

MINUTES OF MEETING  
ABERDEEN  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Aberdeen Community Development District was held Tuesday, March 28, 2023 at 6:00 p.m. at the Aberdeen Amenity Center, 110 Flower of Scotland Avenue, St. Johns, Florida.

Present and constituting a quorum were:

Lauren Egleston	Chairperson
Angela Andrews	Supervisor
Thomas Marmo	Supervisor
Susie Clarke	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber	District Counsel
Kate Trivelpiece	FirstService Residential
Jay Parker	First Service Residential

The following is a summary of the actions taken at the March 28, 2023 meeting.

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Oliver called the meeting to order and called the roll.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Consideration of Renewal Agreement with  
Aberdeen Rays Swim Team Regarding Use of  
the District's Competition Pool for 2023/2024  
Season**

Mr. Haber stated this agreement is in essentially the same form that has been used in years past, it has been a successful relationship, the exhibit has been updated to reflect the dates for this year.

Ms. Andrews asked Lauren are you the head of this or is there someone else?

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Ms. Egleston stated the coach and assistant coach who I'm passing this off to couldn't be here today.

Mr. Haber stated as long as there is no pecuniary interest that you have by virtue of your involvement with the team then you are able to vote.

On MOTION by Mr. Marmo seconded by Ms. Clarke With all in favor the agreement with the Aberdeen Rays Swim Team for the 2023/2024 swim season was approved and the schedule will be attached as an exhibit to the agreement.

**FOURTH ORDER OF BUSINESS**

**Update Regarding Future Improvements to Common Area Greenspace and other CDD Owned Facilities and Assets**

There being no updates the next item followed.

**FIFTH ORDER OF BUSINESS**

**Consideration of Proposals**

Mr. Parker stated I do have two proposals for the fountain and am waiting on a third. One proposal was to fix the boxes and that was \$1,200, which was \$200 over my spending limit. I just received the proposal from Future Horizons for a new box that will be compatible with the fountain.

On MOTION by Ms. Andrews seconded by Mr. Marmo with all in favor the proposal from Future Horizons for a new box that will be compatible with the existing fountain in an amount not to exceed \$4,479 was approved.

**SIXTH ORDER OF BUSINESS**

**Easement Access Request for Fencing (203 Shetland Drive)**

Mr. Oliver stated in your agenda packet is the backup from the HOA and yesterday I received an email from the property management company that clarifies that the fence is already along the backyard, the resident wants to put a gate and fence along their side yard. Jay has indicated that this will not affect access to the lake.

On MOTION by Ms. Egleston seconded by Mr. Marmo With all in favor the request for easement access at 203 Shetland Drive was

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approved subject to the license agreement prepared by district counsel.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-03  
Resolution Regarding Records Retention  
Policy**

Mr. Haber stated there is a memo and two resolutions attached to the memo. All CDDs are required to have a records retention policy, you can retain records in accordance with federal and state law or retain all records until the board directs otherwise. Most boards opted for the second option and kept all records. The reason you are seeing these resolutions again is because there are two new related matters we wanted to address, the first is called a transitory record, which is record that serves no purpose after a particular date, such as an email that indicates the date of the next meeting and you all respond saying I can make it. After the meeting that transmittal serves no purpose, there is no obligation to retain that record and we want to make it clear as part of the district’s records retention policy that Jim’s office as well as you can delete that transitory record. We wanted to clarify in the policy that as long as the district has electronic copies of records there is no obligation to keep hard copies any longer. Both of those matters have been added to these resolutions. This is supplementing your existing policy to make it easier for your district manager to delete certain records if they are transitory and if we have electronic copies.

Mr. Oliver stated I would rather over retain than under retain and that is option 2.

On MOTION by Ms. Anderson seconded by Ms. Egleston with all in favor Resolution 2023-03, option 2, was approved.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Haber stated you may see emails from my office about legislative updates, we will continue to send those until the legislative sessions ends. There are bills that may or may not affect CDDs, but you don’t know what will pass and what won’t. Once we know we will let you know.

**B. Engineer**

There being none, the next item followed.

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**C. Manager**

Mr. Oliver stated we will bring a preliminary budget to the April meeting and bring the proposed budget to the May meeting and have your budget hearing for adoption in August.

**D. Operation Manager**

Mr. Parker reviewed the items outlined in the monthly memorandum, and stated we have been changing the water fountain filters every month at the cost of \$60 and I had a plumber come out and he said we can fix that by putting up a sediment filter and that is \$1,300.

On MOTION by Ms. Egleston seconded by Ms. Clarke with all in favor the purchase of a sediment filter for the water fountain -in the amount of \$1,300 was approved.

**E. Amenity Center Manager - Report**

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

**NINTH ORDER OF BUSINESS**

**Supervisors Requests and Public Comments**

There being none, the next item followed.

**TENTH ORDER OF BUSINESS**

**Approval of Consent Agenda**

- A. Approval of the Minutes of the February 28, 2023 Meeting**
- B. Balance Sheet as of February 28, 2023 and Statement of Revenues and Expenses for the Period Ending February 28, 2023**
- C. Assessment Receipt Schedule**
- D. Approval of Check Register**

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

**TENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – 04/25/23 @ 4:00 p.m. @ Aberdeen Amenity Center**

Mr. Oliver stated the next meeting is scheduled for April 25, 2023 at 4:00 p.m. in the same location.

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On MOTION by Ms. Andrews seconded by Ms. Egleston with all in favor the meeting adjourned at 6:52 p.m.

DocuSigned by:

*Jim Oliver*

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Secretary/Assistant Secretary

DocuSigned by:

*Ann Egleston*

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Chairman/Vice Chairman