

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, December 10, 2024 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	Chairman
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
Matt Biagetti	GMS
Jeff Johnson	RMS
Diana Lambert	RMS

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Public Comment**

Mr. Oliver opened the public comment period. There were no public comments.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Oath of Office for Newly Appointed Supervisors (Seat 1, Seat 3, and Seat 4)**

Mr. Oliver stated at the last meeting Mr. Louw was appointed to the Board to fill a vacancy. Also Ms. Gehring and Ms. Crenier will begin new terms. He performed the oath of office to the

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three new officers. He noted they will cover the legal aspects of Board member responsibilities later in the agenda.

### **B. Election of Officers, Resolution 2025-01**

Mr. Oliver stated after a general election the Florida statutes require the Board to elect new officers. He reviewed the GMS appointed officers. He stated the current slate of officers were Mike Sheldon as Chair and Kim Crenier as Vice-Chair. He added the Board can keep the same slate or make changes.

The Board agreed to keep the same slate of officers. The new officers would be Mr. Sheldon as Chair, Ms. Crenier as Vice-Chair, Ms. Gehring, Mr. Louw, Mr. Cooper as Assistant Secretaries, and Mr. Oliver as Secretary and Treasurer. Other GMS staff were listed as officers.

On MOTION by Ms. Gehring, seconded by Mr. Louw, with all in favor, Election of Officers, Resolution 2025-01 with Mr. Sheldon as Chairman, Ms. Crenier as Vice Chairperson, Ms. Gehring, Mr. Louw, Mr. Cooper as Assistant Secretaries, and Mr. Oliver as Secretary and Treasurer, was approved 5-0.

### **FOURTH ORDER OF BUSINESS**

#### **Approval of Minutes of the November 6, 2024 Meeting**

Mr. Oliver presented the minutes from the November 6, 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 November 6, 2024 Meeting, were approved 5-0.

### **FIFTH ORDER OF BUSINESS**

#### **Consideration of Proposals for Engineering Services**

Mr. Oliver stated at the last meeting a resignation letter was received by the previous engineering services firm. He added the RFQ process was started which does not include pricing. He noted 1 set of qualifications were received from a very qualified group known as Matthews DCCM. He stated if the Board selected them, they would bring pricing back to the next meeting.

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Ms. Crenier asked if they only had 1 firm does that negatively impact the ability to negotiate the price. Mr. Oliver noted he had asked for a rate sheet, and it was within the boundaries of other engineering firms. He added they are not limited to one engineer and could bring on another firm.

On MOTION by Mr. Sheldon, seconded by Mr. Cooper, with all in favor, the Proposal from Matthews DCCM for Engineering Services, was approved 5-0.

## **SIXTH ORDER OF BUSINESS**

### **Discussion of Proposed Rates & Policy Changes**

Mr. Oliver stated this meeting would be for discussion of policy and rate changes, and no vote would be held. He added after the discussion the new policy and rates proposal would be drafted to brought back to the next meeting. This would give the community time for their input. Mr. Sheldon asked for officers of HOA and everyone to review these changes and stated the Board would take suggestions.

Ms. Lambert suggested a policy change to the amenity rentals for private parties. She proposed a \$50 fee for rentals to help offset the cost of furniture. She added this would be a non-refundable fee with 2 fees for a deposit and the \$200 is refundable. Ms. Crenier asked how many times rentals are used at the amenity center. Ms. Lambert replied it is used 100 times a year. It was noted there is no fee, but there is a \$200 deposit that is fully refundable if the renter checks out successfully. She clarified this was for private parties only, not basic weekly classes. Mr. Oliver noted at the next meeting there would be a rate hearing. Another question was asked about how many times a deposit was not returned. Ms. Lambert noted only one deposit was not refunded as of July 2023.

Ms. Lambert asked about changing the language of parking policies. She referred to page 7 #22 stating there is no overnight parking at the amenity center unless the owner notifies the amenity manager and receives 24-hour parking pass. She added there has been previous discussion on this issue to include the no overnight parking portion of the parking areas, safety, transient issues, liability, and possible community concerns on parking in the street and blocking emergency vehicles. Mr. Oliver noted this could be discussed at the next meeting with the community.

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Further discussion was held on county roads, traffic enforcement ability, ability to tow, HOA stating parking in the streets, clarification needed on the county owned roads, CDD owned roads, speeding concerns, common areas, and the HOA ability to enforce.

Community resident (Lisa) commented on penalty on using the amenity with a fee and a suggestion for the entire community. Ms. Lambert commented on the unusual wear and tear on the amenity furniture.

On MOTION by Ms. Crenier, seconded by Ms. Gehring, with all in favor, Setting a Rate Hearing in February for Proposed Amenity Rental Fees, was approved 5-0.

## **SEVENTH ORDER OF BUSINESS**

### **Discussion of CDD 101 Topics**

Mr. Oliver noted they would have an abridged version of this issue, and he would meet with the new Supervisors to cover in more detail. Mr. Haber reviewed the highlights of what is a CDD, responsibilities of CDDs, difference of the HOA and CDD, CDD operations, budget assessments, and elections.

Bannon Lakes CDD is responsible for the master stormwater system, the amenities, wetlands, common areas, and landscaping. The Board has no permitting authority, or no police power, Bannon Lakes cannot enforce codes, and they make no architectural decisions. He reviewed the Board roles of each position. It was noted the Board makes policy and GMS the District Manager monitors the actions. He explained the role of his office as District management and the role of District counsel.

Mr. Oliver reviewed other job roles, notice requirements for meetings, agenda postings, public comments, quorums requirements, maintenance items, meeting protocol, voting, rules of procurement, budget process, O&M assessments and community notice requirements, changes and amendments to the budget, bond process and issuances, debt assessment, special assessments, Board roles and responsibilities, majority voting, general election process, master HOA roles and responsibilities, developer responsibilities, and the funding process.

Ms. Crenier asked that noticing on the website to be in bold print or highlighted.

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## **EIGHTH ORDER OF BUSINESS**

### **Discussion of Pond Ownership**

Mr. Sheldon noted this item is for discussion of pond ownership. There are 16 total lakes connecting through the water system owned by CDD and HOA ownership. He noted there has been discussion of putting all of them under one management group. He explained the issues and impacts on lakes, the transfer process, and submitting budget timeline for this process. He suggested to have a work group to lead this process for combining lakes.

An audience member noted she had a master declaration and wanted clarification on the language. It was explained this would be a topic for the work group. Other discussion topics were on conveyance of the ponds, HOA and CDD declarations, lake maintenance, and Pulte ownership issues.

An audience member asked about specific transfers of ponds to Bannon Lakes. Mr. Haber reviewed the lake improvement process and budgeting impacts. Other complications were discussed of this process, lake benefits to each community, assessments on lakes, fair and reasonable allocations, timelines, erosion issues before acceptance, and maps declaring lake ownership.

The Board decided to have a workgroup and have Mr. Sheldon be the representative to reach out to the HOA leadership for the working groups. Mr. Haber discussed the sunshine law and workgroup process. Further discussion was held on the process of discussions and following the sunshine law.

Dog issues with leashes, dog ownership responsibilities, property owners, and clean-up after dogs.

## **NINTH ORDER OF BUSINESS**

### **Other Business**

Ms. Crenier asked about improvements to the amenity center and having an enclosed facility for events. An audience member commented on improvements to the playground by adding a cover. It was noted these topics will be for the workshop discussion. Ms. Crenier will take the lead for work groups and discussion topics.

Ms. Crenier commented on concerns with feeding wildlife prohibition on CDD property and notices to residents.

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**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Haber discussed the ethics requirements, the process, and deadlines.

**B. Engineer**

There being no comments, the next item followed.

**C. District Manager**

Mr. Oliver stated he would like for the Board to discuss the meeting dates. He noted currently they are meeting on the first Wednesday of the month. He suggested meeting on the first Tuesday or for the fourth Thursday at 6:00 p.m. He stated he would discuss the financials later in the agenda.

**D. General Manager – Report**

Ms. Lambert reviewed the report and ask for any questions. Mr. Sheldon ask about calling the police from the security system. She noted they have not contacted the police.

**E. Operations Manager Report**

Mr. Johnson discussed the drainage issue on the playground and the steps he had taken to eliminate the issue.

**ELEVENTH ORDER OF BUSINESS**

**Audience Comments**

- Resident asked about the drainage issues in the community on Rock Springs Loop and who owns the area and who is maintaining.
- Resident made comments on the amenity center being open to residents at any time and the pool hours. She commented on more lighting needed around the amenity center and the hours to access the pool deck.
- Resident comments on meeting times.

**TWELFTH ORDER OF BUSINESS**

**Supervisor's Requests**

Ms. Crenier made a comment on having bold or highlight notices on the website.

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She asked who in the audience was an HOA Board member. She encouraged all HOA members to become involved by attending meetings.

**THIRTEENTH ORDER OF BUSINESS                      Financial Reports**

**A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending October 31, 2024**

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

**B. Assessment Receipt Schedules**

Mr. Oliver noted the District is at 14.9% collected on the tax rolls and he expects to be fully collected by the end May.

**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 5-0.
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**FOURTEENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – February 5, 2025 @ 1:00 p.m. at the Good News Church**

Mr. Oliver stated the next meeting is scheduled for February 5, 2025 at 6:00 p.m. The Board discussed issues with meeting in the amenity center and other meeting locations. Mr. Sheldon noted he is not comfortable with using the amenity center for meetings.

Mr. Oliver noted the next meeting will be on January 23, 2025 at 6:00 p.m. at the Good News Church. The proposed meeting schedule will be brought to this meeting for a vote.

**FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Ms. Gehring, seconded by Mr. Sheldon, with all in favor, the meeting was adjourned 5-0.
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*Jim Oliver*

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Secretary / Assistant Secretary

Signed by:

*Michael Sheldon*

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Chairperson / Vice Chairperson