can put it in writing and adopt as a Board at the next meeting. Mr. Oliver and the Board agreed. Liability insurance was also discussed.

A member of the public commented on the Pilates teacher running a business and charges \$10 a person. She noted that her objection when she found out that there were more non-residents going to the classes than residents was that she was paying \$900 a year to support the CDD on her tax bill and these people pay nothing and the Pilates teacher is running her business. Mr. Lancaster agreed with this member of the public's objection. Mr. Oliver stated that they could make the policies clearer on this. Mr. Lancaster noted that the pool in their community has a limit on guests and how many times they can come in, but it's not monitored because it's not an issue now, but as the community gets to a point where there is too many people at the pool, that is when they will start monitoring and enforcing. He noted that it was a good rule to have in place to enforce it if they need it. The member of the public also commented that the Pilates class is twice a week and it's taking away from the use of a resident. Mr. Lancaster agreed that the residents should get the priority. He also noted that he didn't have a problem with bringing people from outside in to help support the community and give a benefit to the community, it's just matter of everybody being treated equal. He explained that this was the first time he had heard of this issue, and he thought they could have done a better job upfront managing it, but from this point forward, he was sure it will be. A schematic was suggested so that everyone knows how the furniture is supposed to be.

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**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Haber had nothing to report to the Board.

**B. Engineer**

There being no report, the next item followed.

**C. District Manager**

Mr. Oliver stated that they would start the audit process this month.

**D. General Manager – Report**

Ms. Lambert reviewed the General Manager report. The first items she discussed from the report was the follow-up items, which included the clubhouse rental times. She explained that since their community is growing, they may need to change some policies. One of her recommendations was to update the rental times to set hours being 10:00 a.m. to 4:00 p.m. and 4:00 p.m. to 10:00 p.m. Another recommendation was a possible addition of small rental fee. The third recommendation was to review pool party impacts during peak season and lack of outdoor rentable space. Discussion ensued on the pool party impact and the lack of outdoor rentable space as well as rental fees. Mr. Oliver stated that they could not set the rate today, it would require having a public hearing to set rates, but they could certainly put that on the agenda for next time. He added that there would be plenty of opportunity for resident comment as they go through that public hearing. The question was asked if they allowed outside people to rent the Amenity Center space. The response was that they do not allow outside people to rent the space.

Mr. Oliver noted that the motion was to change the party window dates to 10:00 a.m. to 4:00 p.m. and 4:00 p.m. to 10:00 p.m.

On MOTION by Mr. Lancaster, seconded by Mr. d'Aquin, with all in favor, Party Rental Time Block to 10:00 a.m. to 4:00 p.m. and 4:00 p.m. to 10:00 p.m., was approved.

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Mr. Lambert presented a couple of proposals for the pool pump system repairs. He recommended the CBus Enterprises proposal. After discussion, it was decided to approve the CBus Enterprises proposal for pool pump system repairs for a total of \$10,173.22.

On MOTION by Mr. d'Aquin (1:13:22), seconded by Mr. Lancaster, with all in favor, the CBus Enterprises Proposal for Pool Pump System Repairs for \$10,173.22, was approved.

**EIGHTH ORDER OF BUSINESS**

**Audience Comments**

Resident commented on potential problems with access and egress into the community. Mr. Lancaster responded that all of the roads and all the public utilities are public in the community now, so the CDD and this Board are responsible for the drainage and for the amenity lands and for the mitigation lands. He explained that anything above and beyond that, the resident can either take on personally with their District representative to look at issues and they can entertain their HOA, but the District would not have any involvement in that. He thanked the resident for bringing it to their attention.

Resident commented on the Dog Park lock issues. She noted that it was now a one-sided lock. Mr. Lancaster asked for Ms. Lambert to address this issue.

Resident requested two soccer goals for the utility field for kids' usage in the neighborhood. He noted that kids in the neighborhood were playing soccer in the streets, and it was not safe. Mr. Lancaster agreed and asked for the envision to be provided to Ms. Lambert so she can do some research on it and get pricing.

Resident asked what the Board's position is on community yard sales. Mr. Lancaster responded that if it's individual HOA, it would be taken up strictly with the HOA. If they want to access the CDD property, then he suggested that they coordinate with Ms. Lambert.

Resident asked at what point the developers come off board. Mr. Lancaster responded that they were in the process of transitioning out now and they would need new people to come on board.

Resident asked about renting about the Amenity Center during the week. It was explained that after some discussions, they came to the current policy that clubs have priority during the week on weekdays and individuals' private parties have priority on the weekends. It was noted that this resident could work something out with Ms. Lambert.

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Resident commented on the request for soccer goals stating that once you set up a policy for one sport, then someone is going to request equipment for another sport as well.

Resident requested fountains in the ponds that surround the community center. Mr. Lancaster noted that it was a great idea, but the fountains would be very expensive.

**NINTH ORDER OF BUSINESS**

**Supervisor's Requests**

Mr. Jeff Johnson was introduced and was noted to be taking the operations and maintenance over.

**TENTH ORDER OF BUSINESS**

**Financial Reports**

**A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending September 30, 2023**

Mr. Oliver presented the unaudited financial as of September 30, 2023. They will start the audit immediately.

**B. Assessment Receipt Schedules**

Mr. Oliver stated that they were 100% collected for Fiscal Year 2023.

**C. Approval of Check Register**

Mr. Oliver noted that the check register required Board approval. After all questions were answered and discussed, the check register was approved.

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

**ELEVENTH ORDER OF BUSINESS**

**Shade Session: Presentation Regarding Security Camera Systems\***

Mr. Oliver closed the meeting for the Board to hold a shade session to discuss security matters.

**TWELFTH ORDER OF BUSINESS**

**Next Scheduled Meeting – February 7, 2024 @ 1:00 p.m. at the World Golf Renaissance Hotel**



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Mr. Oliver stated the next scheduled regular meeting date would be February 7, 2024 at 1:00 p.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. Dodson, seconded by Mr. Lancaster, 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