

MINUTES OF MEETING  
ABERDEEN  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Aberdeen Community Development District was held Tuesday, June 27, 2023 at 4:00 p.m. at the Aberdeen Amenity Center, 110 Flower of Scotland Avenue, St. Johns, Florida.

Present and constituting a quorum were:

Lauren Egleston	Chairperson by telephone
Paul Fogel	Vice Chairman
Thomas Marmo	Supervisor
Susie Clarke	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber	District Counsel
George Katsaras	District Engineer by telephone
Kate Trivelpiece	FirstService Residential
Howard McGaffney	GMS

The following is a summary of the actions taken at the June 27, 2023 meeting.

**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**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Consideration of Agreement with St. Johns  
County Supervisor of Elections Regarding  
Polling Location**

Mr. Oliver stated next is the agreement with the St. Johns County Supervisor of Elections to use Aberdeen as a polling location.

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On MOTION by Mr. Marmo seconded by Mr. Fogel with all in favor the agreement with St. Johns County supervisor of elections regarding polling location was approved.

**FOURTH ORDER OF BUSINESS**

**Acceptance of Fiscal Year 2022 Audit Report**

Mr. Oliver gave an overview of the audit and stated there were no prior year or current year findings or recommendations and it is a clean audit and has been provided to the auditor general of the State of Florida and we will post a copy to the district's website.

On MOTION by Mr. Fogel seconded by Ms. Clarke with all in favor the fiscal year 2022 audit report was accepted.

**FIFTH ORDER OF BUSINESS**

**Discussion of Fiscal Year 2024 Budget**

Mr. Oliver stated at your May 30<sup>th</sup> meeting you approved a proposed budget and set a public hearing to be held in August. Roughly two months from now you will have a public hearing and take comment from the public then you will adopt the budget and certify an assessment roll. Once that is done, we will provide the assessment roll to the tax collector and those assessments will be included in the property tax bills that go out November 1<sup>st</sup>. Once we discuss the proposed budget and make any changes you may have we need to send mailed notice to everyone in the district that we have a public hearing coming up and there is a proposed increase. Whatever number we walk away with today is the number that will be in the mailed notice, however you may still lower that number at your July meeting and as a result of the public hearing in August. When you approved it we had an increase of about 8.5%, we moved some of these funds around and right now that brings the increase to 7.66%. There is still some finetuning to be done and there is one item on the agenda you are going to discuss today and that is whether you are going to staff the fitness center to some degree because of some of the behavior that has been going on. If we do that we will need to know how we are going to fund that and it could be that you add additional money to the budget, you may also decide that you want to increase the carry forward surplus to pay for some of that.

I want to point out a couple changes to the budget at the top last year we budgeted \$125,000 carry forward surplus and this year we have \$100,000. If you decide to lower assessments more you can simply increase that number by some reasonable amount. When we last discussed special

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events we had budgeted for FY24 \$35,000 and the budget before you is \$25,000. There was more discussion about that. Two years ago in the FY 22 budget that line item was \$7,500 for the current year it is \$18,500 and now we have it at \$25,000. You can make it what you want it to be, but we need to budget based on what the projected expenses will be this year. It appears they are over budget for the current fiscal year.

The board discussed the following line items: special events, insurance, facility management, pool maintenance supplies, irrigation repairs, amenity center management contracts.

**SIXTH ORDER OF BUSINESS**

**Consideration of Draft Policy Regarding Removal or Trimming of Trees and Brush in Preserve**

Mr. Oliver stated in your agenda package is a proposed policy that we use in other districts, and we talked about this one before. One of the issues we have here and a lot of CDDs is people that live in reserve areas they want to trim trees or brush that is up against their property line, through or over their fence. This policy tells them that they have a right to do that. If they have growth that is encroaching onto their property they can cut back that growth. You can't cut it back 5-feet, you can cut it at your property line. The major components of this policy are how you can trim back growth that encroaches into our yard. Also if residents see a tree that is dead or dying that is on district property but a hazard to their property if it falls and damages their fence or pool screen or roofline, they can contact the district, we will look at it and determine whether or not that tree should be dropped and if it is a hazard. If it is determined that it is a hazard we have a process that we coordinate with the water management district to get permission to drop that tree in place. We don't have staff to go behind all the houses within this community, it is up to the property owner to let us know that a tree is endangering their yard. The same holds true of two neighbors if a tree looks like it is a hazard to the neighbor they should inform the neighbor that it looks like the tree is about to fall on my house and you need to take a look at it. If we are not informed that a tree is a danger and a tree falls, the district's insurance company is not going to cover that; you have to go to your own property insurance company. The policy just gives a little more clear direction if a resident has questions about trimming back if these trees encroach.

On MOTION by Ms. Clarke seconded by Ms. Eggleston with all in favor the policy regarding removal or trimming of trees and brush in preserve was approved.

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Mr. Oliver stated yesterday we sent to the board a letter received from the water management district; there were three properties in the College Avenue area that encroach into the conservation areas. This is in violation of the rules set forth in the permit by the water management district as well as the Army Corps of Engineers. We received a letter from the water management district saying it is an encroachment, they sent me a letter asking what the district is going to do about it, what our plan is to bring it back to its natural state. I will need to respond to that by July 7<sup>th</sup> and I will do that in consultation with the resident staff. Also we will do a reinspection sometime in the next six months to make sure progress has been achieved. Based on that letter, we issued letters to the three property owners saying that there is a violation and we will work to bring that back up to standard and if there are costs involved with it the board may hold them responsible for restitution and reimbursement of those costs. We received the letter yesterday; we prepared those three letters yesterday also and sent them to those residents. The residents are aware of that because we had staff out there taking pictures, water management was onsite and did a site inspection with Mac and Gavin in my office. We are trying to do this by the book because we don't want the district to be penalized.

## **SEVENTH ORDER OF BUSINESS**

### **Review and Discussion of Quality Assurance Inspection Report and Action Items**

Mr. Oliver stated this is a carryover from the last meeting. The report was reviewed at the last meeting and a lot of repairs have been taken care of or in progress.

Ms. Trivelpiece stated there are two outstanding items, pressure washing the gutters and with the rain it is a bad month to do that and that will take place in the coming weeks. The other one is the deck pavers, Jay and I are working to get some quotes for the next meeting to get somebody in there. We will start with the roots then deal with the pavers.

## **EIGHTH ORDER OF BUSINESS**

### **Consideration of Proposals**

#### **A. Part Time Facilities Attendant**

Mr. Oliver stated this is a part time facilities attendant at the fitness center and we discussed this at the last meeting. Having someone there particularly in the evenings to help and to monitor to make sure that the people who are accessing those facilities are authorized to be in there.

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Ms. Trivelpiece stated I reached out to First Service to get some pricing. Our big thing was to have more of a presence over there. When we have two staff in the office we have someone going there on a more timely basis. It seems that more of the issues are happening in the evening. What they do is 30 hours five days a week based on 5-11 p.m. Not only a presence during that time but also closing the facility down and making sure everyone is out of the facility at 11:00 p.m. The cost for that position would be \$23,400. It is a security issue as well and I put an old quote for security in the package. If that is the direction you want to go I can look into that.

The board discussed hiring a security firm, utilize existing staff by shifting hours, see how many residents are using the fitness center and their thoughts on any issues, out of control teenagers take over the facility in the evenings and appear to take over the speaker system, change the passcode, additional staff person to be at the fitness center, send an eblast to residents to remind them of the rules.

#### **B. Tree Amigo's – Irrigation Heads Along Right of Way**

Mr. Oliver stated on the road widening project, the engineer reached out to the project administrator and asked what they were going to do with the irrigation and they said they were going to do their best to locate and cap them, but it wasn't a ringing endorsement that we are going to get everything done right. We did get a proposal from Tree Amigos what it would cost them to locate the lines and cap them and they have a not to exceed of \$12,000. They probably have a little more skin in the game to protect that irrigation system than the contractors.

On MOTION by Mr. Fogel seconded by Ms. Clarke with all in favor an amount not to exceed \$12,000 was approved for the irrigation heads along the right of way.

#### **C. Outlets for Back Bathroom to Install Cooling System or Dehumidifier**

Mr. Oliver stated I talked earlier with Jay Parker about the back bathroom cooling system or dehumidifier. When new looked at that inspection report it showed some of the problems in the bathrooms caused by no air flow. Jay got some pricing for outlets to be installed and he is still trying to solve that.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

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**A. Attorney**

Mr. Haber stated when you fill out your financial disclosure form there is a box to check for ethics training. You don't have to check that box this year, but you will need to do that next year.

**B. Engineer**

Mr. Oliver stated thanks for providing the two-week look ahead on the road widening project and if you will keep those coming, we will continue to forward them to the board.

Mr. Fogel stated phases 1, 2 and 3 were laid out in the timeline and it seems like we are going phase 1, phase 3, phase 2 now.

Mr. Katsaras stated I don't know the rationale for that. That was the schedule that I saw that was Phase 1 and 3 was almost concurrently and then 2 would follow right after.

**C. Manager**

There being none, the next item followed.

**D. Operation Manager – Drainage Issue at 240 Mahogany Bay Drive**

Mr. Oliver stated I spoke earlier today with Jay regarding the drainage issue at 240 Mahogany Bay Drive. He and George did a site visit and George came up with a proposed solution and Jay is bringing that to Tree Amigos to get a cost estimate. He said if it is not addressed it will continue to flood in that area.

**E. Amenity Center Manager - Report**

Ms. Trivelpiece gave an overview of the amenity center activities and maintenance items, which were outlined on the monthly memorandum.

**TENTH ORDER OF BUSINESS**

**Supervisors Requests and Public Comments**

A resident stated Toll Brothers has \$4 million leftover for lights, they don't want to use it for lights. Now they have three subdivisions.

Ms. Egleston stated I reached out but haven't heard back from them. I can reach out to the builder again.

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**ELEVENTH ORDER OF BUSINESS**

**Approval of Consent Agenda**

- A. Approval of the Minutes of the May 30, 2023 Meeting**
- B. Balance Sheet as of May 31, 2023 and Statement of Revenues and Expenses for the Period Ending May 31, 2023**
- C. Assessment Receipt Schedule**
- D. Approval of Check Register**

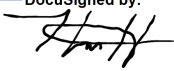
On MOTION by Mr. Marmo seconded by Mr. Fogel with all in favor the consent agenda items were approved.

**TWELFTH ORDER OF BUSINESS**

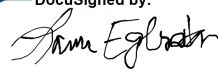
**Next Scheduled Meeting – 07/25/23 @ 4:00 p.m. @ Aberdeen Amenity Center**

Mr. Oliver stated the next scheduled meeting is July 25, 2023 at 4:00 -p.m.

On MOTION by Mr. Fogel seconded by Ms. Clarke with all in favor the meeting adjourned at 5:15 p.m.

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 Secretary/Assistant Secretary

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 Chairman/Vice Chairman