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, **July 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
Thomas Cooper	Assistant Secretary
John Ter Louw	Assistant Secretary

Also present were:

Matt Biagetti	District Manager, GMS
Hunter Hurley *by phone*	District Counsel, Kutak Rock
Emily Wright	Amenity Manager, RMS
Jeff Johnson	Operations Manager, RMS
Mike Lucas	Basham & Lucas
Victoria Vigarino	Micamy Designs

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 **Audience Comments**

Mr. Biagetti opened the public comment period for agenda items only. There being no comments, the Board moved on to the next agenda item.

THIRD ORDER OF BUSINESS **Approval of Minutes of the June 16, 2026, Meeting**

Mr. Biagetti presented the minutes of the June 16, 2026, meeting which were included in the agenda package. A correction was noted in the General Manager's Report regarding the date and description of the summer event. The minutes stated that the summer event was held on May 6; however, the summer event was held on June 6. The Board requested that the minutes be revised accordingly.

On MOTION by Ms. Crenier, seconded by Ms. Gehring, with all in favor, the Minutes of the June 16, 2026, Meeting, were approved as amended.

FOURTH ORDER OF BUSINESS **Approval of Minutes of the Continued June 22, 2026, Meeting**

Mr. Biagetti presented the minutes of the June 22, 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. Gehring, seconded by Mr. Ter Louw, with all in favor, the Minutes of the June 22, 2026, Meeting, were approved.

FIFTH ORDER OF BUSINESS **Presentation from Micamy Design Studio Regarding Fitness Center Expansion**

Ms. Vigarino with Micamy Design Studio, working with Basham and Lucas Architecture, presented the proposed interior design and finish selections for the fitness center expansion. She explained that the intent was to update the finishes in the existing fitness areas while creating a cohesive transition into the new fitness and aerobics room.

The presentation included two potential color palettes incorporating blue/teal and green tones that complement the existing clubhouse finishes. Proposed improvements included new tile flooring in the corridor and restroom areas, commercial-grade rubber flooring throughout the existing and new fitness rooms, updated wall finishes, commercial wallpaper accents, durable wall protection/wainscoting, upgraded wall base, and a tile backsplash at the water fountain area.

The proposed rubber flooring was described as a commercial product with the appearance of luxury vinyl plank flooring but with durability, cushioning, and impact resistance needed for fitness facilities. The Board reviewed samples and discussed the product's thickness, durability, maintenance, and ability to withstand dropped weights. Ms. Vigarino advised that the products are commercially rated, easy to clean, and generally carry warranties of approximately ten years or more. Similar products installed at other clubhouses were reported to have performed well over approximately fifteen years.

The Board discussed using different flooring thicknesses based on room use, including thicker flooring in weight areas and thinner flooring in areas primarily used for aerobics. The Board requested pricing and the advantages and disadvantages of the different flooring options before making a final selection.

The presentation also addressed safety mirrors, lighting, acoustics, and storage. Existing safety mirrors would be upgraded with higher-quality products and additional mirrors could be incorporated where appropriate. The rendering showed the existing fitness equipment for illustrative purposes only and did not represent the equipment ultimately planned for the renovated facility. Mirrors and a ballet barre were also discussed as possible additions to the new aerobics room.

Existing lighting would be retained where it is already LED and replaced as necessary. Acoustic ceiling tile and rubber-backed flooring were identified as features that would assist with sound control between the fitness spaces.

The Board discussed the two storage closets included in the design and the potential installation of adjustable shelving. It was agreed that storage needs should be evaluated further based on the items that will ultimately be stored, including chairs, fitness equipment, decorations, and other community supplies. The Board also requested consideration of hooks or similar provisions near the fitness room entrances for residents to place keys and personal items while exercising.

The Board expressed support for making the presentation available on the CDD website so residents who were unable to attend could review the proposed design. It was noted that the presentation should include a disclaimer explaining that the equipment depicted in the renderings is for illustrative purposes and does not represent the final fitness equipment selections.

The design team will further develop the options following the meeting, including comparative pricing and the advantages and disadvantages of the proposed flooring alternatives.

SIXTH ORDER OF BUSINESS **Consideration of**:

A. Architectural Drawing of Fitness Center Expansion

The Board reviewed the updated architectural drawings for the fitness center expansion. Staff reported that the construction documents and specifications were nearing completion and would incorporate the interior design updates presented earlier in the meeting. The bid package was being prepared, with the CDD Attorney to provide the required bid documents. The civil engineer was also finalizing the civil drawings, with permitting anticipated by the end of August.

> On MOTION by Mr. Ter Louw, seconded by Mr. Cooper, with all in favor, the Final Architectural Drawing of the Fitness Center Expansion, was approved.

B. Conveyance Tract 2A-4 and 2A-6.

C. Non-Exclusive Easement Agreement for Access and Maintenance

Mr. Biagetti reviewed a request from Pulte to convey two tracts adjacent to an existing CDD-owned pond to the District. The HOA would continue to mow and maintain the conveyed property pursuant to a non-exclusive easement agreement. The Board discussed the purpose of the conveyance, ongoing maintenance responsibilities, water management considerations, and consistency with similar agreements previously used by the District

The board requested that the proposed conveyance and easement agreement be compared with the prior agreement to confirm that the maintenance obligations, engineer approval requirements, and other applicable provisions were consistent before proceeding.

> On MOTION by Ms. Crenier, seconded by Ms. Gehring, with all in favor, to Table the Conveyance and Related Easement Agreement until the Next Meeting Pending Further Review and Clarification, was approved.

D. Proposal from Riverside Management Services for Fiscal Year 2027 Facility Management, Field Operations Management, Pool Maintenance and Facility Attendant

The Board reviewed the Riverside Management Services proposal for Fiscal Year 2027. The proposal reflected the existing management agreement and did not include the evening attendant added for the current summer season. The Board discussed that the effectiveness of the evening attendant could be evaluated following the summer, with a separate proposal or addendum considered for future summer coverage. The proposed amounts were consistent with the approved budget.

On MOTION by Mr. Ter Louw, seconded by Ms. Crenier, with all in favor, the Proposal from Riverside Management Services for Fiscal Year 2027 Facility Management, Field Operations Management, Pool Maintenance and Facility Attendant, was approved.

E. Revised Amenity Policies

The Board reviewed proposed revisions to the amenity policies, including updates addressing the nonrefundable amenity center charge, identification and guest-pass requirements, enforcement of amenity privileges, and restrictions on e-bikes and e-scooters in amenity areas. The Board also discussed additional signage and resident communications to reinforce the updated rules. Staff reported that recent evening staffing and enforcement efforts had been effective.

On MOTION by Ms. Crenier, seconded by Mr. Cooper, with all in favor, the Revised Amenity Policies, were approved.

SEVENTH ORDER OF BUSINESS **Acceptance of Fiscal Year 2025 Audit Report**

Mr. Biagetti presented the Fiscal Year 2025 Audit Report. The Board reviewed the Fiscal Year 2025 independent audit for the year ended September 30, 2025. The auditor issued a clean audit opinion, finding the District's financial statements were presented fairly in all material respects. It was noted that the annual independent audit is required by statute and includes the District's reserve funds.

The auditor reported no material weaknesses in internal controls and no reportable findings regarding noncompliance, fraud, waste, or abuse. The audit also concluded that the District complied in all material respects with the applicable requirements of Sections 218.415, Florida Statutes. The Board discussed the presentation of long-term debt in the financial statements and clarified that amounts that may appear as a deficit can reflect outstanding long-term obligations rather than an operating deficit.

On MOTION by Mr. Ter Louw, seconded by Mr. Cooper, with all in favor, Accepting the Fiscal Year 2025 Audit Report, was approved.

Mr. Sheldon opened the floor for general questions. A resident raised concerns regarding responsibility for removal and relocation of landscaping, trees, and other improvements affected by ongoing construction. Staff indicated they would review the plans and coordinate with the appropriate parties to determine responsibility and whether existing landscaping could be relocated or repurposed.

The Board also discussed architectural considerations for the proposed improvements, including flooring in an exercise area. Members discussed the potential use of thicker flooring to better accommodate impact from exercise activities, equipment, walking, and jumping. Staff agreed to evaluate the available options and associated cost differences before making a final decision.

EIGHTH ORDER OF BUSINESS Discussion of:

A. Southshore Bike Rack

The Board revisited the bike rack serving the Southshore area in anticipation of the upcoming school year. It was reported that Southshore had declined to fund or install a bike rack on its property. The Board discussed concerns with using CDD funds to provide additional bicycle parking when other HOA's had funded similar improvements themselves, as well as the District's inability to place the existing rack on property it does not own.

After discussion, the Board agreed to remove the existing bike rack from CDD property and offer it to Southshore for use on its property. If Southshore declines the rack, staff will determine an appropriate method of disposal. Staff will coordinate removal and notify the appropriate parties once it has been completed.

On MOTION by Ms. Gehring, seconded by Mr. Ter Louw, with Ms. Gehring, Mr. Ter Louw, Ms. Crenier, and Mr. Cooper in favor and Mr. Sheldon opposed, Removal of the Bike Rack Near Southshore and to Offer the Donation to Southshore HOA, was approved.

B. Pond Ownership

The Board discussed ownership and management responsibilities for ponds located within the various communities and the possibility of transferring pond and water-management responsibilities from individual HOAs to the CDD. The Board noted that CDD management could provide benefits related to regulatory compliance, inspections, licensing, maintenance, and liability protection. However, the requirements for transferring ownership or responsibility may differ among the communities based on their respective governing documents, including articles of incorporation and property-owner agreements.

The Board emphasized that participation would be voluntary and that the CDD is not seeking to acquire ponds from the HOAs. Each interested HOA would first need to review its governing documents and determine the approvals required to transfer the applicable assets or responsibilities. Staff indicated a willingness to work with communities that obtain the necessary authorization and to assist with the appropriate agreements and conveyance documents. The Board also discussed the potential need for different assessments if only certain communities elect CDD water management, so that additional costs are allocated to the properties receiving the benefit.

The Board further clarified the distinction between pond infrastructure necessary for water quality or maintenance and features installed primarily for aesthetic purposes. Items necessary for the health and operation of a pond potentially become a CDD responsibility following a transfer, while decorative or aesthetic features, such as fountains, may remain the responsibility of the applicable HOA. Interested HOAs were encouraged to review articles of incorporation and other governing documents, determine the required approval process, and remain in communication with District staff regarding possible transfer of water-management responsibilities.

C. Trees on Pond Banks

The Board discussed removal and replacement of tree along the pond banks near the large lake. Following an inspection by St. Johns County, staff reported that permits will be required to remove 16 trees on CDD property and that replacement requirements will be based on the measured footage of the removed trees. Replacement trees may include canopy and flowering trees and may be planted in other qualifying areas of the community rather than at the original locations.

Staff will proceed with permitting and obtain updated pricing for the work. The Board discussed coordinating replacement locations with the HOA and affected residents, particularly where removal may impact nearby homes, and using the required plantings as an opportunity to enhance landscaping along Bannon Lakes Boulevard.

D. Security

Ms. Wright reported that nighttime amenity attendants began service at the beginning of the month and operations have generally gone smoothly. Attendants have addressed several incidents involving underage children using the pool or fitness center without appropriate supervision and are maintaining nightly activity logs for follow-up as needed. She also addressed a recurring issue involving one juvenile directly with the child's parents, and the matter was resolved.

NINTH ORDER OF BUSINESS **Fiscal Year 2027 Budget**

A. Overview of Budget

Mr. Biagetti reviewed the proposed Fiscal Year 2027 budget, which maintains current assessment levels with no increase to homeowners. The budget includes the general fund, debt service finds, and capital reserves. He noted that unused operating funds may be transferred to capital reserves and that the proposed budget includes approximately $345,000 in capital reserves following a planned transfer of $118,000.

The Board discussed several budget assumptions, including anticipated savings in landscaping and other operating expenses, projected security and patrol costs, and funding for nighttime amenity attendants. Staff will review the applicable line items and determine whether funds should be reallocated before the budget is finalized. The Board also discussed updating the capital reserve study in the future to account for the fitness center expansion and other new or revised facilities.

B. Public Hearing Adopting the Budget for Fiscal Year 2027

Mr. Biagetti asked for a motion to open the public hearing.

On MOTION by Ms. Gehring, seconded by Mr. Ter Louw, with all in favor, Opening the Public Hearing, was approved

Residents raised questions regarding lake maintenance costs, the duties and patrol expectations of the nighttime amenity attendant, maintenance responsibilities along Parkland Trail/Parkland Preserve, and anticipated operating and maintenance expenses associated with the fitness center expansion. Staff clarified that nighttime attendants are expected to maintain a visible presence and conduct regular patrols of the facilities and noted that a recent concern regarding patrol activity had been addressed.

Additional discussion addressed responsibility for certain landscaping and maintenance costs involving the Master HOA, as well as future utility, maintenance, and lake-related expenses. Staff indicated that the budget has flexibility to accommodate certain expenses as they become known and that adjustments may be made.

Following public comments, Mr. Biagetti asked for a motion to close the public hearing.

On MOTION by Mr. Ter Louw, seconded by Ms. Gehring, with all in favor, Closing the Public Hearing, was approved

1. Consideration of Resolution 2026-05, Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2027

The Board discussed budgeting approximately $16,200 for the attendant from Memorial Day through Labor Day and noted that RMS bills based on actual hours used. The Board also discussed whether additional funding should be included for extended nighttime coverage and indicated that line items could be adjusted as needed based on actual staffing requirements and available savings elsewhere in the budget.

Mr. Biagetti asked for a motion to adopt the Fiscal Year 2027 Budget Resolution 2026-05.

On MOTION by Mr. Ter Louw, seconded by Ms. Gehring, with all in favor, Resolution 2026-05 Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2027, was approved as revised.

2. Consideration of Resolution 2026-06, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2027

Mr. Biagetti asked for a motion to approve Resolution 2026-06.

> On MOTION by Mr. Ter Louw, seconded by Ms. Crenier, with all in favor, Resolution 2026-06 Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2027, was approved

TENTH ORDER OF BUSINESS **Public Hearing for the Purpose of Adopting Amended and Restated Rules of Procedure; Consideration of Resolution 2026-07**

A. Overview of Amended and Restated Rules of Procedure

The Board reviewed the proposed amended and restated Rules of Procedure. Staff explained that the rules are periodically updated to incorporate legislative changes and other necessary revisions and that the proposed amendments would not materially change the Board's existing obligations or operations. Minor revisions related to procurement were noted, with remaining changes characterized primarily as updates and cleanup to the existing rules.

A motion was made to open the public hearing.

> On MOTION by Mr. Ter Louw, seconded by Ms. Gehring, with all in favor, Opening the Public Hearing, was approved

The Board invited questions and comments from the public; no public comments were received. A motion was made to close the public hearing.

> On MOTION by Ms. Gehring, seconded by Mr. Ter Louw, with all in favor, Closing the Public Hearing, was approved

Following the public hearing, a motion was made and seconded to adopt the amended and restated Rules of Procedure by Resolution 2026-07.

> On MOTION by Mr. Ter Louw, seconded by Ms. Crenier, with all in favor, Resolution 2026-07 Adopting Amended and Restated Rules of Procedure, was approved.

ELEVENTH ORDER OF BUSINESS Staff Reports

A. Attorney

Mr. Hurley reported that the previously discussed increase to the sovereign immunity limit had been vetoed by the Governor and therefore would not require further action by the District. He had no additional items to report and offered to answer questions from the Board.

The Board also discussed required annual compliance deadlines. It was clarified that the Form 1 financial disclosure filing deadline was July 1 and that Board members must complete their required ethics training by December 31.

B. Engineer

Mr. Biagetti reported that the District Engineer was not present for the meeting. He reported that a Teams meeting had taken place earlier that day regarding the District's expansion project. The engineer was traveling internationally and therefore unavailable to participate.

Board members were advised to direct any engineering-related questions or concerns through District staff for coordination with the engineering team. The engineers will remain actively involved in the expansion project and will be brought into future discussions as appropriate based on the Board's direction and the project's progress.

C. District Manager – Discussion of Fiscal Year 2027 Meeting Schedule

Mr. Biagetti presented the proposed meeting schedule for the next fiscal year, noting that meetings would continue to be held on the third Tuesday of each month at the current location. He stated that the location has worked well for the Board and has provided sufficient space to accommodate residents, including public hearings. A motion was made to approve the proposed 2027 meeting schedule.

On MOTION by Ms. Gehring, seconded by Ms. Crenier, with all in favor, the Proposed Fiscal Year 2027 Meeting Schedule, was approved

The Board discussed whether the frequency of meetings could be reduced after completion of the fitness center expansion and other ongoing projects. Staff advised that the meeting schedule may be adjusted in the future depending on the District's workload and agenda needs. The Board could consider canceling individual meetings when there is insufficient business or transitioning to a less frequent schedule once major projects are completed.

D. General Manager – Report

Ms. Wright reported continued growth in resident participation in community events. The July 11 pool party had a strong turnout, with attendance at events generally increasing as the community continues to expand.

A community blood drive was held and resulted in a successful level of donations. The next blood drive is planned for September, with additional information to be distributed to residents.

Upcoming events include a Back-to-School event on August 8 featuring a DJ, slip-and-slide, bounce houses, and a foam machine. An Adult Bingo event is scheduled, with advance registration required due to limited availability.

Mr. Johnson reported that Quick Catch captured eight hogs during its initial trapping effort. Additional hog activity remains in the area, and a new trail camera has been installed in response to recent reports. The contractor will continue monitoring the area and adjusting its trapping locations, with additional captures anticipated. The initial captures occurred along the rear portion of the community.

The Board also discussed resident questions regarding the pool's former fountain/aerator features. Mr. Johnson reported that multiple contractors have investigated whether the system could be restored. Efforts included reviewing the original blueprints, locating underground piping, and excavating portions of the pool perimeter in an attempt to locate the associated valve/control box. The existing conditions did not correspond with the original plans, and the necessary controls could not be located. Mr. Johnson indicated that available options for locating and restoring the system have been exhausted at this time.

TWELFTH ORDER OF BUSINESS **Audience Comments**

During audience comments, residents raised concerns regarding maintenance of conservation and easement areas, particularly overgrown vegetation behind homes. The Board discussed reviewing property boundaries, maintenance responsibilities, and applicable water management restrictions, with consideration given to conducting a site visit and potentially increasing landscape maintenance during the growing season. Residents also discussed concerns regarding bicycles, e-bikes, scooters, and skateboards near the pool and amenity areas, including safety issues, parking, signage, and use of existing bike racks. The Board noted that enforcement and additional signage remain a work in progress, with safety being the primary concern. Additional comments included a request to consider enhanced holiday lighting near the community entrance and the replacement or relocation of trees near the pool, playground, bridge, and parking areas. The Board agreed to review these items and evaluate potential options.

THIRTEENTH ORDER OF BUSINESS Supervisor's Requests

There were no Supervisor Requests.

FOURTEENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending June 30, 2026

Mr. Biagetti presented the financial reports through June 30, 2026. Staff reported no unusual variances, noting a positive variance of approximately $33,000 and noted a capital reserve balance of approximately $249,000.

B. Assessment Receipt Schedules

Mr. Biagetti stated assessment receipt schedule shows that the CDD is 100.52% collected.

C. Approval of Check Register

Mr. Biagetti presented the check register totaling $66,037.80. A motion was made to approve the check register.

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

FIFTEENTH ORDER OF BUSINESS Next Scheduled Meeting – August 18, 2026, at 6:00 p.m. at Bannon Lakes Amenity Center

Mr. Biagetti announced that the next meeting was scheduled August 18, 2026, at 6:00 p.m. at the Bannon Lakes Amenity Center.

SIXTEENTH ORDER OF BUSINESS **Adjournment**

Mr. Biagetti asked for a motion to adjourn.

On MOTION by Ms. Gehring, 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:
Michael B Sheldon
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Chairperson / Vice Chairperson