

**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, **January 20, 2026**, 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:

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 <i>by phone</i>	District Counsel, Kutak Rock
Alex Acree	District Engineer
Jeff Johnson	RMS, Operations Manager
Emily Wright	RMS, Amenity Manager
Michael Lucas	Basham & Lucas
Sgt. Bobby Kukar	SJCSO

**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.

**SECOND ORDER OF BUSINESS**

**Public Comments**

Mr. Biagetti opened the public comment period for agenda items only and reminded speakers that comments were limited to three minutes, must relate to agenda items, and require the speaker's name and address for record.

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Resident (Michael Manzione, 166 Sage Hen) requested consideration of installing a bike rack at the bus stop located at Beechnut and Ironside. Staff and the Board discussed whether the location was on CDD or HOA property and noted bike racks are typically the responsibility of the HOA unless located on CDD owned land.

Resident (Alyssa Chiodo, 36 Flintlock Lane) asked whether the HOA had been contacted regarding installation of a bike rack and noted that an existing rack was placed on the edge of CDD property as a temporary solution. Staff confirmed the matter had not yet been revisited with the HOA and stated it could be discussed further at a later time.

Resident (Charles Collins) raised safety concerns regarding the increased use of electric bikes and motorized scooters throughout the community, citing incidents involving unsafe riding behavior, lack of visibility, and potential risks to pedestrians and motorists. Staff explained that the CDD has limited authority to regulate or enforce e-bike usage on county roads and sidewalks, though enforcement can occur within the amenity center area. Staff noted ongoing coordination with the Sheriff's Office and parent outreach efforts. The Board acknowledged the recurring nature of the concern and noted that potential state and county legislative action is being monitored.

Additional residents echoed concerns regarding e-bike speed, lack of lighting, and ride behavior particularly during low-light conditions. The Board discussed a pending court case in Pinellas County that may establish precedent for age and speed restrictions on electric bikes, which could later be adopted locally.

Resident (Hayley, 597 Blind Oak) asked about the status of a potential change to amenity center operating hours. Staff confirmed the item was not on the current agenda but could be added to a future meeting, potentially in connection with upcoming discussions regarding basketball court lighting.

Resident (Duane Dockwell, 251 Rock Spring Loop) commented on manufacturer speed capabilities of e-bike exceeding posted neighborhood speed limits and expressed concern that regulation may only occur following a serious incident. Additional residents shared near-miss experiences involving scooters operating without lights.

### **THIRD ORDER OF BUSINESS**

### **Approval of Minutes of the December 16, 2025 Meeting**

Mr. Biagetti presented the minutes of the December 16, 2025 meeting, which were included in the agenda package. There were no changes.

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On MOTION by Ms. Crenier, seconded by Mr. Ter Louw, with all in favor, the Minutes of the December 16, 2025 Meeting, were approved.

**FOURTH ORDER OF BUSINESS****Discussion of Fitness Center Expansion**

Mr. Biagetti introduced the agenda item and noted that architect Michael Lucas was present. He reminded the Board that at the prior meeting the Board had selected Scheme B-3 and that the next step was to obtain a more reliable cost estimate based on preliminary drawings.

Mr. Lucas explained his intent was to prepare approximately a 30% drawing set, sufficient for a contractor to provide a meaningful cost estimate. He stated the contractor providing the estimate was the individual who managed construction of the existing facility (though not the original contracting firm), was familiar with the building, and could produce a more realistic figure than the earlier planning assumption of approximately \$30 per square foot. He clarified that preparing an estimate would not obligate the District to use that contractor for construction. He also noted additional mechanical and electrical information would be needed to support the estimate, including the anticipated loads.

The Board discussed the existing tree impacted by the extension and confirmed the tree would be relocated, removing it from the project's concern list. The Chair summarized that the earlier square-foot estimate implied a total construction cost in the range of approximately \$475,000 and confirmed that estimate did not include fitness equipment.

Staff explained the project would be funded from the District's construction fund account, currently with roughly \$900,000 available, and reiterated the project would not require an increase in CDD fees, a special assessment, or additional charges to residents. Staff stated the fund has been used a "wish list" account for community priorities, and that the fitness center expansion had been identified as the leading priority through resident survey results. Staff added that other projects (including beautification along Bannon Lakes Parkway) remained under consideration and that multiple projects could ultimately be completed, depending on costs and priorities.

Mr. Cooper referenced prior discussion that amenity lighting (basketball, tennis, and pickleball court lighting) could also be considered as part of the overall amenity enhancement effort using the same funding source.

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Ms. Gehring provided an update from a recent meeting with Commercial Fitness regarding equipment needs and lifecycle. Staff reported the current equipment dates back to the facility's 2017 build and is now beyond the typical five-to-seven year lifespan for equipment in a community setting. Based on the vendor's guidance and community usage, Ms. Gehring outlined preliminary equipment recommendations: adding one treadmill (bringing the total to four), adding a Smith machine, increasing free weights with expansion up to 75 pounds, adding a recumbent bike, and adding a combination leg curl/leg extension machine. Ms. Gehring noted replacement of some existing equipment-particularly treadmills-may be prudent due to age and the cost/availability of parts. Staff stated equipment procurement could be handled either through direct purchase or through leasing/lease-to-own depending on total project cost and priorities. Staff also noted that Commercial Fitness would provide a written recommendation and assist with redesigning the equipment layout to improve traffic flow and efficiency, including confirming outlet and power needs for specific machines.

The Board discussed flooring, noting the existing floor has visible wear, separations, and trip hazards, and that replacing the flooring may be necessary to avoid having an expanded, updated facility adjacent to worn flooring. Mr. Lucas confirmed he would coordinate with the interior designer to propose flooring options appropriate for different uses (e.g., aerobics versus free weights) and that the Board would be presented with alternatives.

Ms. Gehring opened the floor for questions to Mr. Lucas.

Resident asked why the addition did not extend fully in height/width; Mr. Lucas explained the roofline was designed to match the existing ridge and maximum height while minimizing disruption to the recently completed roof and helping the addition appear integrated rather than appended.

Resident asked whether multiple bids would be obtained for construction. Staff clarified the current request was for preliminary drawings and a cost estimate; once drawings were completed and the Board chose to proceed, construction procurement would be determined and could include multiple bidders. Ms. Gehring also noted the architect had been selected previously through a competitive process and was chosen in part due to familiarity with the facility.

Resident raised concerns about the hallway/classroom arrangement and whether the classroom could become underutilized outside scheduled classes, and questioned how users would comfortably move equipment into the room. Staff responded that functional storage solutions (e.g.,

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wall-mounted racks, storage for TRX bands and medicine balls) were available and could be incorporated to support broader use of the space when classes were not scheduled. Ms. Gehring confirmed the room would be available for community uses when not programmed and said the Board would consider equipment/storage configuration as part of the final layout and programming plan.

Resident asked about door types and whether sliding or barn-style doors could be used to reduce swing interference and improve circulation. Staff clarified the discussion largely related to storage/closet doors and noted prior interest in mirrored or alternative door solutions; Mr. Lucas stated door selection would depend on security and use requirements and that prior options had been discussed, including locating storage for acoustical considerations.

Following discussion, the Board moved to accept the selected design (Scheme B-3).

On MOTION by Mr. Ter Louw, seconded by Mr. Cooper, with all in favor, the Proposal of Scheme B-3 for the layout of the Fitness Center Expansion, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Pedestrian Crossing Data Study**

Mr. Biagetti introduced the agenda item on consideration of pedestrian crossing data and related traffic-calming options. Staff noted District, Engineer, Mr. Acree was present to discuss possible solutions, including speed radar signs, flashing crosswalk beacons, painted crosswalks, additional signage, stop signs, and speed bumps.

Mr. Acree explained the District had previously explored a four-way stop at the refenced intersection, but St. Johns County requires specific warrants to be met. He outlined that while major-street traffic volumes may be sufficient, the minor-street traffic volume threshold would not be met, and the intersection also did not meet the crash-history or sight-distance criteria. As a result, a four-way stop is unlikely to be approved.

Mr. Acree stated the County similarly requires a traffic study to support installation of a flashing pedestrian beacon (e.g., an RRFB) with a marked crossing, and the community is also unlikely to meet the required criteria for that approval. He summarized that any significant pedestrian improvement request on County roadways generally requires a traffic study, and even with a study, approval is unlikely if warrants are not satisfied.

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The Chair asked whether a standard painted crosswalk could be installed elsewhere. Mr. Acree responded that a mid-block marked crossing may be more feasible, but County approval would still be required because it is a County road. He clarified that the traffic study requirement is primarily triggered by the flashing beacon component, not necessarily by striping alone, through any work within County right-of-way still requires County review and permitting.

Mr. Acree described speed-feedback radar signs as a viable alternative. He explained these signs would be owned and maintained by the District under an agreement with the County, would require right-of-way permitting, and would need identification indicating the sign is maintained by the CDD. He confirmed this option does not require a traffic study but does require a basic site plan for proposed locations and submission to County Public Works for a right-of-way permit. Mr. Acree stated that adding additional 25 mph speed limits would follow a similar right-of-way permitting process.

The Board discussed the limitations of enforcement, acknowledging speed-feedback signs are primarily an awareness tool. Mr. Acree noted most units are solar-powered and that existing street trees could limit placement or reduce solar effectiveness.

Ms. Gehring asked about timing for Pulte's final asphalt lift and whether striping or other roadway improvements would be premature prior to that work. Mr. Acree stated final asphalt lift is typically tied to completion thresholds (often a high percentage of home completion or a time trigger), and that Preserve area side streets have not yet been completed. The Board noted prior striping cost estimates were approximately \$30,000 and expressed concern that striping now could be lost when the top layer is milled and replaced.

The Board directed staff to bring back cost information for (1) flashing speed radar signs, including any right-of-way application and permitting costs, and (2) the cost to add painted crosswalk striping (included applicable permit costs), with the understanding that a formal crossing study was not recommended at this time due to likely failure to meet County criteria and the associated expense. The Board also requested staff consolidate these costs for future reference, noting the topic has been recurring.

Staff confirmed they would compile the requested costs and provide an update at the next meeting.

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**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2026-02, General Election Resolution**

Mr. Haber explained that the District Board is now fully transitioned to qualified elector elections. Originally, Board members were elected through landowner elections, which required property ownership within the CDD. Elections are now conducted by the St. Johns County Supervisor of Elections and are held every two years. To qualify as a candidate, an individual must be at least 18 years old, registered to vote in St. John’s County, and a resident of the CDD, regardless of whether they own or rent their residence.

Mr. Haber further explained that the Supervisor of Elections requires the District to adopt a resolution every two years authorizing the Supervisor to conduct the election of the District’s behalf and identifying which Board seats are up for election. The qualifying period for candidates was noted to be June 8 through June 12. If only one candidate qualifies for a seat, the candidate will be deemed elected without appearing on the ballot. If multiple candidates qualify, the election will appear on the ballot for voters residing within the CDD.

On MOTION by Ms. Gehring, seconded by Ms. Crenier, with all in favor, Resolution 2026-02 General Election Resolution, was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Proposals:**

**A. Fitness Center Expansion Construction Drawing (*under separate cover*)**

Mr. Biagetti stated as this proposal was already handled in the fourth order of business, no further discussion is required.

**B. Dog Park Sod**

Staff presented a proposal to replace damaged turf along the outer edge of the pavers in the large dog park, where heavy use has resulted in exposed dirt and mud. The scope includes installing Bermuda sod along approximately three fence sections adjacent to the pavers. The total cost for materials and installation is \$1,685.

The Board confirmed that sufficient funds are available within the landscaping contingency of the operating and maintenance budget. Members agreed the work is necessary and the cost reasonable.

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Staff advised that installation would proceed once sod delivery is scheduled. Because the area is near the dog park entrance, fencing will not be possible. Residents will be encouraged to keep dogs on leash and minimize use of the new sod until it establishes. Staff will post temporary signage at the dog park and include a notice in the community newsletter.

On MOTION by Mr. Cooper, seconded by Ms. Gehring, with all in favor, the Proposal for Dog Park Sod Installation for \$1,685, was approved.
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**C. Pickleball and Basketball Court Lighting (*under separate cover*)**

Staff reported that a lighting proposal is still pending due to delays from the vendor related to product availability and pricing. Although the proposal was expected prior to the meeting, it was not received in time. Staff advised the item should be tabled until the next meeting, at which time a complete proposal is expected. The Board agreed to table the item to the next meeting.

During discussion, the Board addressed questions raised earlier regarding facility hours and lighting, particularly as they relate to seasonal daylight changes. It was noted that nay change to facility hours, including use of lighting, can be made at the Board's discretion without a formal hearing. The Board agreed to revisit both the lighting proposal and any potential changes to facility hours at the next meeting.

**D. Bike Rack/Concrete Pad for Bike Rack**

Staff presented a proposal that combines installation of a bike rack with construction of a concrete pad on CDD property along Bannon Lakes Boulevard, near the boundary of South Shore. The proposal includes installation of a 10-foot by 14-foot concrete pad at a cost od \$2,565. The Board was presented with two options for the bike rack to be placed on the pad: a five-bike rack or nine-bike rack. The bike rack cost was estimated at approximately \$1,400, bringing the total project cost to approximately \$3,700, depending on final configuration. It was noted that the concrete pad represents the majority of the cost.

Staff explained that while the District has historically preferred that individual HOA's install. And maintain bike racks within their communities, a temporary bike rack had previously been installed at this location to accommodate South Shore residents. The rack is located at the edge of CCD property, and the bus stop it serves is not directly adjacent to the rack location. Staff

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indicated that the installation was intended as a temporary measure until South Shore installed its own bike rack.

Board members expressed concern about approving District funds for a permanent installation that would primarily benefit a single HOA, noting that other HOA's have paid for and installed their own bike racks. The Board discussed the importance of consistency and fairness among communities and agree that South Shore should be approached to determine whether it is willing to assume responsibility for installing and funding a bike rack on its own property, potentially relocating it slightly off CDD land.

Staff confirmed that South Shore had not been recently contacted regarding assuming responsibility for the bike rack but agreed that such a conversation should occur before any approval by the Board. Staff volunteered to contact South Shore to discuss the issue and report back to the Board.

The Board took no action on the proposal at this time and agreed to defer consideration until after discussions with South Shore are completed.

## **EIGHTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

Mr. Haber advised that a proposed settlement had been received from the roofing material manufacturer following negotiations. In exchange, the District would execute a release of claims related to the failed roofing material and resulting damages.

Mr. Haber explained that the release language is broad and would release the company and its affiliates from any current or future claims arising out of this specific roofing issue. However, the release would apply only to this incident and would not affect any unrelated or future purchases from the company. Mr. Haber further noted that one provision of the agreement requiring confidentiality was problematic, as the District cannot agree to confidentiality beyond what is permitted by law. Revised language was proposed to limit confidentiality to the maximum extent allowed by law.

Board members asked clarifying questions regarding the scope of the release and confirmed that the District did not replace the roof using the same manufacturer's materials and that the settlement simply reimburses the District for costs paid to another contractor. It was also noted that while additional site issues, such as damage to concrete areas, exist, those items were not included in the reimbursement request and are outside the scope of the settlement.

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The Board expressed appreciation for counsel's efforts in securing full reimbursement and noted that the outcome represents a significant benefit to the District.

On MOTION by Ms. Gehring, seconded by Ms. Crenier, with all in favor, Accepting and Authorizing Chair to Execute Settlement Offer from TAMKO, was approved.

**B. Engineer**

Mr. Acree stated he had nothing further to report and was happy to answer questions.

**C. District Manager**

Mr. Biagetti reported he met on site with staff members Emily and Jeff, along with the District's insurance provider, for a general site visit. He noted this was his first opportunity to see the full extent of the District's facility in person.

The visit focused on reviewing the facilities and discussing risk management items, including guidance from the insurer on signage and related considerations, consistent with prior discussions regarding appropriate language and safety measures. Mr. Biagetti commented that the facilities are in excellent condition and expressed appreciation for the strong partnership with the District's insurance provider.

Mr. Biagetti concluded by commending staff, specifically Jeff and Emily, for their work in maintaining the facilities at a high standard.

**D. General Manager– Report**

Ms. Wright reported on recent and upcoming community events. The Polar Bear event was held successfully over the weekend with good attendance and favorable weather. A snow machine was provided, and the event is planned to return next year. A Valentine's Day children's craft event is scheduled for February 13, with two class sessions available.

Ms. Wright provided an update on Vendor Village. The vendor coordinator indicated a resident-only Vendor Village would require participation of at least 30 resident vendors, noting that prior resident turnout has been low. An April date is being considered pending interest. The Board confirmed continued approval of outside vendors and limited on-site signage advertising the event.

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Ms. Wright reported that the Little Free Library has been ordered and is expected to arrive prior to the next meeting. Staff will solicit book donations and install the library at the roundabout.

Discussion followed regarding a proposed swim school program. Staff is awaiting final cost details, including the vendor's fee to the District and charges to residents. The Board requested this information prior to approval and confirmed the program must be resident-only. Staff will also confirm execution of a vendor agreement and liability provisions.

Mr. Johnson provided an operations update. Installation of playground and dog park shade structures is underway, with concrete footings being installed. Shade materials are expected to arrive in approximately three to four weeks. The playground will remain closed until installation and re-mulching are complete. Staff will continue providing updates to residents.

Mr. Johnson also reported that additional sidewalk signage has been installed to address e-bike and scooter safety concerns, directing traffic away from the patio, pool, and office areas. Educational efforts will continue.

Sgt. Kukar addressed the board regarding on going speeding, e-bike, and scooter safety concerns. He reported continued enforcement efforts, emphasizes the role of parental responsibility, and noted recent incidents involving unsafe operation. Patrol presence and education efforts will continue as resources allow. The Board thanked Sgt. Kukar for his assistance.

## **NINTH ORDER OF BUSINESS**

### **Audience Comments**

Resident (Hayley, 597 Blind Oak) asked whether the recent roof settlement would impact future assessments. Staff explained the settlement proceeds will be returned to the Capital Reserve Fund and considered during the upcoming budget process. No determination has been made regarding future assessment levels. Hayley also asked whether the dog park would be closed following sod installation. Staff confirmed the park will be closed during installation and may remain closed briefly afterward to allow sod to establish.

Resident (Tom Kelly, 178 Ash Breeze Cove) asked whether the proposed bike rack improvements included the Seacrest Harbor location. Staff confirmed they did not. Mr. Kelly also inquired about television programming at the amenity center. Staff confirmed the District does not provide cable service and utilizes streaming devices and Wi-Fi only. Mr. Kelly noted that future crosswalk installations may require sidewalk modifications.

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Resident (Mary Lyles, 137 Orchard Lane) asked about ownership of the bike pad on Duran Drive and proposed a community painted-rock activity. Staff clarified the pad was developer-installed, and the Board requested additional information before considering the activity.

Resident (Duane Dodwell, 251 Rock Spring Loop) asked questions regarding fitness equipment additions and expressed concern regarding pedestrian safety and emergency cases. The Board acknowledged the comments and stated equipment selections are still under consideration.

Resident (Matt Davis, 52 Bent Lake Ct) asked whether the mulch project include berms and landscaped areas. Staff confirmed it does and thanked him for his comments.

Resident (Eileen McCabe, 62 Antler Branch) asked whether mirrors would be included in the fitness expansion. The board stated mirrors are under consideration.

Resident (Doug Parker, 56 Ash Breeze Cove), requested consideration of an additional elliptical machine. The Board noted the request for future consideration.

Resident (Charlie, Beechnut Circle) asked about lighting controls for the basketball and pickleball courts. Staff stated lighting would include timers and be designed to minimize light spill.

Resident asked whether sod installation should be delayed until warmer weather. Staff stated the installation is necessary due to current conditions and will be managed to support establishment.

Resident (Susan, Orchard Lane) addressed traffic safety concerns on county owned roadways. She referenced prior traffic monitoring equipment placed in the area, which staff confirmed was installed by the Sheriff's office at no cost to the District. Susan expressed concern regarding speeding vehicles, e-bike, and scooters operating on sidewalks, pedestrian safety, wildlife impacts, and the limited access into and out of the community. She asked why the County is unable to implement traffic calming measures.

Staff and Board members explained that the roadway is under County jurisdiction and that the District lacks authority to install traffic controls without County Approval. Residents were encouraged to contact the County Commissioner for the district to voice concerns, as constituent outreach is the primary avenue for potential County action.

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**TENTH ORDER OF BUSINESS**

**Supervisor’s Requests**

Mr. Biagetti opened Supervisor’s request.

**ELEVENTH ORDER OF BUSINESS**

**Financial Reports**

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

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

**B. Assessment Receipt Schedules**

Mr. Biagetti stated assessment receipt schedule shows that the CDD is 79.71% collected.

**C. Approval of Check Register**

Mr. Baigetti presented the Check Register totaling \$272,016.68, which also includes the \$25,000 payment out of the capital reserve for the roof project.

On MOTION by Ms. Crenier, seconded by Ms. Gehring, with all in favor Check Register Totaling \$272,016.68, was approved.

**TWELFTH ORDER OF BUSINESS**

**Next Scheduled Meeting – February 17, 2026 at 6:00 p.m. at Bannon Lakes Amenity Center**

Mr. Biagetti announced that the next meeting was scheduled for February 17, 2026 at 6:00 p.m. at the Bannon Lakes Amenity Center.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

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

Signed by:  
*Matt Biagetti*  
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Secretary / Assistant Secretary

Signed by:  
*Kim Crenier*  
B875865F643E425...  
Chairperson / Vice Chairperson