

**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, **April 21, 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:

Michael Sheldon	Chairman
Kim Crenier	Vice Chairperson
Sandy Gehring	Assistant Secretary
John Ter Louw	Assistant Secretary
Thomas Cooper	Assistant Secretary

Also present were:

Matt Biagetti	District Manager, GMS
Wes Haber <i>by phone</i>	District Counsel, Kutak Rock
Ivan Lamos	District Engineer, DCCM
Michael Lucas	Basham & Lucas
Emily Wright	Amenity Manager, RMS
Jeff Johnson	Operations Manager, RMS

FIRST ORDER OF BUSINESS

Roll Call

Mr. Biagetti called the meeting to order at 6:00 p.m. Five 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 addressed the Board regarding concerns with bald cypress trees, stating that the trees are invasive and are encroaching into private property, including near home foundations. The resident expressed concern about potential damage and requested that the issue be addressed.

Staff noted that the comment was not related to an agenda item and advised that the matter could be discussed later in the meeting during a subsequent public comment period.

There being no further comments, the Board proceeded with the agenda.

THIRD ORDER OF BUSINESS

Approval of Minutes of the March 17, 2026 Meeting

Mr. Biagetti presented the minutes of the March 17, 2026, meeting which were included in the agenda package. There being no comments or revisions, a motion was made and seconded to approve the minutes.

On MOTION by Ms. Crenier, seconded by Mr. Cooper, with all in favor, the Minutes of the March 17, 2026, Meeting, were approved.

FOURTH ORDER OF BUSINESS

Discussion of Fitness Center Expansion

Mr. Biagetti presented preliminary layouts and cost estimates for both the building expansion and replacement of fitness equipment. It was noted that the existing equipment has exceeded its expected lifespan, and proposed upgrades include additional treadmills, strength equipment, and expanded weight areas based on prior community input. Estimated costs for equipment were approximately \$140,000, in addition to prior construction estimates of roughly \$500,000 for the building expansion.

The Board discussed timing considerations, noting that equipment procurement should align with the construction schedule to avoid storage and installation issues. Staff advised that equipment purchases would not require a formal RFP process but could be solicited closer to the construction phase. The anticipated construction timeline was estimated at approximately six to nine months, with equipment procurement expected to take two to three months once finalized.

Following discussion, the Board agreed to defer action on equipment procurement until further progress is made on the construction process. A motion was made and seconded to table the item for three months.

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On MOTION by Ms. Gehring, seconded by Ms. Crenier, with all in favor, to Table Consideration of Fitness Equipment Proposals for Three Months, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Basham & Lucas Proposal for Construction Drawings for Fitness Center Expansion

Mr. Biagetti presented the proposal from Basham & Lucas for preparation of construction drawings related to the fitness center expansion. The architect explained that the proposal covers the remaining architectural, structural, and MEP design work necessary to produce final construction documents. These drawings will be used in the bidding process and permitting, and coordination with the civil engineer will be required as part of the process.

The Board discussed the anticipated timeline for permitting and construction, noting that the permitting process could take several months depending on county review times. It was also explained that once a contractor is selected, a construction schedule will be provided and used as part of the evaluation criteria during the RFP process. Additional considerations discussed included contractor qualifications, experience, use of subcontractors, and potential inclusion of liquidated damages provisions to address project delays.

Following discussion, a motion was made and seconded to approve the Basham & Lucas proposal for construction drawings.

On MOTION by Ms. Gehring, seconded by Mr. Ter Louw, with all in favor, the Proposal from Basham & Lucas for Construction Drawings, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Amenity Center Proposals

A. Lighting

Mr. Biagetti presented lighting proposals for the amenity center, including additional lighting for the playground and athletic courts. The proposals for installation consistent with existing fixtures, including three lights for the playground and additional lighting for the pickleball and basketball courts. The total estimated cost for both components was discussed, with approximately \$42,000 attributed to court lighting and an additional amount for playground lighting.

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The Board discussed the appropriateness of lighting the playground, noting prior discussions regarding liability concerns and existing policies that restrict use of the playground after dark. Based on those considerations, several Board members expressed hesitation about proceeding with playground lighting.

Discussion then focused on lighting for the athletic courts. While some Board members acknowledged community interest in extending usability of the courts, others expressed concern about limited community input and the operational and maintenance implications of installing lighting.

Staff further advised that lighting should be evaluated comprehensively across the entire amenity area rather than addressing isolated locations. It was noted that selective lighting could create safety concerns in unlit areas, and a broader approach would better address visibility, security, and pedestrian safety throughout the site.

Following discussion, the Board directed staff to develop a more comprehensive lighting plan for the amenity center, including additional locations and estimated costs, for consideration at a future meeting. A motion was made and seconded to authorize staff to obtain additional information and proposals for a full lighting plan.

On MOTION by Mr. Cooper, seconded by Ms. Crenier, with all in favor, for Staff to Obtain Additional Information and Proposals for a Full Lighting Plan, was approved.

B. Landscaping

Mr. Biagetti presented a landscaping proposal from Landcare for replacement of damaged plantings within the amenity center roundabout area. Mr. Johnson advised that several existing shrubs had died as a result of recent freeze conditions and recommended replacement with more cold-tolerant plant material, specifically a variety better suited to withstand winter conditions while maintaining the overall aesthetic of the community.

Mr. Johnson also noted that an alternative option would be to cut back the existing plants and allow them to regenerate; however, this approach would result in an extended period of reduced visual quality before full regrowth occurs. Given the roundabout's prominence as a focal point within the community, staff recommended replacement to maintain appearance.

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The Board discussed the proposal, including the suitability of the recommended plant material for both cold and hot weather conditions, and acknowledged the importance of maintaining the visual appeal of the amenity center entrance.

Following discussion, a motion was made and seconded to approve the Landcare proposal in the amount of \$3,377.00.

On MOTION by Mr. Cooper, seconded by Ms. Gehring, with all in favor, the Proposal from Landcare in the amount of \$3,377.00, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Public Facilities Report Proposal

Mr. Biagetti presented a proposal from DCCM for preparation of the Public Facilities Report. Staff explained that the report is a required document for governmental entities and provides an overview of the District’s existing public facilities, as well as anticipated future capital needs and associated costs. It was noted that the report is updated periodically in accordance with statutory requirements.

Following discussion, a motion was made and seconded to approve the proposal for preparation of the Public Facilities Report in the amount of \$4,600.00.

On MOTION by Mr. Ter Louw, seconded by Ms. Crenier, with all in favor, the Proposal for Preparation of the Public Facilities Report in the Amount of \$4,600.00, was approved.

EIGHTH ORDER OF BUSINESS

Board Discussion and Guidance for Preparation of Proposed Fiscal Year 2027 Budget

Mr. Biagetti presented guidance for preparation of the proposed Fiscal Year 2027 budget. The upcoming schedule was reviewed, noting that the proposed budget is anticipated for approval at the May meeting, with final adoption scheduled for July. It was explained that the proposed budget is typically set at a higher level initially, allowing flexibility to reduce it prior to final adoption.

The Board discussed the District’s current capital reserve balance and noted that reserves remain strong due to prior funding for major projects. It was discussed that reserve contributions

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could be adjusted to offset increases in operating costs if desired, though the Board generally expressed a preference to maintain current assessment levels while continuing to adequately fund reserves.

Additional discussion included potential cost drivers for the upcoming fiscal year, including increased expenses for law enforcement services. The Board also discussed holding a budget workshop to allow for further review and public input prior to final adoption.

There being no formal action required, the Board provided general direction to staff to prepare the proposed budget consistent with prior years while maintaining stable assessments where feasible.

NINTH ORDER OF BUSINESS

Consideration of RFP Manual for Landscape and Irrigation Maintenance

The Board considered the draft RFP for landscape and irrigation maintenance services. Staff reviewed the timeline for the solicitation, noting that the current contract is set to expire at the end of July and that proposals would be received and evaluated in advance of that deadline.

The Board discussed the contents of the RFP, including the importance of ensuring that maps and exhibits accurately reflect current community conditions. A revision to Exhibit B was identified to update the map for accuracy.

Following discussion, a motion was made and seconded to approve the RFP in substantial form, subject to revisions to Exhibit B, The Board also designated Supervisor Mr. Ter Louw to work with staff on final review prior to issuance.

On MOTION by Mr. Ter Louw, seconded by Ms. Crenier, with all in favor, the RFP Manual for Landscape and Irrigation Maintenance, Subject to Revisions to Exhibit B, was approved.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber stated there was no report. Mr. Biagetti provided an update regarding a homeowner project in which a contractor accessed a common area buffer to construct a pool. Staff issued a notice to the homeowner, and the homeowner promptly responded and has been fully cooperative. It was reported that the contractor will restore affected common area to its original

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condition. At the time of the meeting, restoration work had not yet been completed; however, staff noted that communication with the homeowner has been positive and the matter is being addressed.

B. Engineer

The District Engineer stated that there was nothing to report.

C. District Manager

Mr. Biagetti provided several updates to the Board. He reminded Board members to complete their annual Form 1 financial disclosure by July 1st and advised that reminders would be sent, with staff available to assist if needed.

Mr. Biagetti also reviewed information regarding the upcoming general election, noting that three Board seats (Seats 2, 4, and 5) will be up for election. The qualifying period will be June 8 through June 12 at the Supervisor of Elections Office. He explained that candidates must submit the required paperwork and applicable fee during that time to qualify.

Additional discussion followed regarding the qualification process. It was noted that candidates may qualify for any open seat, not necessarily their current seat, and that if only one candidate qualifies for a seat, that candidate will be elected without opposition. If multiple candidates qualify for a seat, the election will be held during the general election. It was further noted that if a seat remains unfilled after the election process, the Board has the authority to appoint a replacement.

Board members also discussed the process for completing and submitting qualification paperwork, including the availability of guidance from the Supervisor of Elections Office and the importance of submitting materials prior to the deadline.

D. General Manager – Report

Ms. Wright provided an update on recent and upcoming events. She reported that the recent Vendor Village event was highly successful, with strong attendance and participation. Based on this success, staff plans to continue hosting similar events in the future, including a potential holiday-themed Vendor Village. It was noted that the events are offered to vendors without generating revenue for the District, with staff providing on-site supervision.

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Ms. Wright also provided an update on upcoming summer programming, including a children's event planned for June and an adult bingo night. She encouraged residents to participate and sign up for events as they become available.

Additionally, she reported that a seasonal weekend staff member is currently being trained and is expected to be fully onboarded by the end of May.

Discussion also included clarification regarding swim lessons, with staff confirming that lessons are conducted in small group formats to allow for individual attention, rather than large group instruction.

Mr. Johnson stated that there was no formal report and offered to answer any questions from the Board.

Discussion followed regarding pond conditions, including algae and mold growth. Mr. Johnson explained that algae blooms are seasonal and largely driven by weather conditions, particularly rising water temperatures. He advised that treatment is reactive, with the District's vendor applying treatments after blooms develop. It was noted that treatments may take approximately seven to ten days to show visible improvement. He confirmed that the vendor had recently serviced the ponds and continues to monitor conditions.

Additional discussion included wildlife activity within the community. Mr. Johnson reported that hog activity has been observed and that a contractor was engaged to trap and remove animals, with several hogs recently removed from preserve areas. He noted that trapping efforts are ongoing as needed and are initiated based on sightings and reports from residents.

Board members also discussed factors contributing to wildlife activity, including drought conditions and irrigation practices, which may attract animals to certain areas.

ELEVENTH ORDER OF BUSINESS

Audience Comments

A resident expressed concern regarding bald cypress trees located near residential properties, stating that the trees are invasive and that roots may impact home foundations and fences. The resident asked what actions could be taken to address the issue. Mr. Haber explained Florida law regarding vegetation, noting that property owners have the right to trim roots or branches encroaching onto their property, but the District would only have liability if a tree is dead or diseased and caused damage.

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Board members discussed the need to determine property boundaries and ownership of the trees before taking action. Staff noted that a survey could be obtained, if necessary, though some residents indicated that property lines are generally understood based on fence locations.

Several residents spoke on the matter, expressing concern about the cost and practicality of individual homeowners addressing root intrusion, and suggested that the District consider removal and replacement of problematic trees with less invasive species.

A resident shared prior experience working with staff and regulatory agencies to remove trees, noting that a process exists involving evaluation by staff and, in some cases, approval from regulatory entities depending on the tree's location.

Board members discussed the need to establish a consistent process for addressing such concerns, including potential documentation from homeowners and evaluation by staff or specialist. It was agreed that staff would review the issue further and consider developing a formal approach for handling similar situations in the future.

A resident provided input regarding the fitness center expansion project, noting that while construction timelines were discussed, delays often occur during pre-construction phases. The resident recommended maintaining a close oversight of architects and engineers and considering contractual provisions such as liquidated damages to ensure project timelines are met.

Another resident recommended that the District require contractors to provide a safety plan as part of the construction process., including measures to protect residents and clearly identify hazard areas during construction.

A resident raised concerns regarding the playground shade structure, stating that while a shade structure had been installed, it does not provide sufficient coverage to prevent equipment from becoming excessively hot during the day. The resident requested that the District evaluate the current installation and consider improvements to better protect users.

TWELFTH ORDER OF BUSINESS

Supervisor's Requests

A Supervisor requested that discussion regarding the installation of a bike rack near South Shore area be placed on a future agenda. The Supervisor noted that the issue has been ongoing and expressed interest in revisiting potential options, including coordination with the South Shore HOA.

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Staff confirmed that the South Shore HOA has not recently addressed the matter and agreed to follow up with the association to discuss the issue further prior to the next meeting.

Mr. Haber advised that the District would not have authority to install improvements on HOA property or assess costs to another entity.

THIRTEENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending March 31, 2026

Mr. Biagetti presented the financial reports through March 31, 2026. Staff reported no unusual variances, noting a positive variance of approximately \$17,340.

B. Assessment Receipt Schedules

Mr. Biagetti stated assessment receipt schedule shows that the CDD is 99.08% collected.

C. Approval of Check Register

Mr. Baigetti presented the check register totaling \$392,587.23.

On MOTION by Ms. Gehring, seconded by Mr. Ter Louw, with all in favor, the Check Register Totaling \$392,587.23, was approved.

FOURTEENTH ORDER OF BUSINESS Ratification of Requisition No. 52

Mr. Biagetti presented ratification of requisition number 52 in the amount of \$2,700 payable to Basham & Lucas for professional services related to the fitness center expansion project.

On MOTION by Mr. Cooper, seconded by Ms. Crenier, with all in favor, Requisition No. 52 in the Amount of \$2,700, was ratified.

FIFTEENTH ORDER OF BUSINESS Ratification of Requisition No. 53

Mr. Biagetti presented ratification of requisition number 53 in the amount of \$9,700 payable to Basham & Lucas for additional services related to the fitness center expansion project.

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On MOTION by Ms. Crenier, seconded by Ms. Gehring, with all in favor, Requisition No. 53 in the Amount of \$9,700, was ratified.

SIXTEENTH ORDER OF BUSINESS

Next Scheduled Meeting -May 19, 2026, at 6:00 p.m. at Bannon Lakes Amenity Center

Mr. Biagetti announced that the next meeting was scheduled for May 19, 2026, at 6:00 p.m. at the Bannon Lakes Amenity Center.

SEVENTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Crenier seconded by Mr. Ter Louw, with all in favor the meeting was adjourned. 7:38 p.m.

Signed by:
Matt Biagetti
EB6E00213668403
Secretary / Assistant Secretary

Signed by:
Michael B Sheldon
92A4080CD5654D4
Chairperson / Vice Chairperson