

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 6, 2024 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:

Michael Sheldon	Chairman
Kim Crenier	Vice Chair
Sandy Gehring	Supervisor
Thomas Cooper	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber <i>by phone</i>	District Counsel
Jeff Johnson	Operations Manager
Diana Lambert	Amenities Manager
Lori Dunham	Riverside Management Services
Matthew Biagetti	Governmental Management Services
Shari Arnold	Board Candidate
Thomas Cooper	Board Candidate
Mark Guerra	Board Candidate
Rich Rhoda	Board Candidate

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order.

SECOND ORDER OF BUSINESS

Public Comment

Mr. Oliver opened the public comment period.

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THIRD ORDER OF BUSINESS

Organizational Matters

A. Appointment of New Supervisor(s) to Fill Unexpired Term of Office (11/26)

Mr. Oliver noted three seats will be filled. Eight residents provided letters of interest. Seat #3 currently held by Sandy Gehring will be filled first. The new term of this seat expires in 2028. Sandy Gehring was nominated to fill seat #3.

On MOTION by Ms. Crenier seconded by Mr. Sheldon, with all in favor and Ms. Gehring abstaining, the Appointment of Sandy Gehring to Seat #3, was approved 2-0.

Supervisor Gehring will not be sworn in today, as she is already in the seat. She will be sworn in again for the new term, no sooner than the second Tuesday after the general election date of November 5, 2024.

Mr. Oliver stated the next two seats expire in November of 2026. The seats are vacant due to Board resignations. Thomas Cooper was nominated for seat #2.

On MOTION by Ms. Gehring, seconded by Ms. Crenier, with all in favor, the Appointment of Thomas Cooper to seat #2, was approved 3-0.

Mr. Oliver administered the Oath of Office to Thomas Cooper.

Mr. Oliver asked for a nomination for seat #4. Mr. Sheldon nominated John Ter Louw.

On MOTION by Mr. Sheldon, seconded by Ms. Gehring, with all in favor, the Appointment of John Ter Louw to seat #4, was approved 4-0.

B. Oath of Office for Newly Appointed Supervisor

John Ter Louw was not in attendance and will be sworn in later. Mr. Oliver noted there will be a more comprehensive discussion of the Sunshine Law, Public Records Law, and Ethics Law at the next meeting.

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FOURTH ORDER OF BUSINESS

Approval of Minutes of the August 7, 2024 Meeting

Mr. Oliver presented the minutes from the August 7, 2024 Board of Supervisor's meeting and asked for any comments, corrections, or changes. The Board had no changes to the minutes.

On MOTION by Ms. Crenier, seconded by Ms. Gehring, with all in favor, the Minutes of the August 7, 2024 Board of Supervisor's Meeting, were approved 4-0.

FIFTH ORDER OF BUSINESS

Acceptance of Fiscal Year 2023 Audit Report

Mr. Oliver stated Florida Statutes require an independent CPA firm conduct an audit each year. The audit begins on page 36 of the agenda package and has been forwarded to chief financial officer. It is a clean audit.

On MOTION by Ms. Gehring, seconded by Ms. Crenier, with all in favor, Acceptance of Fiscal Year 2023 Audit Report, was approved 4-0.

SIXTH ORDER OF BUSINESS

Items Related to the District Engineer

A. Acceptance of Resignation from District Engineer

Mr. Oliver stated ETM has resigned from the District. He asked for acceptance of ETM's resignation.

On MOTION by Mr. Sheldon, seconded by Ms. Crenier, with all in favor, the Acceptance of ETM's Resignation, was approved 4-0.

B. Consideration of Evaluation Criteria

C. Authorization for Staff to Issue RFQ

Mr. Oliver reviewed the selection criteria developed by Counsel on page 80 of the agenda.

On MOTION by Mr. Sheldon, seconded by Ms. Crenier, with all in favor, the Evaluation Criteria & Authorizing Staff to Issue an RFQ, was approved 4-0.

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SEVENTH ORDER OF BUSINESS

Consideration of Proposals for Capital Reserve Study

Mr. Oliver presented the Capital Reserve Study proposals from Community Advisors, Custom Reserves, and Reserve Advisors. Community Advisors and Custom Reserves proposed \$3,900 and Reserve Advisors proposed \$7,000.

On MOTION by Mr. Sheldon, seconded by Ms. Crenier, with Mr. Sheldon, Ms. Crenier, and Mr. Cooper in favor and Ms. Gehring opposed, the Proposal from Community Advisors, was approved 3-1.

EIGHTH ORDER OF BUSINESS

Discussion of Pond Ownership

Mr. Sheldon noted some ponds are assigned to the HOA's and some kept within the purview of the CDD. There are 16 interconnected ponds and anything that comes into the system from the Preserve, Orchard, and Grove filters through their system. He would like to meet with each of the HOAs to ask if they are willing to transfer their ponds over to the CDD and put them all under the control of the CDD.

NINTH ORDER OF BUSINESS

Discussion of Amenity Center

A. Furnishings

B. Enclosure

Mr. Sheldon discussed setting up a workshop to get the communities thoughts on what to do with the amenity center. Ms. Gehring suggested getting the thoughts of the Boards of the HOA's on what sort of space they would like to see and address it on a community wide basis. Ms. Crenier would like to see an open forum at night for residents to give their opinions.

TENTH ORDER OF BUSINESS

Discussion of Revision to Fiscal Year 2025 Meeting Schedule

Mr. Oliver recommended the Board consider having the next Special Meeting on December 10th with a workshop at 6:00 p.m. at the Good News Church. At that meeting, they will come back with a proposed annual schedule.

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On MOTION by Mr. Sheldon, seconded by Ms. Crenier, with all in favor, Revision to FY25 Meeting Schedule – Meeting Scheduled for December 10, 2024 at 6:00 p.m. at Good News Church, was approved 4-0.

ELEVENTH ORDER OF BUSINESS

Ratification of Agreements

Mr. Oliver stated to keep business moving between meetings, staff provides proposals or agreements to the Chair for review and execution. If that happens, that is brought back to the Board to formally ratify those actions.

- A. Pachabelly Dance**
- B. Commercial Fitness Products**
- C. Thigpen**
- D. Jani-King**
- E. Lake Doctors**
- F. Sandra Gehring (Yoga)**

Mr. Oliver noted Sandy Gehring also provides yoga classes so he would like the Board to consider ratification with Sandy abstaining from that vote.

On MOTION by Ms. Crenier, seconded by Mr. Sheldon, with all in favor and Ms. Gehring abstaining, Sandra Gehring (Yoga), was ratified 3-0.

G. Gina Levesque (Running)

On MOTION by Mr. Sheldon, seconded by Ms. Crenier, with all in favor, Items A, B, C, D, E, & G, were ratified 4-0.

TWELFTH ORDER OF BUSINESS

Ratification of Requisitions:

- A. Series 2021 Requisition (51)**
- B. Series 2022 Requisition (11)**

Mr. Oliver stated the Engineer prepared the first requisition from the 2021 bond series which was the wrong requisition to fund the final payment to Vallencourt for road resurfacing. Requisition 11 from the Series 2022 Bonds construction account was paid in the amount of \$211,000 to Vallencourt for final asphalt lift and related work required by St. Johns County.

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On MOTION by Ms. Crenier, seconded by Mr. Sheldon, with all in favor, the Series 2022 Requisition (11), was ratified 4-0.

THIRTEENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

FOURTEENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber discussed the Master HOA. Mr. Sheldon doesn't know if it is necessary to have a Master HOA. The only agreement they have is with the Preserve.

B. Engineer

There being no comments, the next item followed.

C. District Manager

Mr. Oliver will administer the oath to Sandy Gehring and John Ter Louw at the next meeting.

D. General Manager – Report

Ms. Lambert followed up on the small rental fee for the clubhouse private parties and noted last week's events were well attended. The Board discussed charging the fee versus money in the budget for some furniture replacement. Mr. Oliver noted there isn't funding for that project in the operations budget, but it could be funded from the capital reserve account. Board members thanked Jeff Johnson of RMS for his work in preparing for back to back hurricanes, and for fixing the dog park gate.

FIFTEENTH ORDER OF BUSINESS

Audience Comments

- Diana – Noted a lot of grit, dirt and candy pieces on the floor while doing yoga and asked about the mopping schedule. Ms. Lambert will review.
- Mary – Feels the meetings aren't shared like they should be & the Board process is very one sided. Ms. Crenier noted the seats are elected through the Supervisor of Elections. The CDD follows Florida Statutes Chapter 190. She asked for the meetings to be posted on FB. E-Blasts go out to residents and its on the CDD website.

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SIXTEENTH ORDER OF BUSINESS

Supervisor's Requests

There being no comments, the next item followed.

SEVENTEENTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending September 30, 2024

Mr. Oliver presented the unaudited financials through the end of September 2024.

B. Assessment Receipt Schedule

C. Approval of Check Register

Mr. Oliver presented the check register for approval.

On MOTION by Ms. Gehring, seconded by Ms. Crenier, with all in favor, the Check Register, was approved 4-0.

EIGHTEENTH ORDER OF BUSINESS

Next Scheduled Meeting – December 11, 2024 @ 6:00 p.m. at the Good News Church

Mr. Oliver stated the next meeting will be December 11, 2024 at 6:00 p.m. at the Good News Church. The proposed meeting schedule will be brought to this meeting.

NINETEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Sheldon, seconded by Ms. Crenier, with all in favor, the meeting was adjourned 4-0.

DocuSigned by:

Jim Oliver

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Secretary / Assistant Secretary

Signed by:

Michael Sheldon

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Chairperson / Vice Chairperson