

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 Tuesday, April 15, 2025, at 6:00 p.m. at the World Golf Village Renaissance Hotel, 500 S. Legacy Trail, St. Augustine, Florida.

Present and constituting a quorum were:

Michael Sheldon	Chairperson
Kim Crenier	Vice Chairperson
Sandy Gehring	Supervisor
Thomas Cooper	Supervisor
John Ter Louw	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber	District Counsel
Alex Acree	District Engineer
Jeff Johnson	RMS, Operations Manager
Emily Wright	RMS, Amenity Manager
Matthew Biagetti	GMS

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order. Five Supervisors were in attendance constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment

Mr. Oliver opened the public comment period for agenda items only. There being no comments, the next item followed.

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THIRD ORDER OF BUSINESS

Approval of Minutes of the March 18, 2025 Meeting

Mr. Oliver presented the minutes of the March 18, 2025 meeting and asked for any changes to the minutes. Ms. Crenier motioned to approve the minutes as presented.

On MOTION by Ms. Crenier, seconded by Ms. Gehring, with all in favor, the Minutes of the March 18, 2025 Meeting, were approved 5-0.

FOURTH ORDER OF BUSINESS

Update Regarding Capital Projects Research and Planning; Approval of Evaluation Criteria; and Authorization for Staff to Issue a Request for Qualifications (RFQ) for Architectural Services

Mr. Oliver stated some of the items will require some expert assistance such as bringing in an architect. Those include expansion of the fitness room, enclosing of the two rooms between the office and restroom area and the community room as well as landscape improvements to Bannon Lakes Blvd. The Board approved the evaluation criteria and authorized staff to issue a Request for Qualifications (RFQ) for architectural services relating to capital projects research and planning of fitness center expansion, enclosing amenity center breezeway and landscape enhancements.

Mr. Haber noted the Board has the option to change the allocation of the points. A cost estimate or dollar amount will not be provided with the idea being just evaluating based on their qualifications. After the Board ranks them, they will negotiate a dollar amount and enter into a contract. The RFQ will be posted to the website.

On MOTION by Ms. Gehring, seconded by Ms. Crenier, with all in favor, the Evaluation Criteria & Directing Staff to issue an RFQ for Architectural Services, was approved 5-0.

FIFTH ORDER OF BUSINESS

Presentation of Capital Reserve Study Report

Mr. Oliver provided an overview of the Capital Reserve Study. There is a 30-year outlook.

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SIXTH ORDER OF BUSINESS

Discussion Items:

A. Master HOA

Mr. Haber discussed the two purposes of the Master HOA being responsibility of maintenance funding obligations and enforcement of covenants related to commercial property. He will continue to investigate financials that need to be provided from previous years but the CDD taking over could result in cost savings.

B. Pond Ownership

Mr. Sheldon discussed the proposed conveyance of neighborhood ponds (Stormwater Management Facilities or SMF) from various HOA's to the CDD. He is still waiting on responses from HOA's regarding level of interest and cost & SMF conditions assessment but plans on making a motion at the May meeting in order to proceed with Pulte and Bridge Bay. Mr. Oliver noted regarding the budget adding an additional line item for pond maintenance with the assumption this may go forward.

C. Shade at the Dog Park

Ms. Crenier discussed shade options and locations at the dog park. Mr. Johnson will bring different options on proposals including benches to the next meeting.

D. Fiscal Year 2026 Proposed Budget

Mr. Oliver reviewed the budget process. He noted the construction site right now will need to be added to the assessment roll so the assessment methodology will need to be amended so that is incorporated as it is a new product type within the District.

SEVENTH ORDER OF BUSINESS

Consideration of Acceptance of Preserve at Bannon Lakes Tract Dedication

Mr. Oliver stated this is for the tracts with the lakes that were to be conveyed to the District. This item was tabled to the next meeting as more information is gathered.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2025-03, Resetting the Public Hearing to Adopt Rates

Mr. Oliver stated Resolution 2025-03 resets the public hearing for May 22nd to adopt rates.

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He noted the rates to be considered is room rental of the community room which would be for each event a \$50 rate and deposit of \$200.

On MOTION by Ms. Crenier, seconded by Ms. Gehring, with all in favor, Resolution 2025-03, Resetting the Public Hearing to May 22nd to Adopt Rates, was approved as revised 5-0.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber provided an update on a demand letter being sent to the manufacturer of failed roofing materials for fraudulent representation as this has a longer statute of limitations than construction defect. Mr. Johnson noted it would be full roof replacement. It was recommended to add roof repair into the budget.

B. Engineer

Mr. Acree suggested continued coordination with Bio-Tech on monitoring the wetland and littoral shelf. Access is needed through a gate near Blind Oak Circle; it should be a Pulte gate. A Board member recommended contacting the Hunt Club.

C. District Manager – Reminder to File Form 1 by July 1st Deadline

Mr. Oliver reminded the Board to file their Form 1 by July 1st.

D. General Manager– Report

Ms. Wright reviewed the Amenity Manager's Report on page 100 of the agenda package. She is looking at replacement options for two unstable chairs in the clubhouse.

Mr. Johnson submitted the Operations Managers Report. He noted reports of critters stalking the area so called Quick Catch to come out. He replaced the siderails on the playground and fixed the dog park gate. He noted an aggressive goose and nest on the pool deck.

TENTH ORDER OF BUSINESS

Audience Comments

Tom Kelly – Spoke to Michael previously about a body of water at Seacrest and would like to talk with him after the meeting. Mr. Sheldon requested financials on that.

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Doug – Spoke about gym expansion and if the community will have input on equipment? Mr. Oliver noted there will be updates at each meeting with plenty of public comment/input. He asked about repair of the second fountain in the pool. Mr. Johnson noted it is in progress.

Debra (South Shore) Asked for the dog park code. Mr. Johnson provided left side code C0435 and right 0435. Volleyball court request.

Mike Sullivan (Bridge Bay) – Spoke about Quick Catch & if the CDD would be willing to assume financial responsibility for Quick Catch. Ms. Gehring stated the CDD will retain Quick Catch.

Hailey (Preserve) – Asked for an update on SJSO and monitoring speed. Sgt. Kukar will start patrols this week (4-hour shifts, 3-4 days a week for a month or two then reevaluate).

Spoke about regulating speed of e-bikes & scooters.

Ken (Bridge Bay) – Spoke on ranking of vendors – community may have expertise.

ELEVENTH ORDER OF BUSINESS

Supervisor's Requests

Ms. Crenier spoke about interest in Bannon Lakes being a golf cart community. Mr. Oliver stated there is an application process in St. Johns County. Bring more information to next meeting. She spoke about people getting the nature trail confused as the road.

TWELFTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending March 31, 2025

Mr. Oliver presented the unaudited financials through March 31, 2025. There is a positive expense variance of \$63K.

B. Assessment Receipt Schedules

Mr. Oliver noted the District is 96.76% collected on roll, including the last payment of February 20th. There are probably some March distributions that are not included.

C. Approval of Check Register

Mr. Oliver presented the check register for the general fund.

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On MOTION by Mr. Louw, seconded by Mr. Cooper, with all in favor, the Check Register, was approved 5-0.

THIRTEENTH ORDER OF BUSINESS

**Next Scheduled Meeting – May 22, 2025 at
6:00 p.m. at the World Golf Village
Renaissance Hotel**

Mr. Oliver stated the next meeting is on May 22, 2025 at 6:00 p.m. at the World Golf Village Renaissance Hotel, 500 S. Legacy Trail, St. Augustine, Florida.

FOURTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Louw, seconded by Ms. Gehring, all in favor, the meeting was adjourned 5-0.

DocuSigned by:

Jim Oliver

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Secretary / Assistant Secretary

Signed by:

Michael Sheldon

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Chairperson / Vice Chairperson