ABERDEEN
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Aberdeen Community Development District was held Tuesday, January 28, 2020 at 6:00 p.m. at the Aberdeen Amenity Center, 110 Flower of Scotland Avenue, St. Johns, Florida 32259.

Present and constituting a quorum were:

Angela Andrews	Chairperson
Gary Davis	Vice Chairman
Dennis M. Clarke	Supervisor
Hillary (Beth) Fore	Supervisor

Also present were:

Ernesto Torres	District Manager
Carl Eldred	District Counsel
George Katsaras	District Engineer
Brian Stephens	Riverside Management
Lauren Egleston	Vesta/Amenity Services Group
Dan Fagen	Vesta/Amenity Services Group
Mike Lucas	Basham & Lucas

The following is a summary of the actions taken at the January 28, 2020 meeting. A copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS **Roll Call**

Mr. Torres called the meeting to order at 6:00 p.m. and called the roll.

SECOND ORDER OF BUSINESS **Audience Comments**

A resident requested that some amendments be made to the minutes regarding the homeowner's board working with the amenity manager on the Christmas lights.

THIRD ORER OF BUSINESS **Affidavit of Publication**

A copy of the affidavit of publication of the public hearing was included in the agenda package.

FOURTH ORDER OF BUSINESS **Consideration of Resolution 2020-04 Election of Officers**

Mr. Torres read an email received from Rhonda Lovett resigning as chairperson due to an increase in work related travel.

> On MOTION by Ms. Andrews seconded by Mr. Clarke with all in favor Resolution 2020-04 was approved reflecting: Ms. Andrews as chairperson and Mr. Davis as vice chair.

Mr. Katsaras joined the meeting during this item.

FIFTH ORDER OF BUSINESS **Consideration of Residents Temporary Amenity Suspension**

Mr. Torres stated I received an email and telephone call from Lauren of an incident that occurred at the amenity center involving two juveniles and we sent letters of temporary suspension to the parents. Lauren can address the board then the board will consider further action. They have been suspended to this meeting date. The parents and juveniles have been invited to the meeting and will have an opportunity to speak.

Ms. Eggleston outlined the vandalism incident, that it had been reported to law enforcement and one family is going to do restitution, volunteering, a class and whatever monetary amount for repair.

After board and staff discussion the following action was taken.

> On MOTION by Ms. Andrews seconded by Mr. Davis with all in favor the suspension of amenity privileges for the two residents for 60 days from this date was approved.

SIXTH ORDER OF BUSINESS **Approval of the Minutes of the December 13, 2019 Meeting and the January 7, 2020 Special Meeting**

> On MOTION by Ms. Andrews seconded by Ms. Fore with all in favor the minutes of the December 3, 2019 meeting were approved as amended and the January 7, 2020 special meeting were approved as presented.

The next item taken out of order.

NINTH ORDER OF BUSINESS **Update Regarding Fitness Center Equipment and Focus Group**

Mr. Lucas stated I talked to George today about soil borings and we don't yet have approval for that.

Mr. Torres stated I handed out a proposal for that work.

Mr. Lucas stated I would like to get that information so no assumptions are made. You had taken the landscape out of our scope of work and George will be doing what is called code minimum for the placement of a few trees and I think you said you were going to have your landscaper do something. If you want any of those plantings to have accent lighting I need the location of those so that my electrical engineer can up-light accordingly or any specialty lighting you want around the facility I need that marked up. We plan to have construction drawings by the end of next month and I will need that information within a week or so. I want to have the bid package by the end of next month for the board to review and after you sign off it will go out to bid.

Mr. Clarke asked is having the core drillings now in sequence?

Mr. Katsaras stated it was supposed to be on the last agenda and it didn't happen. This is something you want before it goes out to bid in case there is some unsuitable material that could affect construction. The site has been filled so presumably the fill is clean material, but we would also want to make sure that there is nothing beneath what was existing that could cause the structure to settle over time. I'm not anticipating any of that, but we need to have this done so we can confirm that. I talked to them and they said they could have the field work and report issued within 30 days.

> On MOTION by Mr. Clarke seconded by Ms. Fore with all in favor the proposal for geotechnical exploration and engineering services from ECS in the amount of $2,800 was approved.

Mr. Torres asked is the board going to use the current landscape company for the plantings?

Mr. Stephens stated I will need a copy of the final exterior drawing so I can get a better perspective.

Mr. Lucas stated there is a final site plan right now. George can send what he has so he knows what code minimum is then he can embellish that and after you get the embellishments you get it over to me but you will need to run it by the board to see if there is anything they want to add site lighting to, then you get that to me and I can make sure it is on my drawings.

Ms. Andrews will work with staff to finalize the plant lighting, Mr. Katsaras will send to staff the code minimum.

Mr. Lucas stated just copy me on that so that I can keep track of it.

Ms. Eggleston gave an overview of the flooring to be installed in various locations within the fitness area, wall color in various locations and tile.

Mr. Lucas stated you don't need the colors, but I will need the materials in the next couple of weeks to include in the bid. A different color will not affect the price but the materials will affect the price.

Ms. Eggleston stated I will bring samples to the next meeting.

Mr. Lucas stated you may want to have another meeting for that. I would like you to see the samples instead of relying on a picture. I would like to get all this on the drawings, but I want to make sure the board is comfortable with everything.

Mr. Torres stated our next meeting is February 25th and we will need the decision on the landscape lighting and this also and further in the agenda we see if anything else comes up and we can discuss the calendar. We can continue this meeting to February 11, 2020 at 4:00 p.m.

SEVENTH ORDER OF BUSINESS **Public Hearing to Adopt the Revised Rules of Procedure, Resolution 2020-05**

Mr. Eldred stated two or three months ago we included in your agenda package some draft revisions to the rules of procedure. The rules of procedure are completely unrelated to your amenity center rules, these are the rules that govern how the board does business. There are statutory requirements that govern what we do and we incorporated those into our rules of procedure and includes things such as how to respond to public records requests, how we go through a bidding protest for large capital projects, what we do if somebody files a protest, all of the procedures that the board may undertake are set forth in the rules of procedure. We have to have a public hearing in order to amend the rules of procedure so we try not to do that every time we have a small change it has to wait until we have critical mass of changes then we have one

public hearing to do it. The district has been complying with the new requirements we just have not amended the rules.

> On MOTION by Ms. Fore seconded by Mr. Davis with all in favor the public hearing was opened.

There were no questions or comments from the board of public.

> On MOTION by Mr. Davis seconded by Ms. Fore with all in favor the public hearing was closed.

> On MOTION by Ms. Andrews seconded by Mr. Davis with all in favor Resolution 2020-05 was approved.

EIGHTH ORDER OF BUSINESS **Engineer Update on Topographic Survey and Permit**

Mr. Katsaras stated the topographic survey is done and the civil plans are almost done and I anticipate the work will be done this week. I can send them to Ernesto and he can forward them to the board.

Mr. Torres stated we can do that and if there are any questions they can be brought to our February 11th continued meeting.

Mr. Katsaras stated we are also putting the applications together so there will be some that needs to be signed. I will send them to Ernesto and Angela will be signing that. Depending on the comments from the board I would like to get the site plan into the county. I will wait for the board's review before we send the engineering plan in for approval.

TENTH ORDER OF BUSINESS **Consideration of Speed Calming Devices Along Amenity Center Adjacent to Bush Place**

Mr. Katsaras stated if we want to have speed tables, speed humps, whatever we want to do we can do it on CDD property within the parking lot. We would have to work with the HOA in order to put it on their property. I don't know where the people are going that are speeding through here.

Ms. Andrews stated the parking lot is not there yet. Once the parking lot is there I think that will slow them down or stop them. Maybe we can close off that area from Prestwick and stop

the road from going through when we build the amenity center and then it is all the amenities together.

Mr. Katsaras stated you could. I will run that through the fire marshal. Part of the plan is that we are adding a little fire access drive and that is just grass but it is stabilized so a fire truck could come and pull up in here. If they come through the parking lot we would want them to be able to access that this way. I think we need to keep it for emergency use. If we put a speed bump or two not only does it slow them down but they are going to be hindered so much that they are not going to want to go through there.

Mr. Eldred stated we don't know exactly who it is so the board needs to conceptually view this as people are using that road as a cut through, driving faster than we think is safe and we need to evaluate what our options are to address it. George can look at some speed bump options.

Ms. Eggleston stated they have a homeowners meeting coming up and I can talk to them.

Mr. Torres stated we can table it and George can bring back options based on information from the fire marshal.

Ms. Fore asked if they are willing to work with us, wouldn't that be easier than going to all this trouble?

Ms. Eggleston stated I will reach out to them.

ELEVENTH ORDER OF BUSINESS **Consideration of FCA Summer Camp Use of Facility**

Ms. Eggleston stated we did this last year. I did not have any issues during the time they were here. They were very attentive to their children and their lifeguards made a save on one of our kids that was in there prior to our lifeguard being here. They had additional funds and issued a check to the district for $2,000 as a thank you. They can't guarantee it every time. They will keep the same schedule as last year, Tuesday through Friday.

> On MOTION by Mr. Clarke seconded by Mr. Davis with all in favor the request by the Freedom Crossing Academy for use of a portion of the pool for summer camp was approved.

TWELFTH ORDER OF BUSINESS **Update Regarding Series 2005 Bond Refinancing**

Mr. Torres stated Carl and I just received an email from Sete before this meeting. The credit package for the proposed refinancing has been submitted to S&P and they expect a response back with a rating evaluation by February 6th. They also submitted a credit package to AGM to procure credit enhancement and anticipate being back before the board with the necessary bond documents and updates at the February 25th board meeting.

THIRTEENTH ORDER OF BUSINESS Other Business

There being none, the next item followed.

FOURTEENTH ORDER OF BUSINESS Staff Reports

A. Attorney

Mr. Eldred stated the legislative session has started in Tallahassee and we are continuing to monitor bills and you will see the Capital Conversations update from my office.

B. Engineer – Consideration of Requisition No. 4 – 6

> On MOTION by Ms. Fore seconded by Mr. Davis with all in favor requisitions 4 -5 for Basham & Lucas in the amount of $11,963.74 and $8,580 and no. 6 for England Thims & Miller in the amount of $9,481.35 were approved.

C. Manager

There being none, the next item followed.

D. Operation Manager

1. Report

Mr. Stephens reviewed the items outlined in the monthly memorandum, which was included in the agenda package.

2. Compac Proposal for Stairs

Mr. Stephens outlined the proposal for the installation of stainless steel stairs for the slide received from Compac. I had them look at refurbishing at what we currently have and they said

they wouldn't touch it because of liability. They said they could clean it up a little bit and put paint on it but you don't know what is going on underneath it and if a child were to fall through it and they did it, it would become their problem and they won't touch it.

Ms. Andrews asked what are we doing about the other company? Did we find out if it had a warranty?

Mr. Eldred stated we reached out to that individual and we decided to wait to see what the quote was back before we decided whether the board was going to take any action. The board's options are to file suit against that individual for the work, for not living up to the warranty and coming out and repairing it. I think one of the issues that we discussed was even if we did that, that was a limited warranty and it would only require him to come out and do the repairs. We had notification from the insurance company that called into question the structural integrity of those stairs and at that point we decided to go a different route and look to replace the stairs. At this stage if this board moves forward with the replacement then I think that is the decision the board makes and we move on.

Ms. Andrews stated I thought the company was not getting back to us so we were going to go after them.Are not going to do anything with that company at this point?

Mr. Eldred stated that is up to the board. I don't believe he is going to come out and perform a repair that would be sufficient to address the insurance company's issue nor do I think that initial contract required him to do that. Warranty work does not address structural inadequacies. At this stage the board is in a position where it needs to address the structural issues with the stairs, which means taking a different route.

> On MOTION by Mr. Davis seconded by Ms. Fore with all in favor the proposal from Compac Filtration, Inc. for powder coated stainless steel slide stairs in the amount of $28,500 was approved.

E. Amenity Center Manager - Report

Ms. Egleston reviewed the amenity center activities and maintenance items, which were outlined on the monthly memorandum, which was included as part of the agenda package.

FIFTEENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet as of December 31, 2019 and Statement of Revenues and Expenses for the Period Ending December 31, 2019

A copy of the financials was included in the agenda package.

B. Assessment Receipt Schedule

A copy of the assessment receipt schedule was included in the agenda package.

C. Approval of Check Register

On MOTION by Mr. Davis seconded by Ms. Fore with all in favor the check register was approved.

SIXTEENTH ORDER OF BUSINESS Supervisors Requests and Audience Comments

There being none, the next item followed.

SEVENTEENTH ORDER OF BUSINESS Next Scheduled Meeting – 02/25/20 @ 4:00 p.m. @ Aberdeen Amenity Center

Mr. Torres stated we are going to continue the meeting to February 11, 2020 at 4:00 p.m.

Secretary/Assistant Secretary

Chairman/Vice Chairman