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, **August 18, 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
Thomas Cooper *by phone*	Assistant Secretary
John Ter Louw	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	Operations Manager, RMS
Allen Flannery	The Greenery
Carl Allen *by phone*	District Engineer

FIRST ORDER OF BUSINESS **Roll Call**

Mr. Biagetti called the meeting to order at 6:00 p.m. Three 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 July 21, 2026, Meeting**

Mr. Biagetti presented the minutes of the July 21, 2026, meeting which were included in the agenda package.

On MOTION by Mr. Ter Louw, seconded by Ms. Crenier, with all in favor, the Minutes of the July 21, 2026, Meeting, were approved.

FOURTH ORDER OF BUSINESS **Ratification of Landscape and Irrigation Maintenance Services Agreement with The Greenery**

Mr. Sheldon presented the ratification of the Landscape and Irrigation Maintenance Services Agreement with The Greenery. Following ratification of the agreement, a representative from The Greenery provided an update on the transition and initial condition of the property. He reported that the team was continuing to become familiar with the community and identified several areas requiring improvement, including the event lawn, weed control, irrigation, ornamental grasses surrounding the ponds, and landscape islands. The Greenery had completed its first irrigation inspection and would provide findings and recommendations to staff. Pricing was also being developed for sod replacement at the event lawn and for cleanup of overgrown landscape areas around the ponds. The Board discussed the District's $5,000 landscape enhancement credit, which could potentially be applied toward the event lawn or other improvements. The representative noted that ongoing maintenance would be important to prevent the landscape islands from returning to their current condition. The Board also discussed the availability of arborist services for future evaluation of cypress trees.

On MOTION by Ms. Crenier, seconded by Mr. Ter Louw, with all in favor, the Landscape and Irrigation Maintenance Services Agreement with the Greenery, was ratified.

FIFTH ORDER OF BUSINESS **Discussion of:**

A. Pond Ownership

Mr. Sheldon discussed the status of pond ownership and the potential transfer of the ponds and associated water management system to the respective HOAs. He reported that discussions with the communities were ongoing and emphasized that any transfer would need to include the entire water management system, including both the lakes and underground infrastructure. The HOAs were reviewing the process and determining whether the transfer could be approved by their respective boards or would require homeowner approval. Staff offered assistance from District counsel as needed. It was noted that three HOAs had expressed interest in pursuing ownership, but each would need to complete its required approval process. Mr. Cooper from The Grove advised that its Board could vote on the matter and that it was expected to be included on the agenda for its October 8 meeting.

B. Trees on Pond Banks

Mr. Sheldon discussed trees located along the pond bank near Lake Four. Staff reported that bald cypress trees planted along the pond edge adjacent to several homes have aggressive root systems that are causing damage to residential patios and potentially impacting areas near air-conditioning units and concrete pads. Staff had been in communication with the County regarding removal of the trees and advised that, because the trees are located on CDD property, permits would be required and replacement trees would need to be planted in accordance with the applicable requirements. Replacement trees would not necessarily have to be installed in the same locations and could potentially be placed elsewhere within Phases 1A and 1B, including near the amenity center and Bridge Bay. Staff was researching appropriate replacement species and obtaining quotes. Staff also met with affected residents to explain the process, property rights, and options for addressing roots or branches extending onto private property. Communication with the residents and HOA would continue as staff gathered additional information and developed a plan for the removals and required replacements.

C. Revised Presentation from Micamy Design Studio Regarding Fitness Center

Mr. Biagetti reviewed the revised presentation from Micamy Design Studio regarding finishes and design elements for the fitness center expansion. Staff noted that the updated presentation incorporated comments from the Board's prior discussion and included options for items such as key hooks, accent wall and tile colors, and other interior finishes. No selections were required at this meeting, and the Board would have additional time to finalize finishes before materials were purchased.

The Board also discussed the proposed flooring. Pricing had not yet been obtained, and staff noted that potential cost savings from using different flooring thicknesses may be limited because the selected product is generally available in one thickness. Board members referenced a visit to the Stillwater Club, where they viewed the flooring in use and received positive feedback regarding its durability. Staff advised that any additional questions or comments would be relayed back to Micamy Design Studio for consideration.

D. Fitness Expansion Project Specifications

Mr. Biagetti reviewed the fitness center expansion project specifications, which will be included as part of the RFP package and distributed to prospective bidders. A question was raised regarding Section 3.1, Schedule of Alternates, specifically the alternate related to the pickleball court topping and whether it involved a different flooring product or thickness. Staff advised that clarification would be requested from the design team and provided to the Board.

SIXTH ORDER OF BUSINESS **Consideration of**:

A. Resolution 2026-08, Approving Request for Proposal Documents for the District Amenity Facilities Expansion Project

Mr. Haber reviewed Resolution 2026-08, approving the Request for Proposal documents for the District Amenity Facility Expansion Project. District Counsel explained that the anticipated project cost was currently expected to fall below the threshold requiring a formal RFP process, although the final determination would depend on the engineer's estimated cost. The Resolution authorizes the District to proceed with either a formal or informal RFP process, approves the proposed notice and evaluation criteria, and delegates authority to finalize the RFP package and determine the appropriate procurement process based on the final estimated cost. Counsel explained the differences between formal and informal procurement, including advertising requirements, selection of prospective contractors, and bid protest procedures. The final RFP package will include the project plans and specifications prepared by the architect and engineer, along with contractor qualification and evaluation requirements.

> On MOTION by Mr. Ter Louw, seconded by Ms. Crenier, with all in favor, Resolution 2026-08 Approving Request for Proposal Documents for the District Amenity Facilities Expansion Project, was approved.

B. Non-Exclusive Easement Agreement for Access and Maintenance

Mr. Biagetti reviewed the proposed conveyance of Tracts 2A-4 and 2A-6 at the request of Pulte. Staff advised that several questions remained regarding the request, including current ownership of the tracts, the purpose of conveying the property to the District, and whether conveyance to the HOA within the Preserve would be more appropriate. Following discussion, the Board agreed that additional information was needed before making a decision.

On MOTION by Ms. Crenier, seconded by Mr. Ter Louw, with all in favor, to Table the Conveyance Tract 2A-4 and 2A-6 and Related Easement Agreement until the Next Meeting Pending Further Additional Information, was approved.

SEVENTH ORDER OF BUSINESS Staff Reports

A. Attorney

Mr. Haber stated he had no new business to report.

B. Engineer

The District Engineer reported that the owner's authorization for the fitness center expansion application had been sent to the District for signature. Staff confirmed receipt of the authorization and advised that the executed document would be returned to the Engineer's office.

C. District Manager –Fiscal Year 2027 Goals and Objectives

Mr. Biagetti presented the Fiscal Year 2027 Goals and Objectives, noting that the District is required to annually adopt goals and objectives pursuant to Florida Statutes. The goals address community communication and engagement, facility inspections and maintenance, annual budget preparation, financial reporting, and the annual independent audit. Staff noted that the goals were substantially the same as the prior year and would be reviewed for completion and posted to the District's website.

On MOTION by Ms. Crenier, seconded by Mr. Ter Louw, with all in favor, the Proposed Fiscal Year 2027 Goals and Objectives, were approved

D. General Manager – Report

Ms. Wright reported that the Back-to-School Bash was held on August 8th with a great turnout. Although inclement weather impacted the final hour, attendees continued enjoying the event under the patio with the DJ. She noted plans to expand the event next year. The upcoming Adult Bingo event was scheduled for Friday at 6:00 p.m. and reached capacity within three days, with a waitlist of more than 20 people. Due to the high interest, she will consider expanding future events or utilizing outdoor space to accommodate additional residents. The next blood drive is scheduled for September 19th, with additional information to be distributed.

Mr. Johnson reported that hogs have returned to the Bridge Bay area. Staff will coordinate with Quick Catch to set up cameras and begin addressing the issue. Regarding the South Shore bike rack, staff will meet this week to discuss the project and will provide an update once a plan has been developed.

EIGHTH ORDER OF BUSINESS Audience Comments

Mr. Biagetti stated there were no audience comments.

NINTH ORDER OF BUSINESS Supervisor's Requests

There were no Supervisor requests.

TENTH ORDER OF BUSINESS Financial Reports

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

Mr. Biagetti presented the unaudited financial statements through July 31st and reported no unusual variances. The General Fund reflected a positive variance of approximately $31,000 between revenues and expenditures, and the capital reserve balance was approximately $250,000.

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 $175,465.17. A motion was made to approve the check register.

On MOTION by Ms. Crenier, seconded by Mr. Ter Louw, with all in favor, the Check Register Totaling $175,465.17, was approved.

ELEVENTH ORDER OF BUSINESS **Next Scheduled Meeting – September 15, 2026, at 6:00 p.m. at Bannon Lakes Amenity Center**

Mr. Biagetti announced that the next meeting was scheduled September 15, 2026, at 6:00 p.m. at the Bannon Lakes Amenity Center.

TWELFTH ORDER OF BUSINESS **Adjournment**

Mr. Biagetti asked for a motion to adjourn.

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:
Michael B Sheldon
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Chairperson / Vice Chairperson