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, **June 16, 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
Thomas Cooper	Assistant Secretary

Also present were:

Matt Biagetti	District Manager, GMS
Wes Haber *by phone*	District Counsel, Kutak Rock
Emily Wright	Amenity Manager, RMS
Jeff Johnson	GMS
Brightview Representatives	
United Representatives	
Prestige Representatives	

FIRST ORDER OF BUSINESS **Roll Call**

Mr. Biagetti called the meeting to order at 6:05 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. The Board asked to amend the agenda to include a discussion regarding community security under item 5 before opening the public comment period. A motion was made and seconded approving the amendment to the agenda.

On MOTION by Ms. Crenier, seconded by Ms. Gehring, with all in favor, to Amend the Agenda to Include Discussion Regarding Community Security Under Item 5, was approved.

During public comments, several residents expressed concerns regarding ongoing security issues at the amenity center and pool, particularly involving unsupervised minors, disruptive behavior, and the Board's authority to address these situations. Residents encouraged the Board to consider short-term security measures, including hiring an off-duty law enforcement officer or other qualified security personnel while a long-term solution is evaluated. Board members acknowledged the concerns and noted the need to better understand the legal authority available to the District before implementing enforcement measures.

Residents also discussed the importance of improving communication with homeowners regarding amenity rules. One resident recommended posting the existing pool rules on large, visible signage at the amenity center and mailing the rules to all residents to ensure everyone receives the information. Board members agreed that many residents may not have reviewed the handbook or prior communications and noted that additional outreach would help educate the community, although some acknowledge that not all residents would comply regardless of communication efforts.

Additional comments emphasized that addressing the current issues will requires cooperation between the District, homeowners' associations, and residents. The Board agreed that both security and communication are separate but related concerns that warrant further discussion and indicated that a dedicated workshop on security would be beneficial. The Board thanked the residents for their comments and confirmed that the security discussion would continue under the later agenda.

THIRD ORDER OF BUSINESS **Approval of Minutes of the May 19, 2026, Meeting**

Mr. Biagetti presented the minutes of the May 19, 2026, meeting which were included in the agenda package. There being no comments or revisions, a motion was made to approve the minutes.

On MOTION by Ms. Crenier, seconded by Mr. Cooper, with all in favor, the Minutes of the May 19, 2026, Meeting, were approved.

FOURTH ORDER OF BUSINESS **Consideration of Proposals for Landscape and Irrigation Maintenance**

A. **Brightview**
B. **Juniper**
C. **Landcare Group**
D. **Prestige**
E. **RCI**
F. **The Greenery**
G. **United**
H. **Verdego**
I. **Yardnique**
J. **Yellowstone**

Mr. Biagetti reviewed the procurement process for the landscape and irrigation maintenance services, noting that a pre-bid meeting was held with 14 vendors in attendance and that 10 proposals were received. He explained that the Board had been provided both hard and electronic copies of the proposals, which included four years of pricing, and reviewed the Board-approved evaluation criteria, including proposal completeness, qualifications, experience, staffing, references, and cost. He advised that the Board could begin reviewing the proposals or continue the item to allow additional time for evaluation.

Mr. Haber explained that the Board was not required to make a selection at the meeting and could continue the item while independently scoring the proposals using the published evaluation criteria and that any discussion of rankings or scores must take place during a publicly noticed meeting in compliance with the Sunshine Law.

The Board discussed the size and complexity of the procurement, agreeing that additional time was needed to thoroughly review the proposals and ensure each vendor was evaluated fairly. The Board also agreed to allow each proposer approximately five minutes to introduce its company, summarize its qualifications and experience, and answer Board questions. Mr. Haber confirmed that presentations were permissible provided vendors did not modify their submitted proposals or pricing. He also advised that staff could distribute neutral reference material and blank scoring worksheets to assist the Board's evaluation process.

A representative from Prestige Landscaping introduced the company, stating that it services Clay, Duval, and St. Johns counties and has experience maintaining numerous CDDs and HOAs throughout the region. He emphasized the company's commitment to communication, responsiveness, and customer service, noting that clients have direct access to both an account manager and field leadership to address maintenance concerns, irrigation issues, and emergency situations. The company also highlighted its experienced workforce, long-tenured employees, and local presence.

Board members questioned the representative regarding the company's distinguishing qualities, supervisory structure, office location, and staff experience. Prestige Landscaping responded that its primary strengths are communication, accessibility, and hands-on management, explaining that supervisors and an account manager would be assigned to the District and remain readily available. The representative stated that the company has been in business for more than 10 years and maintains its local office in the San Jose area. When asked how work priorities are established within a community, the representative indicated that the account manager would be best suited to provide a detailed response after reviewing the District's specific needs.

A representative from Brightview Landscaping introduced the company, stating that it has been in business for more than 80 years and provides landscape services throughout Florida and nationwide. The representative highlighted the company's quality assurance process, explaining that routine quality assessments are performed by on-site staff and management to ensure accountability, with incomplete items automatically carrying over until resolved. Brightview also discussed its experience managing large CDD communities and noted that the proposed account manager has extensive experience overseeing similar properties. Additional services highlighted included production mapping, an arbor management program to inventory and monitor tree health, and recent leadership changes intended to strengthen operations in the St. Augustine market.

Board members asked questions regarding on-site supervision and day-to-day management. Brightview explained that each crew is supported by a crew leader and a production manager responsible for quality control, inspections, punch lists, and monitoring field operations, while a dedicated account manager serves as the District's primary point of contact for communication and issue resolution. The representative stated that this structure provides a single point of contact for the District while allowing specialized field personnel to manage operational matters.

Representatives from Unted Landscaping introduced the company, noting that it has served the region for more than 20 years and operates from its corporate office in San Jose. The presenters emphasized that all landscape services are preformed in-house, including agronomy and arborist services, eliminating the need to coordinate with outside subcontractors. They explained that each property is supported by an account manager, field crew, and production manager to provide multiple levels of oversight and quality control. United also highlighted its use of Site Audit software, monthly property walks, detailed site analysis, and photographic reporting to document property conditions and identify opportunities for improvement. The representatives stated that the company's core strengths are communication, consistency, company culture, and the experience of its long-tenured leadership team.

Board members asked questions regarding staffing, supervision, and quality control. United explained that the production manager oversees field operations and quality inspections, while the account manager serves as the District's primary point of contact and coordinates all communication. The representatives noted that this structure allows residents and management to work through a single contact while specialized personnel address technical issues.

Following the vendor presentations, the Board discussed the proposal evaluation process and agreed that additional time was needed to independently review and score the submissions before making a selection. Board members expressed that the presentations provided valuable information but indicated they were not yet prepared to complete their evaluations and requested additional time to thoroughly compare the proposals.

District staff advised that searchable electronic copies of the proposals, evaluation worksheets, and scoring spreadsheets would be distributed to assist Board members in completing their reviews. After discussion, the Board agreed to continue the procurement process and reconvene at 5:00 p.m. the following Monday to complete the proposal evaluations and make a selection. A motion was made and seconded to continue the meeting to that date and time.

On MOTION by Mr. Cooper, seconded by Ms. Crenier, with all in favor, to Continue the Meeting to the Following Monday at 5:00 P.M., was approved.

FIFTH ORDER OF BUSINESS Discussion of:

A. Southshore Bike Rack

Mr. Cooper provided an update on the Southshore bike rack project, advising that the HOA had invited him to attend its upcoming meeting to discuss the previously obtained quotes for the bike rack and concrete pad installation. He noted that the bike rack at Seacrest had recently been replaced and could serve as a successful example for the HOA's consideration. The Board discussed potential installation options, including incorporating the rack into the existing grass area to avoid the cost of a concrete pad, and agreed that the HOA could determine its preferred approach. Mr. Cooper stated that he would present the available options, answer questions, and provide the Board with an update following the HOA meeting.

B. Traffic Calming Update

Mr. Cooper provided an update on ongoing traffic calming efforts, advising that District representatives recently met with the County, to discuss potential traffic control improvements. He reported that the County's review concluded the roadway did not meet the criteria for additional traffic control measures, noting that accident history studies did not support installing stop signs or roadway striping. Instead, the County suggested increasing the speed limit, a recommendation the Board did not support.

The Board expressed frustration with the County's response and discussed the challenges associated with obtaining approval for roadway striping and other traffic calming improvements on a County-owned road. Mr. Haber explained that the County has broad discretion over permitting improvements and that pursuing legal action to challenge the decision would likely be difficult. Board members acknowledged the limitations but agreed the issue remains an important concern for the community. It was noted that staff will continue working with the District Engineer, monitor future opportunities for reconsideration, and pursue any available options should circumstances or County policies change.

C. Pond Ownership

Mr. Sheldon initiated a discussion regarding the potential transfer of pond ownership from the developer and individual HOA's to the District for water management purposes. He explained that several communities have expressed support for transferring ownership but noted that each HOA's governing documents must first be reviewed to determine whether homeowner approval is required. The Board discussed the District assuming responsibility for water management while allowing HOAs to continue maintaining the grass and landscaping surrounding ponds. Staff also noted that bank maintenance responsibilities and other long-term obligations would need to be clearly defined before any transfers occur.

The Board discussed the process for transferring ownership, including reviewing HOA covenants, coordinating with legal counsel, and providing revised agreements outlining the responsibilities of both the District and the HOAs.

Mr. Biagetti advised that Pulte had recently contacted the District regarding additional tracts and ponds that may be deeded to the CDD. He stated that additional information would be gathered and presented to the Board at a future meeting before any decisions are made regarding those potential transfers.

D. Trees on Pond Banks

Mr. Biagetti introduced a discussion regarding trees located along the pond banks, noting that staff is continuing to gather information before presenting recommendations to the Board. He advised that additional meetings with the District Engineer and County representatives are planned to better understand the District's options and responsibilities.

The Board discussed previous evaluations conducted by the District's landscape contractor, engineer, and an arborist, which indicated that root barriers could be installed to address root encroachment onto private property without requiring tree removal. Board members also discussed the need to determine the District's legal obligations regarding tree removal, replacement requirements, and long-term maintenance responsibilities. Staff noted that if tree removal is ultimately recommended, the work would likely be performed during the winter months, with replacement plantings scheduled for the spring. No action was taken, and the matter will be brought back to the Board once additional information and recommendations are available.

E. Security Discussion

The Board discussed ongoing security concerns at the amenity center and pool, particularly after hours, citing repeated violations of District rules, disruptive behavior by minors and guests, and resident concerns regarding safety. Board members emphasized the need to better enforce existing policies through increased adult presence, improved signage outlining behavioral expectations and consequences, and consistent application of the District's rules. Mr. Haber reviewed the District's legal authority to suspend amenity privileges for policy violations, verify residency and amenity access rights, and involve the St. Johns County Sherrif's Office when individuals refuse to comply with District policies or are determined to be trespassing. The Board also discussed the limitations of enforcement and the importance of documenting violations before taking action.

The Board discussed several options for increasing security presence, including expanding the use of RMS staff and obtaining proposals from private security firms. The Board discussed various staffing schedules, estimated hourly costs, and the potential use of rotating security shifts focused on weekends and peak evening hours. Members agreed that additional security measures were necessary and directed staff to obtain pricing and operational options for consideration at the upcoming workshop so the Board could determine an appropriate level of service and associated budget.

SIXTH ORDER OF BUSINESS **Ratification of Work Authorization No. 1 with DCCM for Fitness Addition**

Mr. Biagetti asked for ratification of work authorization No.1 with DCCM for fitness addition, noting that this isn't related to the civil and permitting required for the expansion.

On MOTION by Ms. Crenier, seconded by Mr. Cooper, with all in favor, Work Authorization No.1 with DCCM for Fitness Addition, was ratified.

SEVENNTH ORDER OF BUSINESS **Staff Reports**

A. Attorney

Mr. Haber reported that he had no formal updates but recommended that, if the meeting is continued, the Board identify in advance the specific agenda items to be discussed at the continued meeting to ensure the discussions remain properly noticed. He also noted that the primary topics identified for the continuation were landscape and security matters.

B. Engineer

Mr. Biagetti reported that he would continue coordinating with County staff regarding the trees located along the pond banks and would provide additional information and recommendations to the Board after those discussions. He also invited the Board members to submit any additional concerns they wished him to address as part of his ongoing review.

C. District Manager

Mr. Biagetti reminded the Supervisors of upcoming statutory filing requirements, including annual Form 1 financial disclosure deadline, and encouraged any members who were unsure of their filing status to verify completion. He also reminded the Board that the annual ethics training requirement is due by December 31 and suggested completing the training well in advance of the deadline.

Mr. Biagetti recognized the Supervisors who had qualified for the upcoming election, noting that some seats would appear on the ballot while others were unopposed. He then provided an update on the fitness center expansion project, advising that the final bid package was expected to be completed for the July meeting. Following Board approval, the project would be advertised for competitive bidding in a process similar to the landscape project.

An additional update was provided regarding the fitness center design process. Ms. Crenier has been meeting with the interior designer to review layout options, finishes, and color selections for the facility. Several design concepts are being developed, and the Board will receive a presentation of the available options at a future meeting before final decisions are made.

D. General Manager – Report

Ms. Wright provided an update on recent and upcoming community events. She reported that summer golf event held on June 6 was successful and noted that the foam machine used during the event would also be utilized for the upcoming back-to-school event in August. She advised that the summer paint day had generated strong interest, with one class already filled and another nearly full. The Board was also informed of the upcoming pool party scheduled for July 11, which will include a bubble truck and other family-friendly activities.

Mr. Johnson reported that staff continues to repair and refurbish damaged pool lounge chairs rather than replacing them when feasible. He advised that a full set of repaired chairs is expected to be back in service within the next several weeks, helping restore adequate seating throughout the amenity center. Aside from the ongoing chair repair, Mr. Johnson reported that operations were proceeding smoothly with no additional significant issues.

EIGHTH ORDER OF BUSINESS Audience Comments

A resident commented on two primary concerns. First, the resident addressed ongoing traffic issues, expressing frustration that despite continued discussions with the County regarding the striping criteria, little progress had been made. The resident acknowledged the County's position but encouraged the Board to continue advocating for improvements.

The resident also discussed security concerns at the amenity center, stating that enforcement efforts remain challenging when minors refuse to identify themselves and parents are unwilling to cooperate. The resident suggested that, without a reliable way to identify or contact parents, the District's ability to enforce amenity privileges is limited.

Mr. Cooper shared a recent personal interaction involving a youth at the basketball court who came close to striking his dog while riding through the area. He later spoke with the child's mother, who disputed his account and maintained that her son had acted appropriately. Because of the conflicting versions of the incident, the Board member stated that he intends to wear a camera while walking his dogs so that any future encounters can be accurately documented and reviewed. Mr. Cooper then asked whether clearing activities near northbound 1-95 could result in increased wildlife activity within the community. Mr. Johnson responded that no significant change had been observed and that wildlife generally continued to appear in the same areas as before.

A resident expressed continued concern about security issues within the community, noting that nearby development and growth are increasing activity in the area. The resident encouraged the Board to hold a dedicated workshop on security to clearly define the District's authority and establish consistent procedures for addressing violations. The resident stated that the District should work closely with the St. Johns County Sheriff's Office and County representatives to better understand the extent of the District's enforcement authority, including requesting identifying information from individuals on District property and the process for removing trespassers when necessary. The resident acknowledged that additional security measures would not eliminate every incident but believed that increased enforcement and a stronger security presence would significantly improve conditions and discourage disruptive behavior.

Resident (Tom Kelly) provided an update regarding the turnover of a water management property from the developer to the HOA. He reported that the developer had recently completed turnover, removing a significant obstacle to moving the process forward. He advised that he had contacted Mr. Sheldon and planned to present matter to the HOA membership in September to authorize the transfer of the property to the District. Board members emphasized the importance of ensuring all required documentation and procedural steps were completed to facilitate a smooth transition and requested ha the updated water report be provided to the Board once available.

Resident (Hayley Miller) suggested improving communication with residents by implementing an opt-in text messaging system to distribute timely reminders and updates regarding community rules, amenities, and District announcements. She explained that mass text messaging services are relatively inexpensive and could be promoted through QR codes, social media, and other communication channels to encourage participation.

Board members were receptive to the suggestion and discussed expanding the District's communication efforts by using QR codes that would allow residents to easily report rule violations or behavioral concerns directly to management. The Board also discussed continuing to use a variety of communication methods, including signage, text messaging, social media, flyers, and direct mail, to improve outreach and keep residents informed.

NINTH ORDER OF BUSINESS Supervisor's Requests

Board members discussed additional measures to improve amenity security and resident identification. Suggestions included evaluating physical barriers to make unauthorized bicycle access more difficult and enhancing the District's resident registration process by requiring all household members to be registered with photographs for identification purposes. Staff confirmed that such a registration system is permissible and noted that similar systems are already used by other districts.

TENTH ORDER OF BUSINESS Financial Reports

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

Mr. Biagetti presented the financial reports through May 31, 2026. Staff reported no unusual variances, noting a positive variance of approximately $26,000.

B. Assessment Receipt Schedules

Mr. Biagetti stated assessment receipt schedule shows that the CDD is 100% collected.

C. Approval of Check Register

Mr. Baigetti presented the check register totaling $66,037.80

On MOTION by Ms. Crenier, seconded by Ms. Gehring, with all in favor, the Check Register Totaling $66,037.80, was approved.

ELEVENTH ORDER OF BUSINESS **Next Scheduled Meeting – July 21, 2026, at 6:00 p.m. at Bannon Lakes Amenity Center**

Mr. Biagetti announced that the next meeting was scheduled July 21, 2026, at 6:00 p.m. at the Bannon Lakes Amenity Center.

TWELFTH ORDER OF BUSINESS **Adjournment**

The Board confirmed that the meeting would be continued to a future date to complete discussion of landscape, RFP, and security matters. The continuation was scheduled for Monday at 5:00 p.m.

On MOTION by Ms. Gehring, seconded by Ms. Crenier, with all in favor, the meeting to be continued to Monday June 22, 2026, at 5:00 p.m., was approved.

Signed by:
Matt Biagetti
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Secretary / Assistant Secretary

Signed by:
Michael B Sheldon
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Chairperson / Vice Chairperson