

**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 16, 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 <i>by phone</i>	Chairman
Kim Crenier	Vice Chairperson
Sandy Gehring	Assistant Secretary
Thomas Cooper	Assistant Secretary
John Ter Louw	Assistant Secretary

Also present were:

Matt Biagetti	District Manager, GMS
Wes Haber	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. Four Supervisors were in attendance in person constituting a quorum and one Supervisor joined by phone.

SECOND ORDER OF BUSINESS

Public Comments

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

A member of the public asked if they would discuss the roof item during the attorney report. The response was yes; they assume the attorney will discuss this item.

December 16, 2025

Bannon Lakes CDD

THIRD ORDER OF BUSINESS**Approval of Minutes of the November 18, 2025 Meeting**

Mr. Biagetti presented the minutes of the November 18, 2025 meeting, which were included in the agenda package. There were no changes.

On MOTION by Ms. Crenier seconded by Mr. Ter Louw with all in favor the Minutes of the November 18, 2025 Meeting were approved as presented.

FOURTH ORDER OF BUSINESS**Discussion Items:****A. Fitness Center Expansion**

The Fitness Center expansion Scheme B was discussed by Board and staff. Mr. Biagetti explained that earlier today he sent an email to the Board that highlighted two revisions to the existing drawing of Scheme B, which is the larger of the expanded facilities. He noted that at the last meeting he felt there was Board consensus that they would explore options of the permanent wall dividing the two new spaces versus the moveable wall. He presented two drawings, both with the permanent wall, moving the HVAC system into the attic. They have closets on one of the walls, the four door wall. The second drawing is moving the closets on the new wall, dividing the two spaces, which he explained opens that up a little bit, moving the HVAC and deciding on the permanent wall. He added that doesn't mean they can't go back to the foldable, but he thought that was Board consensus that they solidify that, driven by cost. Mr. Biagetti noted once they go down the line for construction drawings, they will bring a proposal back that the Board would approve to a 30%, which will give them enough to go out to contractors to start receiving bids. But, he added, depending on where the closets are, there would be sound deadening material in the walls, so they don't hear noises. He pointed out that it's not going to be full soundproof, but it will reduce the noises and the impact from the other space. He opened this item up for discussion. He presented and explained the Scheme B expansion on the screen for the Board and staff to review and consider. Discussion ensued regarding the fitness center expansion options.

After discussion, the Board decided to invite Basham & Lucas to bring a proposal to the next meeting, anticipating that they are moving forward with Scheme B Three with the doors orientation to be determined with the open wall in between the two existing space and the new space. There was a suggestion that if they keep the orientation the way it is in order to accomplish a mirror, the closet that's opening into the classroom could possibly be a giant barn door mirror

December 16, 2025

Bannon Lakes CDD

that slides over the other mirror on the other side, so they still have a mirror at the wall. It was noted after speaking and meeting with the architect that his thought process is keeping the original design in the footprint. It was explained that is why they are working with the space that they are with the contour of the roof. The Board decided to invite Mike Lucas, the architect, in person to the January meeting and to provide the construction drawing proposal for Scheme B Three.

The Board also discussed equipment. Mr. Johnson will set up a meeting with Commercial Fitness for layout and additional equipment. The survey results posted locations were discussed and noted for the community to refer to and review.

B. Amenity Center Enhancements

Mr. Biagetti opened discussion for Amenity Center enhancements. A Supervisor proposed that in February they should start thinking about doing another survey to figure out what enhancements people are looking for on Bannon Lakes Boulevard crosswalks.

FIFTH ORDER OF BUSINESS

Consideration of Free Little Library

Mr. Biagetti opened this item for consideration of the Free Little Library. Ms. Alyssa provided a presentation on the Free Little Library for Board consideration. She stated this is an actual company that creates composite wood boxes. She noted there are different options to choose from. She reviewed the four main options with the Board as well as the different pricing options. She recommended the composite wood options because they are more durable. She noted the goal of this is to keep the upkeep as low as possible and that it benefits the neighborhood. It was noted that at the last meeting they discussed putting the library at the Amenity Center, but the suggestion is to not do that because the Amenity Center closes after dark, and this is supposed to be available 24/7. In saying that, it was recommended that the library should go along the sidewalk, maybe in front of the amenity center or on the loop, which is why the post was suggested to go with it, so it has somewhere to stand versus being mounted on the wall. Ms. Alyssa noted this is a self-governing system, so it's an honor code. She stated they also thought and talked about putting a sticker code on one of the doors. She explained as far as upkeep and sustainability, they could put a laminated thing saying which colors are appropriate for each person, which would be an honor code of people donating the books. Ms. Alyssa thanked the Board for listening to her presentation.

December 16, 2025

Bannon Lakes CDD

On MOTION by Mr. Cooper seconded by Ms. Gehring with all in favor, the Purchase and Installation of a Free Little Library as Presented and Recommended by the Resident Presentation was approved.

Ms. Alyssa stated it takes about six weeks to get these once ordered.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber provided the attorney report. He noted the material on the roof is failing. He explained that they concluded that statute of limitations has run on the ability to bring a claim as far as material or construction defect, but there is still time to make a claim for fraudulent misrepresentation on the part of the company who provided the material for making representations that the material would be successful in Florida weather. He further explained that TAMCO has a claims process on its website, and they have filled in the process with some success. He stated they sent a representative to inspect. He also stated that at the last meeting he communicated that TAMCO said they were still reviewing the claim, and they don't have a timeframe to get a response. In response to that, he stated he sent a letter directly to their office and also filed it in their claims process saying that response from TAMCO was unacceptable and if they don't hear something soon, they would consider taking further action outside their claims process. Coincidentally, he noted he received an email from them today. He read the letter aloud to the audience stating, *"First, I'd like to apologize for the delay in processing your client's claim. It appears that we had a system error that resulted in some claims not being elevated for settlement review. I certainly understand that is no excuse. I will personally review your client's claim and have a response to you in the next three to five business days."* Mr. Haber stated that he is hopeful that come January, they will know where they stand, which will then give this Board the opportunity to make a decision on what to do next. He stated the total claim is approximately \$112,000. He concluded his report stating he will have more information to provide the Board in January.

B. Engineer

The District Engineer was not present, but Mr. Biagetti updated the Board on items related to the District Engineer. He informed the Board that they have looked at the radar signs of what it

December 16, 2025

Bannon Lakes CDD

would take along Bannon Lakes Parkway, as well as most recently, the flashing crosswalk signs. He noted that Alex has followed up on the proposal, but they do not have the proposal. He explained that this is in relation to the traffic engineer getting that together. He added that it could be in relation to the amenity project of what they hope to do along the parkway. He anticipates that proposal at the January meeting.

Mr. Sheldon asked about an item that was looking at property lines on some issues regarding trees. Mr. Biagetti responded that regarding that item, the Board initially authorized Matthews to perform the survey of the lots to determine whose property the trees on the bank belong to, which was subject to further investigation before they move further with the survey. After further review, they ultimately determined that the roots of the trees, no matter who owned the tree, would not be the responsibility to take care of those roots with that, it would be the homeowner or whoever owned the limbs or roots encroaching onto the homeowner's property and they, the homeowner, would have the ability to trim back the limbs or trim back the roots. In saying that, the Board agreed at a prior meeting to not move forward with having those trees surveyed. There was brief discussion on adding more crosswalks. It was decided to wait to discuss more crosswalks when they get to Bannon Lakes enhancement project. Mr. Biagetti stated that he will certainly preload that into the Engineer's information so that they are aware that this is probably going to be a Board ask of additional crosswalks, so they can start gathering information. He also provided the Board an option to authorize for a representative to be on the phone or in person so they can provide a more direct answer. The Board agreed.

C. District Manager

Mr. Biagetti reminded the Board to complete their ethics training by the end of this year.

D. General Manager– Report

Ms. Wright presented the General Manager report, which was included in the agenda package. She stated they had a few events at the beginning of December, which included Murder Mystery, which went really well, and they received good feedback from all the residents. She noted that it went so well, they are now making it a quarterly event and she will be adding on to it more and more every time they do it. Another event was the Winter Wonderland, and they had over 100 kids show up to see Santa. She added that the weather was not good this day and they had to postpone the bouncers. She stated they are doing another event in January, which will be a Polar

December 16, 2025

Bannon Lakes CDD

Bear/Snow event and the bouncers that were postponed from the Winter Wonderland event will be there along with hot chocolate and some dessert stations. She also stated she met with the Champion Swim School for swim training during the summer. She explained that the swim school just wants to make it official, and they will pay 10% of their revenue fee for renting out the facilities to train. She pointed out that it is not for outside residents. The rent will be for a small portion of the swimming pool. Mr. Haber stated he has an agreement that he will prepare that the Swim School will sign. Then, he added, they will specify the area that they're entitled to use, whether they can use the bathrooms, the fact that they will pay the 10%, insurance identification, and a waiver that everyone's going to need to sign so they can put a little more formality on it. The Board authorized it and delegated authority to the Chair to sign on the District's behalf.

<p>On MOTION by Ms. Crenier seconded by Mr. Cooper with all in favor Champion Swim School to Provide Swim Lessons to Bannon Lakes Residents with a 10% Revenue Share and Delegating Authority to the Chair to Execute Agreement was approved.</p>

Mr. Johnson provided the Operations Manager report. His report included they installed four dog waste stations along Bannon Lakes Boulevard and Duran Drive, they pressure washed and blew off walkways to remove goose poop daily, they continued treatment of all CDD ponds due to algae concerns, and the onsite staff continue to work to deter ducks and geese from the Amenity Center. He noted they had slight issues with the shade structure permitting, but all issues have been resolved to their best judgement. He stated they don't have an installation date yet, but they should have the date in the next couple of weeks. He also stated that he got a proposal to remove the tree that is behind the fitness center that will be in the way of the construction. He explained that he has a company that will come in and bring in a big scooper, and they will scoop up the tree, pick it up, and relocate it within the Amenity Center grounds. He presented the proposal for the Board to consider. The proposal total is \$2,300. The recommended relocation of the tree is on the opposite side of the pool deck in the open area. The Board stated they definitely want to do that, but they don't necessarily need to do it right this minute. Mr. Johnson stated the dog park grasses that are inside the dog park is nothing but dirt, mud and just a big mess. He offered to gather a proposal for sod replacement for Board consideration. The Board agreed on gathering a proposal to be presented to the Board at the next meeting. He also stated he had some requests on

December 16, 2025

Bannon Lakes CDD

the lights around the tennis courts and basketball court. He explained that he is in the process of working with an electrician now on the installation and costs of the lights, so he will bring this item back to the next meeting as well to present to the Board for consideration. The time the lights will be on was briefly discussed. The last item on his report was rubber mulch. He explained that the mulch companies that he has communicated with were not able to give him anything on that. He also spoke with counsel, and they are going to recommend some contacts. He noted that he is going to look more into the idea of rubber mulch. He stated he has been getting opinions from both sides and he isn't getting a positive response. Mr. Biagetti stated the most common and cheaper approach for playgrounds is the certified playground mulch, the wood fiber mulch. He also pointed out that they would still have to replace the rubber mulch over time. It was noted that they are currently slated to receive certified wood playground mulch unless the Board decided to do something different. Mr. Johnson concluded his presentation of his report.

SEVENTH ORDER OF BUSINESS

Audience Comments

Resident Sandeep Manthena (589 Cedar Preserve Lane) commented in favor of a future proposal for Board consideration to expand the half basketball court to full court.

Resident Kim (246 Rock Spring Loop) commented concern of a safety issue with the basketball almost hitting her when it comes over the fence. She asked for the hoops to be moved to the other side.

Resident (Charles Landi, 267 River Mist Drive) asked about putting covers over the playground. The response was that it was supposed to be installed at the beginning of December, but there was a permitting issue. It was noted that the installation should be next month.

Resident (Alyssa Chiodo, 36 Flintlock Lane) asked if they denied the dog coverage as well. The response was no, all that is covered. It was explained that the shade structures will be over the playground equipment and in the dog park, they are going to have a shade structure on either side of the fence, one for the small and one for the large with benches underneath. He added that there will be an additional two other benches that will go in the large dog park around the backside.

Resident (Cindy Byrne, 322 Ash Breeze Cove) thanked the Board for their consideration of lights for the pickleball courts, tennis courts, and basketball courts. She asked for consideration of automatic shutoff lights.

December 16, 2025

Bannon Lakes CDD

Resident (Beechnut Circle) asked for the Board's consideration to put a door between the two new workout rooms. The Board responded that this would be a good question for the architect who will be invited to a future meeting.

Resident (Richard Mather, 304 River Mist) commented that he has a number of complaints about Duran Drive. He also commented on dead palm fronds, which was noted to be on the homeowner. He also asked about the maintenance of trees where the high-rise apartments are going and who owns them. The response was that they would investigate this further.

Supervisor Cooper stated that he and the sheriff patrolling Bannon Lakes have tried to get together a couple of times over the last few weeks, but because of the holidays, they were unable to do so. He stated that he is going to ride with him next week and they are going to put together a letter to send to the residents by the next meeting about some of the things that he has found.

There was a comment on adding additional Southshore bike racks on Bannon Lakes Boulevard. A proposal will be brought back for the Board's consideration for a concrete or mulch pad and bike racks.

Resident (Richard Mather, 304 River Mist) commented the bike rack should be HOA's responsibility. He also asked for the Board's consideration to put out guidance for the e-bikes. Supervisor Cooper responded that was part of what he spoke to the sheriff about and this issue will be a part of the ride and part of the letter he noted previously. Mr. Haber noted that the law on e-bikes is that the CDD isn't able to impose any regulations that are stricter than county or state regulations on sidewalks or roads.

Resident (Sandra Lovett, 244 Lake Bridge Road) commented that in her professional opinion, the mulch instead of concrete would be a waste of money.

Resident (Duane Dodwell, 251 Rock Spring Loop) commented on the e-bikes speed.

EIGHTH ORDER OF BUSINESS

Supervisor's Requests

Mr. Biagetti opened Supervisor's request.

A Supervisor commented that she has received feedback about the apartment residents walking their dogs along Duran and Bannon Lakes Boulevard and not picking up after them. She requested for communication to the apartment complex manager to reinforce this issue with their residents. Ms. Wright responded that she reached out to them, and they said they will be mailing personal letters to everyone that owns a dog.

December 16, 2025

Bannon Lakes CDD

NINTH ORDER OF BUSINESS

Financial Reports

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

Mr. Biagetti presented the unaudited financials through October 31, 2025.

B. Assessment Receipt Schedules

Mr. Biagetti stated assessment receipt schedule shows that the CDD is 12.08% collected.

C. Approval of Check Register

Mr. Baigetti presented the Check Register totaling \$117,180.34, which also includes the \$25,000 payment out of the capital reserve for the roof project.

On MOTION by Ms. Gehring seconded by Mr. Ter Louw with all in favor Check Register Totaling \$117,180.34 was approved.

TENTH ORDER OF BUSINESS

Next Scheduled Meeting – January 20, 2026 at 6:00 p.m. at Bannon Lakes Amenity Center

Mr. Biagetti announced that the next meeting was scheduled for January 20, 2026 at 6:00 p.m. at the Bannon Lakes Amenity Center.

ELEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Crenier seconded by Mr. Ter Louw with all in favor the meeting was adjourned.

Signed by:

EB6F00213668403...
Secretary / Assistant Secretary

Signed by:

B875865F843E425...
Chairperson / Vice Chairperson