

ABERDEEN
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Aberdeen Community Development District was held Tuesday, February 22, 2022 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 by telephone
Hillary (Beth) Fore	Supervisor
Thomas Marmo	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber	District Counsel
George Katsaras	District Engineer by telephone
Belynda Tharpe	FirstService Residential
Jay Parker	First Service Residential

The following is a summary of the actions taken at the February 22, 2022 meeting. An audio copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 4:00 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Public Comments

A resident commented on the pool furniture and proposals for certain green space areas.

A resident stated I was unable to attend the workshop but saw the presentation and when we moved in we found out that they were supposed to take Prince Albert all the way back and there was pushback because they didn't want people to cut through. My thought is if we are looking at more adult options and put a parking lot back there, we are driving more traffic back there and there is a ton of kids back there. People find they can't cut through and go flying down Castle Trail. We have petitioned the county for a change in the speed limit and we got it down to

February 22, 2022

Aberdeen Community Development District

25 mph, but any time you make a decision unintended consequences can occur. We need to think these things through and think of the unintended consequences when you add traffic to that road.

The next item taken out of order.

1. Discussion of Easement Encroachments for License Agreement

a. 267 Queen Victoria

b. 195 Queen Victoria

c. 137 Aberdeenshire Way

Mr. Oliver stated typically these are fence improvements. You have copies of license agreement that the attorney has prepared. These three addresses, 267 and 195 Queen Victoria and 137 Aberdeenshire Way have all been reviewed by the engineer. We don't find any reason to disapprove the requests. The agreement is written in a way that if for some reason that improvement needs to be moved so that the district can fix any of their systems, such as drainage we have the right to do that.

On MOTION by Ms. Egleston seconded by Ms. Fore with four in favor license agreement for each of the addresses listed above were approved.

THIRD ORDER OF BUSINESS

Update on Entry Monument Assessment

Mr. Parker stated I called four companies and cannot get anyone to come out and look at them. Two of the companies have said they had too much work. I have other companies I will contact and if you are aware of one let me know and I will reach out to them.

FOURTH ORDER OF BUSINESS

Consideration of Pool Paver Refurbishment

Ms. Tharpe stated the two proposals that are in the agenda packet are the same two we submitted the last time. We can't get a third vendor to come out. Fidus came down on their quote and JAX Exterior added the sand into their quote because their original quote did not include the sand. JAX exterior is still a little lower than Fidus Roofing.

Mr. Parker stated I have dealt with Fidus on other properties.

Ms. Andrews joined the meeting during this discussion.

February 22, 2022

Aberdeen Community Development District

On MOTION by Ms. Fore seconded by Mr. Clarke with all in favor the proposal from JAX Exterior Cleaning LLC in the amount of \$22,595.92 was approved.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2022-03
Instructing the St. Johns County Supervisor
of Elections to Conduct the General Election**

Mr. Haber stated the resolution identifies that Dennis, Beth and Tom’s terms are all up in November 2022. In November 2022 there will be three vacancies and the way those vacancies are filled is the second week in June interested individuals can go to the St. Johns County supervisor of elections and submit their names to qualify to be in the general election for one of the three seats that are expiring. The purpose of this resolution is to identify those three seats to the St. Johns County supervisor of elections and instruct them to conduct the general election on the CDD’s behalf. Anyone who is interested may want to ask when you go there which seats already have somebody qualified and which ones do not and ask to qualify for the seat that does not have anybody qualifying.

On MOTION by Mr. Clarke seconded by Ms. Fore with all in favor Resolution 2022-03 was approved.

SIXTH ORDER OF BUSINESS

**Ratification of Retention and Fee Agreement
with Kutak Rock, LLP**

Mr. Oliver stated at your October meeting you approved the transfer of files from the previous firm, Hopping Green & Sams, to Kutak Rock. In the July meeting you approved the fee agreement and the fees are the same as in this agreement.

On MOTION by Ms. Egleston seconded by Mr. Marmo with all in favor the retention and fee agreement with Kutak Rock, LLP was ratified.

SEVENTH ORDER OF BUSINESS

**Discussion Regarding Common Area
Greenspace**

Mr. Clarke stated there were seven green spaces on the list and we may not do anything with Prince Albert and save some money there if the consensus of the neighborhood is, don’t do

February 22, 2022

Aberdeen Community Development District

anything. We will spend the money where it is desired. It may be to the point where we would like to solicit proposals from landscaping design people because from the comments I'm reading some residents would like to see playground equipment, some don't, some just want shade, some want a nice space in the neighborhood to gather and if we had an architect help coordinate that it would be one point of focus that we could attract more contractors to do work on six or seven spaces rather than one at a time. The piecemeal approach doesn't seem to work. I will work with everyone on the list who expressed interest in working on this project.

Ms. Egleston asking when you engage them are you having them adding to everything we currently have, to give us what they think their top priority is for rehabbing what we currently have to additions on new spaces?

Mr. Clarke stated I think both. In your neighborhood there are two existing spaces, River Dee and Aberdeenshire and let's get some proposals to rehab them. The swing set in Aberdeenshire nobody uses it and we may want to reconfigure it and put some shade structures in and maybe some plantings.

Ms. Egleston stated people use it. The reason I'm asking is are you trying to be specific towards having a company or specific towards what we are looking to do? When we had a company come out on the fitness center we had a general idea what we wanted to do and they finetuned it. This seems like we have a rough idea of what we are looking to do and we are asking them to put the time in to do that opposed to saying if we give you two parks to rehab and we have a better idea of what the neighborhood is looking for. It wasn't just playgrounds that Belynda brought up and there were a lot of options. Some people just wanted turf and they don't want to see anything on that spot but turf so kids can play.

Mr. Clarke stated primarily we want to put in the neighborhoods what the residents prefer but let's help them crystalize that idea through a single point of contract rather than try to engage six different contractors. When people come into the community I would like to see a point of attraction, a gathering spot whether it is the turf or playground or shade structure, it enhances the neighborhood and provides functionality to the people who live here. We have volunteers who can work with this and get further ideas from a company.

Ms. Egleston stated we need resident input well in advance and we only got people who are interested in coming, that is who came to that meeting. I don't want to engage a landscape architect first and find out the neighbors don't want it.

February 22, 2022

Aberdeen Community Development District

After further discussion Ms. Egleston was authorized to work with the general manager to draft a survey to go to residents soliciting input and preferences for improvements to certain green spaces along with the proposed cost of improvements and ongoing operations and maintenance costs.

EIGHTH ORDER OF BUSINESS**Appointment of Audit Committee**

Mr. Oliver stated Chapter 218, Florida Statutes requires that local government including CDDs have an annual audit performed each year by an independent CPA firm. The same statute requires that we appoint an audit committee to go through that process of selecting an auditor. Typically, we suggest that the board of supervisors also serve on the audit committee, that way you can have quorum for your audit committee meetings in conjunction with your CDD meetings.

On MOTION by Mr. Marmo seconded by Ms. Fore with all in favor the board members were appointed to serve as the audit committee.

NINTH ORDER OF BUSINESS**Staff Reports****A. Attorney**

There being none, the next item followed.

B. Engineer

Mr. Katsaras stated we are getting ready to start design on the Longleaf Pine Parkway widening process. The engineer on that project reached out to me and wanted to see if the district would be interested in relocating any of the trees located in the median. You don't have to come to a decision now, but we need to start talking about which ones we want to try to save and determine a location for them.

Mr. Parker stated I spoke with a landscape company and they said if any of those trees had a disease and you moved it, it would bring that disease with them. They can mark the good trees and give us a proposal on what it would cost to relocate those trees.

Mr. Katsaras stated I think construction will start in about a year, they are just getting started on design, so you have time to look into it. First you need to identify the trees then a location for them if that is the route you want to go.

February 22, 2022

Aberdeen Community Development District

Mr. Clarke stated one of our residents on East Adelaide has been communicating with us on a drainage issue and he would like to see the engineer's report and we also had a writeup from the landscaping company. Let's give him the report and if he wants to dispute it or have his own evaluation on his property he can do that. I think he is attempting to have the CDD pay for some of the regrading of his property. I hope the CDD has taken care of our issues but we have to let him know. I think we should just give him the report.

Mr. Parker stated I can email it to him.

C. Manager

1. Discussion of Easement Encroachments for License Agreement

- a. 267 Queen Victoria**
- b. 195 Queen Victoria**
- c. 137 Aberdeenshire Way**

This item taken earlier in the meeting.

D. Operation Manager – Consideration of Proposals for Storage Container

Mr. Parker stated we got the Gator and it was supposed to be \$14,500 and I got it for \$9,000. At the time I told you the shed was \$3,000 and since that time it has gone up \$4,458. The shed has to be special built because of the height and width of the Gator. I found someone to rebuild the shed that we have already for \$1,889.

On MOTION by Ms. Egleston seconded by Ms. Fore with all in favor the D.K. Building & Renovation proposal to rebuild the existing shed in the amount of \$1,889 was approved.

Mr. Parker presented two proposals for a four-foot fence by the basketball court and will bring back to the next meeting proposals for a taller fence.

E. Amenity Center Manager - Report

Ms. Tharpe gave an overview of the general manager's report, copy of which was included in the agenda package and asked what is expected from us on the swim team?

February 22, 2022

Aberdeen Community Development District

Ms. Egleston stated there is a zoom meeting set up and I will have you join in and after that we will have a better idea of what the season is going to be. I have a parent representative taking over this and I will no longer make decisions on the swim team.

Ms. Tharpe reported on the dissatisfaction with Trimac and reported on a drainage issue on private property.

Mr. Haber stated I will look at the plat and get a better understanding of what the CDD's interests are.

TENTH ORDER OF BUSINESS

Supervisors Requests and Public Comments

Mr. Clarke stated after three months into the fiscal year we are \$88,000 under budget on expenses. I contribute that to First Residential's stewardship of our community and I applaud them for that. That translates into more than a quarter million dollars on an annualized basis.

I want to discuss the situation with Trimac and from my perspective the board is accountable to the voters in Aberdeen. We hire GMS and First Residential to execute our policies and procedures; they are accountable to us. Trimac is accountable to our managers and if First Residential and GMS have a problem with Trimac they ought to be able to deal with it in the manner they see fit without interference or input from the board because that is why we hire them. We delegate that responsibility to them.

I would like to compliment Belynda and her company for putting on the concert last Saturday. I would love to see that happen more often. While we were there we thought we should make some improvements to this pool deck to accommodate more gatherings. The two things I would like to see is to remove the hedges and have a single large pool deck and double the size of the canopy by extending it towards the palm trees.

While the concert was going on, the acoustics because it was bouncing off the building we could have accommodated 150 people if we had that large of a turn out.

Mr. Marmo stated I like the idea of expanding the canopy. As to the landscaping, if what you are saying is accurate when our contract is up it needs to go out for bid.

Ms. Tharpe stated we are looking at different companies and there is a 30-day notice that we need to give them. We are not rushing into anything.

February 22, 2022

Aberdeen Community Development District

Mr. Haber stated if the contract is in excess of \$195,000 there is a formal process that needs to be gone through. Keep me in the loop as you decide because we will want to be sure we are following the steps.

Ms. Fore stated I am leaving the community in April and I am telling the board to start looking for my replacement. I will be here for March and April you can have my replacement.

Mr. Haber stated from a legal perspective you will be on the board until you resign formally or move out of the neighborhood. In order to qualify to be on the board you need to live within the district. If you want to have a specific date then it would require a letter saying, I hereby resign effective this date.

Ms. Fore stated I would like to do it when I move out.

Mr. Haber stated just let the board know when you are moving. They can start the process of finding your replacement, they can't appoint that replacement until your seat is vacant.

Ms. Egleston stated I think Belynda and Jay have done very well in the circumstances. I would like to ask when you talk to Trimac to take out that tree we talked about before.

Mr. Parker stated they are scheduled to be here tomorrow and I will talk with them.

Ms. Egleston asked has your company every had food and beverage service?

Ms. Tharpe responded yes.

Ms. Egleston asked did you like it, not like it?

Ms. Tharpe stated as long as I have been with First Service I did not work with a community that had food and beverage. At Eagle Harbor they had a pool snack bar, I managed that. Every restaurant has its ups and downs. You have to decide what you want but First Service Residential does have a food and beverage operation and there are other people you can talk to who are more knowledgeable.

Ms. Egleston asked was it an established system or did you start from the ground up?

Ms. Tharpe stated they started it from the ground up.

Ms. Egleston stated maybe this is something you can evaluate a couple months down the line.

Mr. Clarke asked are there food trucks available during the day where kids can get a hamburger?

Ms. Tharpe responded yes and we are going to schedule some during the day on weekends.

February 22, 2022

Aberdeen Community Development District

A resident stated my drainage easement backs up so bad that I constantly have a pond in my backyard. The actual drain is constantly full. I had a surveyor come out and the grading was done improperly by D.R. Horton, my neighbors are two-feet higher than they are supposed to be.

Mr. Clarke stated some neighbors have a sump pump that is triggered by water level and would pump out to the sewer.

A resident stated it is on the CDD easement and backs into my property.

Ms. Tharpe stated Jay will go out and look at it.

ELEVENTH ORDER OF BUSINESS Approval of Consent Agenda


- A. Approval of the Minutes of the January 25, 2022 Meeting**
- B. Balance Sheet as of January 31, 2022 and Statement of Revenues and Expenses for the Period Ending January 31, 2022**
- C. Assessment Receipt Schedule**
- D. Approval of Check Register**

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

TWELFTH ORDER OF BUSINESS Next Scheduled Meeting – 03/22/22 @ 4:00 p.m. @ Aberdeen Amenity Center

Mr. Oliver stated the next meeting is scheduled for March 22, 2022 at 4:00 p.m. in the same location.

On MOTION by Ms. Fore seconded by Mr. Marmo with all in favor the meeting adjourned at 5:45 p.m.

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 Secretary/Assistant Secretary

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 Chairman/Vice Chairman