

**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, **March 17, 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 <i>by phone</i>	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
Emily Wright	RMS, Amenity Manager
Michael Lucas	Basham & Lucas
Clint Thomas	CT Construction

**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. There were no public comments.

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**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the February 17, 2026 Meeting**

Mr. Biagetti presented the minutes of the February 17, 2026, meeting which were included in the agenda package. Ms. Crenier noted that the minutes did not reflect the adjournment time and requested that future minutes include both the start and adjournment times.

On MOTION by Mr. Ter Louw, seconded by Ms. Crenier, with all in favor, the Minutes of the February 17, 2026, Meeting, were approved.
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**FOURTH ORDER OF BUSINESS**

**Discussion of:**

**A. Fitness Center Expansion Construction Drawings**

Mr. Biagetti reviewed the fitness center expansion project from the District’s architect and contractor. A 30% design set has been completed and used to develop a detailed construction cost estimate of approximately \$509,000, based on input from subcontractors familiar with the original amenity construction.

Mr. Biagetti noted that the current estimate is intended as a budgeting tool and that full construction documents, including structural, mechanical, electrical, and plumbing plans, would be required prior to formally bidding the project. Staff and counsel outlined the bidding process, including thresholds for formal procurement and the flexibility available depending on final costs.

The Board discussed factors that may impact final costs, including unknown site conditions, electrical capacity, and design details not finalized. It was noted that final bids are expected to be within a reasonable range of the current estimate.

Additional discussion included the need to determine fitness equipment layout and associated electrical requirements, as well as potential upgrades to flooring and interior finishes. The Board also discussed coordinating with vendors to obtain pricing for equipment and ensuring all elements of the project are considered in the total cost.

Staff was directed to continue moving forward with design development and to prepare additional information, including equipment options and layout, for review at the next meeting.

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**B. Painted Rock Project**

Mr. Biagetti reviewed the painted rock project that a resident requested. It was noted that the resident was not present to provide additional information or answer questions, so the item was tabled to a future meeting agenda for discussion.

**C. Amenity Center Hours**

Mr. Biagetti reviewed the amenity center hours agenda item. The Board discussed the amenity center hours, including potential lighting for the playground and sports courts. Staff presented feedback from the District's insurance provider, which advised that playgrounds are generally recommended to close at dusk due to safety and liability concerns. It was noted that while extended use may be possible with adequate lighting, it is not common practice and would require careful consideration of risk and operational factors.

The Board discussed prior estimates for lighting improvements, noting that such enhancements may need to be considered as part of a future budget cycle due to the projected expense. Additional discussion included concerns regarding the timing of automated announcements at the amenity center, with staff confirming that adjustments are being coordinated with the vendor to ensure accuracy.

Staff was directed to follow up on lighting and costs for the playground area and provide additional information for future consideration.

**D. Bike Rack at Southshore**

Mr. Biagetti provided an update regarding the proposed bike rack installation at Southshore. A Board member reported ongoing communication with the Southshore HOA leadership regarding responsibility for installation. It was noted that the HOA has been provided with cost estimates and information but has not yet taken formal action.

The Board discussed whether the expense should be the responsibility of the HOA or the CDD, with differing viewpoints expressed. Some members emphasized fairness and consistency with other neighborhoods, while others noted the broader community benefit and potential liability considerations given the location on CDD property.

The matter remains under consideration, with no final direction given. Staff will continue to coordinate with the HOA and provide updates as available.

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**FIFTH ORDER OF BUSINESS**

**Ratification of Agreement with Lake Doctors for Water Management**

Mr. Biagetti stated that the agreement represents the eighth amendment and continues services for Fiscal Year 2026 with no price increase. The agreement has already been executed and is presented for ratification.

On MOTION by Mr. Ter Louw, seconded by Mr. Cooper, with all in favor, the Agreement with Lake Doctors for Water Management, was ratified.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2026-03, Designating Public Comment Period**

Mr. Biagetti presented Resolution 2026-03, which updates the District’s public comment policy. Counsel explained that the resolution establishes procedures for public comment, including allowing comments on agenda items at the beginning of meetings and non-agenda items at the end. The policy also provides for a standard three-minute time limit per speaker and outlines procedures to maintain orderly meetings.

On MOTION by Mr. Ter Louw, seconded by Ms. Crenier, with all in favor, Resolution 2026-03 Designating Public Comment Period, was approved.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Haber provided a legislative update following the conclusion of the Florida legislation session. Mr. Haber reported that new legislation has been adopted allowing for the recall of CDD Supervisors under limited circumstances, noting that this provision is intended for extreme situations and is not expected to materially impact the District.

Mr. Haber also reported that sovereign immunity limits have been increased, which may affect potential liability exposure; however, current District insurance coverage remains sufficient. Mr. Haber noted potential legislation that would allow meeting notices to be posted on the District’s website in lieu of newspaper publication, which could result in future cost saving if enacted.

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**B. Engineer**

Mr. Biagetti provided an update on the transition of the District Engineer, noting that the current engineer will be departing, but services will continue with the same firm, and a new point of contact will be assigned.

**C. District Manager – Traffic Calming Workshop**

Mr. Biagetti discussed a traffic calming workshop, including topics such as roadway striping, signage, and potential speed control measures. It was noted that scheduling the workshop would be most beneficial once the new engineer is in place and traffic study data from the County is received. The Board expressed interest in holding the workshop in conjunction with an upcoming meeting, if feasible.

Additional discussion included coordination with County staff regarding traffic data and consideration of budget implications for traffic calming measures and off-duty law enforcement services. Staff will continue to coordinate logistics and provide updates.

**D. General Manager – Report**

Ms. Wright provided an update on upcoming events. The District will host an Easter and Spring event on March 21 from 10:00 a.m. to 1:00 p.m., along with a blood drive from 9:00 a.m. to 2:00 p.m. Additional programming includes a Vendor Village event scheduled for April 18.

The Board expressed appreciation for the Amenity Manager’s efforts in organizing community events. Including a recent successful event.

Mr. Biagetti provided an operational update including ongoing pressure washing of amenity facilities and continued progress on the playground shade installation, which required adjustments and remains in progress pending completion.

**EIGHTH ORDER OF BUSINESS**

**Audience Comments**

Resident (Sandy Lovett, 244 Lake Bridge Rd) provided comments regarding recent legislation on e-bikes, noting that speed restrictions may apply when pedestrians are present and that enforcement details are still pending clarification.

Resident (Duane) inquired about the timeline for the proposed construction project, including design, bidding, and budget approval. Staff indicated that the process could take

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approximately six months. Duane also recommended implementing a safety or usage plan during construction to address potential hazards.

Resident with construction experience provided input on projected costs for the fitness center expansion, suggesting that the estimate appeared high based on the scope of work and encouraging the Board to evaluate cost assumptions.

Resident asked whether project costs, including building, equipment, and landscaping, would be funded through the construction bond. Staff confirmed that the intent is to utilize the construction fund for these expenses rather than the capital reserve.

Resident (Charlie) asked about potential sound barriers or buffers related to nearby apartment construction and whether responsibility lies with the CDD or HOA, or developer. It was noted that portions of the area are under HOA or developer control and may not yet be conveyed.

Resident asked whether the upcoming traffic calming workshop would be open to the public. The Board confirmed that all such meetings are open and will be publicly noticed.

Resident expressed concerns about swim lessons impacting pool usage, particularly during peak times. Staff confirmed that lessons will be limited to a designated portion of the pool and will not interfere with general use, and that the District will receive a portion of program revenue.

Resident provided clarification regarding ownership of a greenbelt area near ongoing development, noting that the property has not yet been conveyed from the developer and remains under HOA control.

## **NINTH ORDER OF BUSINESS**

### **Supervisor's Requests**

Mr. Sheldon opened Supervisor's request. Supervisor Gehring noted appreciation for the efficiency of the meeting and the reduced meeting duration. Supervisor Sheldon provided an update on coordination with the local school district regarding bus stop locations. It was reported that a list of current and planned bus stops has been obtained and reviewed, with further clarification requested regarding scheduling. It was noted that some bus stop locations are situated near residential areas and may require additional considerations. Supervisor Sheldon also provided an update on nearby development activity, including both an apartment complex and office project, noting that the office development will continue to the District's tax base.

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**TENTH ORDER OF BUSINESS**

**Financial Reports**

**A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending February 28, 2026**

Mr. Biagetti presented the financial reports through February 28, 2026. Staff reported no unusual variances, noting a positive variance of approximately \$21,000.

**B. Assessment Receipt Schedules**

Mr. Biagetti stated assessment receipt schedule shows that the CDD is 98.25% collected.

**C. Approval of Check Register**

Mr. Baigetti presented the check register totaling \$89,385.49.

On MOTION by Mr. Ter Louw, seconded by Ms. Crenier, with all in favor Check Register Totaling \$89,385.49, was approved.

**ELEVENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – Workshop Meeting April 21, 2026, at 5:00 p.m. and the Regular Meeting at 6:00 p.m. at Bannon Lakes Amenity Center**

Mr. Biagetti announced that the next meeting was scheduled for April 21, 2026 with a workshop meeting at 5:00 p.m. and the regular meeting was scheduled for 6:00 p.m. at the Bannon Lakes Amenity Center.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Ms. Crenier seconded by Mr. ter Louw, with all in favor the meeting was adjourned. 7:15 p.m.

Signed by:  
*Matt Biagetti*  
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Secretary / Assistant Secretary

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