

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, July 10, 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:

Matt Biagetti	District Manager
Wes Haber	District Counsel
Alex Acree <i>by phone</i>	District Engineer
Jeff Johnson	RMS, Operations Manager
Emily Wright	RMS, Amenity Manager
Michael Lucas	Basham & Lucas
Sergeant Bobby Kukar	SJCSO

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Public Comment**

Mr. Biagetti opened the public comment period for agenda items only.

Rhonda Kingsley (95 Bridge Oak Lane) wanted to clarify the audience can't have any comments during the actual session. Mr. Biagetti stated typically that is correct. She thanked Jeff Johnson for all of his additional work for shade and benches in the dog park. Feels the new proposal for shade would be fabulous.

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**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the May 22, 2025 Meeting**

Mr. Biagetti presented the minutes of the May 22, 2025 meeting and asked for any changes to the minutes. Ms. Crenier an edit on the second order of business, where it says a resident thanked her, it should be Michael Sheldon who made the comments. Under the sixth order of business, Sandy Luback is misspelled, it should be spelled Lovett.

On MOTION by Mr. Sheldon, seconded by Ms. Gehring, with all in favor, the Minutes of the May 22, 2025 Meeting, were approved as amended 5-0.

**FOURTH ORDER OF BUSINESS**

**Acceptance of Fiscal Year 2024 Audit Report**

Mr. Biagetti stated Berger, Toombs, Elam, Gaines and Frank conducted the annual independent audit. No deficiencies were identified. Overall, it was a clean audit.

On MOTION by Mr. Louw, seconded by Ms. Crenier, with all in favor, the Acceptance of Fiscal Year 2024 Audit Report, was approved 5-0.

**FIFTH ORDER OF BUSINESS**

**Discussion Items:**

**A. Master HOA**

Mr. Sheldon stated staff is working on an agreement for the Board to review and take action on. They are going to move forward with trying to acquire the system. That is what the contract specifies. Mr. Haber is getting zero response from the Master HOA on paying the maintenance for the easement. He will continue to follow up.

**B. Pond Ownership**

Ms. Gehring asked how many ponds the CDD has taken over. Mr. Sheldon stated they haven't taken over any that were not originally given to them. That number is six. The total number of lakes that are interconnected is 16, two of which are completely enclosed within the community. The rest of which abut different HOAs.

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**C. Amenity Center Enhancements**

Michael Lucas with the Bashman & Lucas Group initiated conversations around the amenity center enhancement project. Supervisor Crenier will meet with Mr. Lucas to provide history and where the priorities stand right now based on the survey results.

Mr. Haber will send an email and draft letter regarding the roof to see what they have. If they are nonresponsive, he will send a demand letter.

Sergeant Bobby Kukar provided the Board and audience an overview of what he is seeing and what he has been doing during his patrols including writing tickets for speeding, watching the new construction area, and having discussions with kids on E-Bikes. Ms. Gehring asked to put a 4 way stop on the agenda to have a serious discussion about moving forward with that.

**D. Fiscal Year 2026 Approved Budget (adoption August 19, 2025)**

Mr. Biagetti reviewed the budget process. The Board discussed the approved FY26 budget and agreed to lower the \$200K allocation for roof repair to \$125K. The Board agreed to hold a budget workshop on July 29, 2025.

On MOTION by Ms. Gehring, seconded by Mr. Cooper, with all in favor, Direction for Staff to Lower Allocation for Roof Repair to \$125K, was approved 5-0.
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Mr. Biagetti asked for a motion for the budget workshop.

On MOTION by Mr. Louw, seconded by Ms. Gehring, with all in favor, the budget workshop for July 29, 2025, was approved 5-0.
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**E. Rotation of Annuals**

Mr. Johnson explained that Landcare comes in four times a year as part of the contract and replace all of the annuals four times a year in front of the amenity center and up by the front of IGP.

**F. Public Comment**

Mr. Haber reviewed the public comment process.

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## **SIXTH ORDER OF BUSINESS**

### **Consideration of Agreements:**

#### **A. Basham and Lucas Agreement and Rate Sheet**

Mr. Biagetti provided the rate sheet to the Board.

On MOTION by Mr. Louw, seconded by Ms. Crenier, with all in favor, the Basham & Lucas Agreement and Rate Sheet, was approved 5-0.

#### **B. Stormwater System Conveyance Agreement**

Mr. Biagetti provided the stormwater system conveyance agreement to the Board. Mr. Haber explained the agreement and the process the parties would follow in connection with the conveyance of the storm water ponds to the CDD. The CDD will have the opportunity to have its engineer inspect the ponds to confirm there are no defects beyond reasonable wear and tear, they are functioning as designed and the District has ability to have access to the ponds to conduct operations and maintenance.

On MOTION by Ms. Crenier, seconded by Mr. Louw, with all in favor, the Stormwater System Conveyance Agreement, was approved in substantial form delegating the Chair to present to the HOAs 5-0.

## **SEVENTH ORDER OF BUSINESS**

### **Consideration of Proposals**

#### **A. Shade Structure for Dog Park**

Mr. Johnson had presented a 12 x 12 shade that will extend over the small and large dog parks. He has submitted benches with the county with shades over the tops for Board consideration and the structure for the playground same option second pricing structure for putting a shade over the actual playground itself. He noted they are exactly the same type of shades that are currently on the facility and can stand up in hurricane force winds. Mr. Louw asked for a motion to hold the dog park one until clarification on the installation on the other quote and direct Jeff to get information

#### **B. Benches for Dog Park**

The Board agreed on one bench in the small park and two in the big.

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On MOTION by Mr. Louw, seconded by Mr. Cooper, with all in favor, to Purchase up to Four Benches of non-shade variety, was approved 5-0.

### **C. Shade Structure for Playground**

The Board agreed on the shade structure playground proposal from Southern Recreation for \$54,090 without tax. Staff will work with Ms. Gehring on color selection.

On MOTION by Mr. Louw, seconded by Ms. Gehring, with all in favor, the shade structure for playground proposal from Southern Recreation \$56K, \$54,090 without tax, was approved 5-0.

### **D. Landcare Group**

Mr. Biagetti stated Landcare has approached Jeff with increasing their costs. They feel they are losing money on this account. The District has an agreement with Landcare through next July. The Board tabled Landcare's proposal. Staff to invite a representative to the August 19<sup>th</sup> meeting.

Ms. Crenier asked about the two fountains that are now done. Jeff noted the valve is bad. She spoke about the resident concerns with the geese and their mess.

## **EIGHTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

Mr. Haber had nothing further to report.

#### **B. Engineer**

Mr. Acree had nothing to report. He noted they can talk about crosswalks and 4-way stop off line.

#### **C. District Manager**

Mr. Biagetti thanked everyone for their Form 1's. He reminded the Board of the 4-hours of ethics training due by December 31, 2025.

#### **D. General Manager– Report**

Ms. Wright reviewed the Amenity Manager's Report on page 112 of the agenda package. Mr. Johnson stated it's time to think about mulch for the community.

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## **NINTH ORDER OF BUSINESS**

### **Audience Comments**

Sandra Lovett (244 Lake Bridge Rd) spoke about the CDD taking over the hog management issue and putting Jeff Johnson as the contact person and process on the website and in the newsletter.

Mike Sullivan (203 Bridge Oak Ln.) previous meeting discussed transferring over the contract from HOA to the CDD and was agreed upon. The community doesn't have the information.

Stephanie Sodd (468 Beechnut Circle) asked who owns the median -bushes/grass. It is owned by the county. She noted its very overgrown and obstructing line of sight. Jeff will have it taken care of.

Kristen Cooper (27 Orchard Ln) concerned about landscape spray & walking her dogs.

Hayley Milhv (597 Blind Oak Cr.) asked for clarification on playground shade.

## **TENTH ORDER OF BUSINESS**

### **Supervisor's Requests**

There being no comments, the next item followed.

## **ELEVENTH ORDER OF BUSINESS**

### **Financial Reports**

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

Mr. Biagetti presented the unaudited financials through May 31, 2025. There is a positive variance of \$66K.

#### **B. Assessment Receipt Schedules**

Mr. Biagetti noted the District is 99.53% collected.

#### **C. Approval of Check Register**

Mr. Biagetti presented the check register totaling \$97,367.08.

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

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**TWELFTH ORDER OF BUSINESS**

**Next Scheduled Meeting – August 19, 2025  
at 6:00 p.m. at the World Golf Village  
Renaissance Hotel**

Mr. Biagetti stated the next meeting is on August 19, 2025 at 6:00 p.m. at the World Golf Village Renaissance Hotel, 500 S. Legacy Trail, St. Augustine, Florida.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Ms. Crenier, seconded by Ms. Gehring, 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