

ABERDEEN
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Aberdeen Community Development District was held Tuesday, November 23, 2021 at 4:00 p.m. at the Aberdeen Amenity Center, 110 Flower of Scotland Avenue, St. Johns, Florida.

Present and constituting a quorum were:

Dennis M. Clarke	Chairman
Lauren Egleston	Vice Chairperson
Angela Andrews	Supervisor
Thomas Marmo	Supervisor

Also present were:

Ernesto Torres	District Manager
Wes Haber	District Counsel
Belynda Tharpe	FirstService Residential
Jay Parker	First Service Residential
Sarah Sweeting	GMS

The following is a summary of the actions taken at the November 23, 2021 meeting. An audio 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 4:00 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Public Comments

There being none, the next item followed.

THIRD ORDER OF BUSINESS

**Consideration of Resolution 2021-01
Amending the Fiscal Year 2021 General Fund
Budget**

Mr. Torres stated there were a few items that exceeded the budget and a few items that came in underbudget. There was a decrease of \$76,406, we made the adjustments and ask you to approve the resolution amending the budget.

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On MOTION by Ms. Egleston seconded by Ms. Andrews with all in favor Resolution 2021-01 was approved.

FOURTH ORDER OF BUSINESS

Update Regarding Retention Drainage (the Meadows of JCP – 440 Tortoise Trace)

This item tabled.

The next item taken out of order.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber stated included in the agenda package are four memos that came from the last legislative session and changes to the laws. All these memos are not particular to Aberdeen, they are memos we sent to all the CDDs we represent around the state.

1. Publication of Legal Notices

Mr. Haber stated the first memo deals with publication of legal notices. There was a change in the law that allowed units of government to take advantage of websites, in particular newspaper’s websites to publish notices. Unfortunately, it doesn’t say anything about using the CDD’s website to publish notices and presumably the cost to publish a notice on a newspaper’s website is going to be less than the cost of publishing in the actual physical paper. Unfortunately, the law provides that if you take advantage of publishing notice on a newspaper’s website, you also need to publish, at least one a week, a notice in the actual newspaper saying you as a unit of government are publishing the rest of your notices on the website. This makes sense for a county or city that does lots of legal notices each week to only have to publish one in the newspaper but for a CDD we are typically only doing one publication a month.

2. Needs Analysis that Districts Providing Wastewater or Stormwater Management Services Must Complete by June 30, 2022

Mr. Haber stated all local governments that operate and maintain either wastewater or stormwater management systems are required to have a certain analysis done and submit a report to the state by June 30 of next year. Boards are making their engineers aware of this requirement and ETM is the engineer for a number of CDDs throughout Northeast Florida and they are well

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aware of the issue. It makes sense to reach out to them to get a proposal to provide these services in order to meet that deadline and the board can make a determination whether they want to use ETM, how they feel about the proposal and we can discuss other options at that point

3. Prompt Payment Requirements

Mr. Haber stated the prompt payment act governs units of government and the timing in which they need to pay bills. When that first came out and applied to CDDs our office prepared a resolution and policies for all our districts to adopt implementing the prompt payment act. This change deals with a very small portion of the act and it is if a district disagrees with a particular invoice there is a certain process for initiating a dispute. If the contractor doesn't believe they are initiating the dispute appropriately they can send notice and the district then needs to initiate the dispute. We rarely use it, more often than not people provide services they get paid. To make sure that our policies are in line with the new law we have included a draft resolution and we will provide in your next agenda the actual resolution with the policies with Aberdeen's name on it for the board to consider.

4. Public Records Exemption for Addresses and Other Information Associates with Certain Officers, Judges, etc.

Mr. Haber stated certain individuals namely judges and law enforcement are entitled to be exempt from the public records act. This exemption isn't automatically applied, there are notices that need to be made by those individuals to the unit of government to make sure the unit of government is treating those individuals as exempt if they so request. There have been updates to the steps those individuals need to take to be treated as exempt.

B. Engineer

There being none, the next item followed.

C. Manager

There being none, the next item followed.

D. Operation Manager – Consideration of Proposals for John Deere TS Gator

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Mr. Parker stated I have two items, one is the proposal for the gator. The proposal from John Deere was \$10,580. I found the Gator might have to be street legal and I asked for another proposal and it came up another \$4,500. I reached out to another company, Tractor Supply they have Coleman Gators that are street legal for \$9,644, the only problem is they come from another source so if we buy it and something goes wrong, we have to ship them out of state to get it fixed.

On MOTION by Mr. Clarke seconded by Mr. Marmo with all in favor the proposal for the John Deere TS Gator in an amount not to exceed \$14,580 (Is this the correct amount? Based on the above numbers, the amount is \$15,080. Did the Board intentionally approve a smaller number?) was approved and staff will work with Mr. Marmo on the purchase.

E. Amenity Center Manager - Report

Ms. Tharpe stated I spent two days at the vender showcase and have lots of contacts for the pool furniture, slide restoration, water quality, pool stain, software for entry so once we have the capital discussion we have contacts for all of that. The holiday lights will be installed on all the neighborhood entry signs, the tower, roofline, and palm trees on Monday.

Ms. Tharpe reviewed the upcoming December events.

FIFTH ORDER OF BUSINESS

Discussion of Draft Capital Plan

Mr. Clarke gave an overview of the capital plan that contains mandatory items such as the pool pumps and equipment plus discretionary items such as new playground equipment and asked that it be approved in concept, get input from residents and once approved then obtain proposals to bring back to the board.

On MOTION by Mr. Marmo seconded by Ms. Egleston with all in favor the capital plan was approved in concept, the priority to be the pool pumps, equipment and enclosure at this time.

SEVENTH ORDER OF BUSINESS

Supervisors Requests and Public Comments

A resident stated I'm very unsatisfied with the landscape maintenance.

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A resident stated I am president of the homeowners' association, we would like to work with you on parks and contribute some money up to \$100,000 to do a minimum of two parks. We would like to partner with the CDD on the parks or lights at the pool.

Ms. Andrews stated we switched companies for lawn maintenance and that is where the disconnection has been, but they have been on top of it.

Ms. Egleston stated I give you both an absolute commendation. I'm not sure anyone is aware at some point in the transition things did not go as smoothly as we had hoped. There seemed to be a lot of misinformation from the last company to this one.

There is a tree growing near a pond by me. If we have an issue people like to text not call. I know they are supposed to email but they like to text.

Ms. Tharpe stated both of our phones are personal cell phones. We are happy to give the supervisors our number but if we get reimbursed we would be happy to publish our numbers.

Mr. Torres stated they have phones and email here and they are here every day.

Mr. Clarke asked what about that work order program?

Ms. Tharpe stated it is called Connect and it is through First Service Residential, but unless First Service Residential manages the HOA also, we don't have access to that. We should be doing the HOA because we are doing all the work.

Mr. Clarke stated that is an item for the future, we have a master HOA and three sub-HOAs.

A resident stated our contract is up at the first of the year and we will be sending out for proposals.

Ms. Egleston asked can there be a form email on the website so that people can report things?

Mr. Torres stated I will explore that.

Mr. Parker stated I do that now with emails.

Mr. Clarke stated I agree with Lauren they have done a good job and I appreciate it. I suggest that we absorb the cost of cellphones for Jay and Belynda and we can text them so we don't use their personal cellphones.

Mr. Torres stated we can reimburse for cellphones.

Ms. Egleston asked what if it were a cellphone just for the CDD?

Ms. Andrews stated I thought we were going to have an app. I thought it was part of your proposal and that would be the best idea.

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Ms. Tharpe stated I will check with Lucie on that.

Mr. Torres asked have there been any complaints to the supervisors from the residents that Belynda or Jay are not responding to them?

Ms. Egleston responded no, they are just trying to find the most convenient access, that is why I was asking.

Mr. Marmo stated they still have email and the phone at the amenity center.

Ms. Egleston stated just look at the website and that may be helpful.

EIGHTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the October 26, 2021 Meeting**
- B. Balance Sheet as of October 31, 2021 and Statement of Revenues and Expenses for the Period Ending October 31, 2021**
- C. Assessment Receipt Schedule**
- D. Approval of Check Register**

On MOTION by Ms. Egleston seconded by Mr. Clarke with all in favor the consent agenda items were approved.

NINTH ORDER OF BUSINESS

Next Scheduled Meeting – 12/21/21 @ 4:00 p.m. @ Aberdeen Amenity Center

Mr. Torres stated the next scheduled meeting is December 21st.

Mr. Clarke stated I recommend we cancel the December meeting.

On MOTION by Ms. Egleston seconded by Ms. Andrews with all in favor the December 21, 2021 meeting was canceled.

On MOTION by Ms. Egleston seconded by Ms. Andrews with all in favor the meeting adjourned at 5:10 p.m.

DocuSigned by:


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 Secretary/Assistant Secretary

DocuSigned by:


EE2279F4BC944B1
 Chairman/Vice Chairman