

MINUTES OF MEETING
ABERDEEN
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Aberdeen Community Development District was held Tuesday, August 23, 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

Also present were:

Jim Oliver	District Manager
Wes Haber	District Counsel
George Katsaras	District Engineer by telephone
Belynda Tharpe	FirstService Residential
Lucy Acevedo	FirstService Residential
Paul Fogel	Supervisor Elect

The following is a summary of the actions taken at the August 23, 2022 meeting.

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Public Comments

The following items were brought up by residents: some residents spoke in favor of fountains and several residents were opposed to the purchase and installation of fountains, bubblers were more desirable, which lakes are getting fountains, residents very concerned about ongoing electrical and maintenance cost of fountains, waiting on proposals from vendors on playgrounds, form of communication of date and timing of monthly meetings, phases of county improvements on Longleaf Pine.

THIRD ORDER OF BUSINESS

Affidavit of Publication

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

FOURTH ORDER OF BUSINESS

Organizational Matters

A. Appointment of New Supervisor to Fill Unexpired Term of Office (11/2022)

B. Oath of Office for Newly Appointed Supervisor

C. Election of Officers, Resolution 2022-07

This item tabled.

FIFTH ORDER OF BUSINESS

Fiscal Year 2022/2023 Budget

A. Overview of Budget

Mr. Oliver gave an overview of fiscal year 2023 budget including the operation and maintenance general fund budget, the two debt service budgets for the series 2018 and 2020 bonds, and the capital reserve budget fund and stated the focus today will be on the general fund budget.

Mr. Clarke gave a brief overview of the history of the CDD and stated the capital funds are over \$800,000, which is very healthy. What we are talking about today are the operating and maintenance expenses, the management fees, utilities, insurance. Jim and I worked on the budget to get the proposed increase down from 28% to 14% and I came up with four line items that I would like to propose to my fellow supervisors. I think we can safely zero out four line items and not impact the service level. One is contingency for \$30,000 and another contingency under grounds maintenance \$5,000 and I don't think we need to budget for contingency; if we go over then we go over and deal with it. There is a capital reserve of \$33,000 and we already have over \$800,000 capital budget. If there were funds left at the end of the year we put that in the capital reserves anyway and if there is a deficit it will come out of the capital fund. The other thing we can reduce is the carry forward from \$105,000 to \$125,000. The final item is we budgeted \$12,000 for holiday lights and I propose to zero that amount out. I would like to see the HOA take over managing the holiday lights. The total of those five lines is \$100,000 and that would reduce the assessment to an average of \$23.27 per year per unit, which is 4.41% increase.

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B. Board Discussion

Ms. Andrews stated the holiday decorations my assumption is the line item is for parties as well.

Ms. Tharpe stated special events are separate.

Ms. Egleston stated the HOA helped with the special events. We can't ask them to step up but we need to have something in our budget.

C. Public Hearing Adopting the Budget for fiscal Year 2023/2023

Mr. Haber stated we are formally opening two public hearings; one to adopt the budget and an assessment public hearing. Some people may have comments on the budget and the assessments.

Mr. Oliver stated right now the way the budget looks keeping the holiday decorations at \$12,000 making the changes the chairman suggested that would have the assessment increase at 5.32%.

On MOTION by Ms. Andrews seconded by Mr. Clark with all in favor the public hearings were opened.

The following comments were brought up by residents: HOA doesn't have the money for holiday decorations, administrative expenses related to the amenity center consider if we need that staff, management of contracts, increase in management contract, grounds maintenance, number of staff, duties of various staff members, janitorial increase, pool maintenance, supplies and chemicals, long range plan, duties of resident service coordinator, update the reserve study, number of current employees and what new employees do, can salaries be negotiated, turnover in part time and lifeguards, built in increases to First Services Contract, to the extent that the terms change there will be an amendment to the contract, explanation of legal advertising, contracts can be amended, formal RFPs for certain contracts, reduce number of events, increased number of events based on resident input, contact staff if there is a dead tree in the preserve.

Mr. Clarke stated I'm going to suggest we reduce repair and maintenance from \$55,000 to \$45,000 and zero out the capital outlay line item in the amenity center and add back the holiday decorations and that leaves us with \$100,000 reduction.

Mr. Oliver stated that gives you about a 4.4% increase.

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On MOTION by Ms. Andrews seconded by Ms. Egleston with all in favor the public hearings were closed.

1. Consideration of Resolution 2022-08 Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 202

Mr. Clarke stated we are reducing the landscape contingency, miscellaneous contingency, funding capital reserve of \$33,000, reduce repairs and replacements \$10,000, increase in the projected beginning balance cash from \$105,000 to \$125,000 for a total of \$100,000 reduction and that calculates to 4.41% or \$23.27 per home on average per year.

Mr. Haber stated there are two resolutions included in the agenda package, the first one is 2022-08. That resolution recognizes the steps you have taken to lead us to where we are today. You will be adopting the budget you discussed with the amendments you discussed at today’s meeting.

On MOTION by Ms. Andrews seconded by Ms. Egleston with all in favor Resolution 2022-08 was approved to include reductions of \$100,000 as discussed.

2. Consideration of Resolution 2022-09 Imposing Special Assessments and Certifying an Assessment Roll for fiscal Year 2021

Mr. Haber stated the next resolution is 2022-09 and that deals with the levy and imposition of the operation and maintenance assessments. As noted those assessments are going up approximately 4%. This resolution levies those assessments and certifies them for collection, which means after the adoption of the resolution Jim’s office is directed to provide an assessment roll to St. Johns County with the amount per home and the county will include those amounts on the tax bill that each property owner receives.

On MOTION by Ms. Andrews seconded by Ms. Egleston with all in favor Resolution 2022-09 was approved.

SIXTH ORDER OF BUSINESS

Public Hearing Adopting Amenity Center Rates, Resolution 2022-10

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Mr. Oliver stated a couple months ago we stated the process with some recommended rates for certain areas within the amenity center, the social hall and social hall patio, social hall patio only and west or east pool area shade structure.

Mr. Haber stated the exhibit identifies the fees, the deposit and the rate.

Ms. Tharpe stated what we found happening was one or two people was renting the two cabanas that have the shade for eight hours of the day, not allowing other residents to utilize that. We did extensive research of community in our area and we are the only community not charging a rental fee for pool cabanas. Staff has a recommendation also for the social hall to increase it to \$75 for a four hour time period. We are looking at adding a shade structure over this patio and a couple picnic tables so that can become a rental option as well.

Mr. Egleston asked do you anticipate any kickback in separating the social hall and social hall patio?

Mr. Tharpe stated no, if you rent the social the social hall patio comes with that. If that patio is not being utilized it can become a rental option as well. We have had to use that quite a bit this year.

Ms. Egleston stated with potential rentals, refrigerator space will come at a premium.

Ms. Tharpe stated one of the quotes we are waiting on in addition to the shade structure increasing the current and the one over the pool equipment also includes taking out a section of one cabinet and adding a refrigerator and freezer.

On MOTION by Ms. Egleston seconded by Ms. Andrews with all in favor the public hearing was opened.

A resident stated I'm not in favor of raising the fee. Where does the \$100 go?

Ms. Andrews stated to the CDD.

A resident stated I think \$100 is reasonable.

Ms. Andrews stated we have not had an increase since we opened.

A resident stated the \$75 is high for the cabanas.

Ms. Tharpe stated it is zero now and with that you get the gas grill. We have two residents taking the entire eight hours of the day utilizing that and no one else can use it. We have a lot of demand on weekends. We are trying to offset some of your expenses.

Mr. Egleston stated maybe we can look at the cabanas at \$50.

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Mr. Haber stated the resolution has the \$100 and \$75 per hour and you can always go down, which is what we would be doing by making it for four hours. I don't see a problem going down.

A resident asked what about a no refund policy?

On MOTION by Ms. Egleston seconded by Mr. Clarke with all in favor the public hearing was closed.

Ms. Egleston stated I say \$100 for the social hall and patio and \$50 for the cabanas.

Mr. Haber stated the resolution is approving the amounts of the deposit and fee and then separate from that you as a board can implement procedurally how those will be treated. I will note you will want to disclose in all caps the forfeiture of that deposit because that will be heavily contested if somebody feels they were not properly warned.

On MOTION by Ms. Egleston seconded by Ms. Andrews with all in favor Resolution 2022-10 was approved as amended with respect to the reduction to \$50 for the cabana and the period of time is four hours, not per hour.

SEVENTH ORDER OF BUSINESS

Update Regarding Drainage Issue Solutions

Mr. Oliver stated there are two private lots on Rustlewood that have had improvements done to their lawn by the original home builder that has caused stoppage of the flow of the drainage that has been evaluated by the engineer. We have sent letters to both property owners that they need to meet with us and present a plan for them to make changes to stop the stoppage of flow and if they don't within a reasonable period the district will need to step in and we are keeping the county apprised of this also.

EIGHTH ORDER OF BUSINESS

Update Regarding Future Improvements to Common area Greenspace and Other CDD-Owned Facilities and Assets

Ms. Tharpe stated the only quotes I have gotten so far for the playground here, the shade structure over the pool equipment where the wall is being built and a shade structure for this patio. The owner of Southern Recreation has been out of the country for the last two weeks and I haven't received that quote yet.

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NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being none, the next item followed.

B. Engineer

There being none, the next item followed.

C. Manager

There being none, the next item followed.

D. Operation Manager - Report

1. Wall Update

Ms. Tharpe stated the wall is in the final stages of completion, paint will go on next week. We are getting two quotes for the gates.

2 Fountain Update

Ms. Tharpe stated the fountain on Longleaf Pine was struck by lightning. The quote is \$8,561.

3. Discussion of Overgrowth Issues on Lakes

4. Discussion of algae Issues in Lakes

5. Consideration of Monument Sign Repair Proposals

Ms. Tharpe stated the first one from River City Advertising was the one that came back outrageously high, \$136,000. This one all-inclusive is \$37,975 for all the monuments.

Ms. Andrews stated we can probably subtract a couple because we don't take care of them,

Ms. Tharpe stated Greenstone, Stonehaven and Prestwick are in here, the three of those is \$1,470, \$755 and \$775.

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On MOTION by Mr. Egleston seconded by Ms. Andrews with all in favor proposal for sign repair from Entire Home Services, Corp. for all signs except Greenstone, Stonehaven and Prestwick was approved in an amount not to exceed \$37,975.

E Amenity Center Manager

1. Report

Ms. Tharpe stated there is a lot of resident use after hours at the amenity center. We have come in on several occasions after a Friday or Saturday night, the front gate is propped open, the side gate was propped open, people coming and going at all hours, the alarm going off non-stop. By the time St. Johns County Sheriff’s Office gets here they have gone out the side gate and hiding. We are getting false alarm invoices now because of that. After being here the entire summer staff would recommend that the office is open as long as the pool is open in the evening hours. That is going to add another hour and a half to it. Once that time hits, 30 minutes before sunset and it varies, I highly recommend that there is a staff person here because when the lifeguards leave at 6 p.m. the slide is shut off but someone needs to be here to get everybody out. We are finding beer bottles, beer cans and the day we found all gates open the deck was littered in garbage.

Mr. Clarke asked are you able to reschedule people or will that affect the budget we just approved?

Ms. Tharpe stated it shouldn’t affect the budget.

Mr. Clarke stated do it at your discretion.

Ms. Egleston stated report back at the next meeting.

2. Southern Recreation Proposal for Social Hall Patio Shade, Pool Equipment Shad and Amenity Center Playground

This item discussed earlier in the meeting.

3. Smarter Remodeling Proposal for Conversion of Old Gym to Snack Bar

This item discussed earlier in the meeting.

TENTH ORDER OF BUSINESS

Supervisors Requests and Public Comments

There being none, the next item followed.

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ELEVENTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the July 26, 2022 Meeting**
- B. Balance Sheet as of July 31, 2022 and Statement of Revenues and Expenses for the Period Ending July 31, 2022**
- 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.

TWELFTH ORDER OF BUSINESS

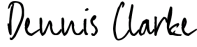
Next Scheduled Meeting – 09/27/22 @ 4:00 p.m. @ Aberdeen Amenity Center

Mr. Oliver stated the next meeting will be September 27, 2022 at 4:00 p.m. in the same location.

On MOTION by Ms. Egleston seconded by Mr. Clarke with all in favor the meeting adjourned at 6:38 p.m.

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 Secretary/Assistant Secretary

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 Chairman/Vice Chairman