

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, November 18, 2025, at 6:00 p.m. at the Bannon Lakes Amenity Center, 435 Bannon Lakes Boulevard, St. Augustine, Florida 32095.

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:

Matt Biagetti	District Manager, GMS
Wes Haber <i>by phone</i>	District Counsel, Kutak Rock
Jeff Johnson	RMS, Operations Manager
Emily Wright	RMS, Amenity Manager

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Biagetti called the meeting to order at 6:00 p.m. Five Supervisors were in attendance constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comments**

Mr. Biagetti opened the public comment period for agenda items only. Hearing no public comments, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the October 21, 2025 Meeting**

Mr. Biagetti presented the minutes of the October 21, 2025 meeting, which were included in the agenda package. There were no changes.

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On MOTION by Ms. Crenier seconded by Ms. Gehring with all in favor the Minutes of the October 21, 2025 Meeting were approved as presented.

#### **FOURTH ORDER OF BUSINESS**

#### **Consideration of Resolution 2026-01, Amending the Fiscal Year 2025 Capital Reserve Fund Budget**

Mr. Biagetti stated this resolution is amending the budget for auditing purposes to keep it clean.

On MOTION by Mr. Ter Louw seconded by Mr. Cooper with all in favor Resolution 2026-01, Amending the Fiscal Year 2025 Capital Reserve Fund Budget was approved.

#### **FIFTH ORDER OF BUSINESS**

#### **Discussion Items:**

##### **A. Fitness Center Expansion**

The Fitness Center expansion Scheme B was discussed by Board and staff. The discussion included a retractable wall versus a permanent wall as well as storage areas being part of the divider wall. There was a question from the audience of the occupancy for the Fitness Center. The response was the existing Fitness Center is 24 and the proposed Scheme B Aerobics Area #1 is 23 and Aerobics Area #2 is 35. This expansion will increase from 24 existing now up to 82 in total.

##### **B. Amenity Center Enhancements**

Mr. Biagetti opened discussion for Amenity Center enhancements. After brief discussion, the Board decided to table this discussion until February 2026 to focus on the Fitness Center expansion.

On MOTION by Ms. Gehring seconded by Ms. Crenier with all in favor Table Discussion of Amenity Center Enhancements until February was approved.

#### **SIXTH ORDER OF BUSINESS**

#### **Consideration of:**

##### **A. Free Little Library**

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Mr. Biagetti presented the idea of installing a Free Little Library to the CDD property for community members to exchange books. This idea was presented for the Board's consideration. A resident provided three library options. After discussion, it was decided to add this item to the next agenda for the resident to present proposal options for the Board to consider.

**B. Mulch Proposals**

Mulch proposals were presented to the Board for consideration. After discussion, the Board decided to accept the proposal from U.S. Mulching excluding the playground mulch. This will be installed in January. There was also discussion regarding the playground and dog park shade structures, which will be installed the week of December 8<sup>th</sup>. Rubber versus wood mulch was discussed and more input will be provided at the next meeting.

On MOTION by Mr. Cooper seconded by Mr. Ter Louw with all in favor, the Proposal from U.S. Mulching, installation in January was approved.

**SEVENTH ORDER OF BUSINESS****Staff Reports****A. Attorney**

Mr. Haber provided an update stating shortly after their last meeting, they submitted the second amendment to the roof repair agreement which resulted in TAMKO having all documents. They followed up a couple weeks thereafter to see where they were in the review process, and they received a response late last week that said it's still under review and they could not give a deadline of when they will get a response. He noted they are presently working on sending the final correspondence unless they get a more definitive answer from them.

**B. Engineer**

The District Engineer was not present, but Mr. Biagetti updated the Board on items related to the District Engineer.

**C. District Manager – Review of Fiscal Year 2025 Goals & Objectives**

Mr. Biagetti reviewed the Fiscal Year 2025 goals and objectives. He stated they have achieved all goals and objectives.

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On MOTION by Mr. Cooper seconded by Ms. Crenier with all in favor, the Fiscal Year 2025 Goals & Objectives was approved.

**D. General Manager– Report**

Ms. Wright presented the General Manager Report, which was included in the agenda package. The report included the upcoming and completed events. There was discussion regarding the vendor village and if they should continue this event due to lack of participation.

Mr. Johnson provided the operations manager updates, which included the completed projects. He added a few items to the report, which included putting dog pods stations on Duran Drive. He presented a proposal to install two new dog pods on Duran Drive for \$500 total. Discussion ensued and the Board approved the purchase of up to four additional dog waste stations, NTE \$1,000. It will be two stations on Duran Drive and two stations on Bannon Lakes or add cans to existing stations.

On MOTION by Mr. Ter Louw seconded by Ms. Crenier with all in favor, the Purchase of up to Four Additional Dog Waste Stations, NTE \$1,000 was approved.

Mr. Johnson noted the lights that have went out on Bannon Lake Boulevard have been reported and they are monitoring it, but it will take some time to fix. He also discussed the IGP viburnum hedge extension. He requested to present a proposal to the Board at the next meeting to increase the extension to help with the road noise. He also proposed adding a secondary light at the basketball court. After discussion, this item of discussion was tabled because it could possibly require policy changes.

**EIGHTH ORDER OF BUSINESS****Audience Comments**

Resident (Sandra Lovett, 244 Lake Bridge Road), the Master HOA Vice President and Secretary, asked for permission for HOA to utilize message board from CDD.

On MOTION by Ms. Crenier seconded by Ms. Gehring with all in favor, HOA to Utilize Message Board from CDD was approved.

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Resident (Tom Kelly, 178 Ash Breeze Cove) asked for an update on Lennar's pond conveyance. The response was that they have not received an update regarding that matter.

**NINTH ORDER OF BUSINESS**

**Supervisor's Requests**

There was a Supervisor's request regarding future locations of bus stops for bike rack installations. Mr. Biagetti responded that they would work with the Chairman on this item.

**TENTH ORDER OF BUSINESS**

**Financial Reports**

**A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending September 30, 2025**

Mr. Biagetti presented the unaudited financials through September 30, 2025.

**B. Assessment Receipt Schedules**

Mr. Biagetti The assessment receipt schedule shows that the CDD was 101.41% collected.

**C. Approval of Check Register**

Mr. Biagetti presented the Check Register totaling \$188,160.75.

On MOTION by Ms. Gehring seconded by Mr. Ter Louw with all in favor Check Register Totaling \$188,160.75 was approved.

**ELEVENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – December 16, 2025  
at 6:00 p.m. at Bannon Lakes Amenity Center**

Mr. Biagetti announced that the next meeting was scheduled for December 16, 2025 at 6:00 p.m. at the Bannon Lakes Amenity Center.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Ms. Crenier seconded by Ms. Gehring with all in favor the meeting was adjourned.

Signed by:

*Matt Biagetti*

Secretary / Assistant Secretary

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Signed by:

*Michael Sheldon*

Chairperson / Vice Chairperson

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