

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 22, 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
Paul Fogel	Vice Chairman
Angela Andrews	Supervisor
Thomas Marmo	Supervisor
Susie Clarke	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber	District Counsel
George Katsaras	District Engineer by telephone
Howard McGaffney	GMS
Jay Parker	First Service Residential by telephone
Kate Trivelpiece	FirstService Residential
Lucy Acevedo	First Service Residential

The following is a summary of the discussions and actions taken at the August 22, 2023 meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 6:00 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Public Comments

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Fiscal Year 2023 Budget

A. Overview of Budget

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Mr. Oliver stated we approved the budget at your May meeting and we have been refining the budget until today. The budget before you is the approved budget and that shows an 8.56% increase. We have taken another look at the budget and there has been great input by board members as well as staff to do everything we can to get the best budget for the district. We have taken a hard look at the projections for the rest of this fiscal year to see if we had some opportunities to lower budget line items for FY 24 and we also wanted to make sure that we use our carry forward surplus advantageously. Carry forward surplus are assessments you have accumulated over past years and by using carry forward surplus it is as if you are giving a rebate of those assessments, you are giving them back to the taxpayers.

You also have a one-page document in front of you that shows the changes that we are suggesting that the board consider tonight. The first one, if you look at the assessments on the top line those are the assessments that are levied on the property owners both commercial and residential. We had proposed assessments of \$1,235,817, the revised draft shows \$1,207,063. The assessment is programmed to go down with this revised budget. We had \$85,000 for carry forward surplus we are comfortable putting that at \$125,000, which is the same amount you adopted for FY 23.

The admin section was originally going to be budgeted at \$160,000 and we are lowering that to \$153,000. Some of the line items are dropping because impact fee administration is drastically reduced now because we are in a high growth phase we were paying back the impact fees as homeowners came on they were being remitted to the county and we were getting a credit back from the county, but that has slowed down dramatically so we have that budgeted as zero for this year. It may change, there may be a few that trickle in but for the most part we are through with that. That section drops roughly \$7,000.

The total for the amenity center expenses, we had projected those totals to come in at \$724,000 but now they are projected to come in at \$716,000. For the FY 24 budget we are lowering that from \$764,000 to \$747,000.

The landscaping and lake maintenance are the biggest part of the grounds maintenance. We had projected grounds maintenance to come in at \$424,000 and we lowered that projection and are budgeting \$418,000.

The total costs of the budget are going from \$1,359,000 to \$1,319,000 and that is the \$40,000 you are putting into capital reserves.

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I want to point out one line item that changed and there was some confusion, we have one company that provides pool chemicals and that is Poolsure and the chemical costs have gone up. There is another line item for maintenance of the pool and associated supplies and that is what is performed by First Service and originally we had that at \$46,800 that is now at \$29,061 and that is in accordance with the contract for FY 24.

The bottom line of these changes if you look at the assessment table, rather than having the 8.56% assessment increase it comes out to just over 6%. You don't have the opportunity to change much of the rest of the budget because it is tied to debt service funds for the 2018 and 2020 bonds. Before the meeting I had a comment that they thought the assessments were locked in for 30-years and when the bonds are issued it is locked in for 30-years and it is a uniform payment each month but this is the operations and maintenance budget we are talking about and that is like operation and maintenance budget for an HOA, you are tied to the impacts of inflation as much as any other household. Your operations and maintenance budget does increase over time, whereas the debt service budget stays the same except when you have an opportunity to refinance at a lower rate after the initial no call provision.

B. Board Discussion

Mr. Fogel stated we brought up the insurance a few times.

Mr. Oliver stated we have done the preliminary work to reach out to Preferred Governmental Insurance Trust as well as Florida Municipal Insurance Trust. We don't have the final numbers back yet and we probably won't know that until September. We are doing everything we can to get the lowest cost insurance with a reputable governmental organization.

When you look at the budget it is a projection of what you expect to spend. We know some line items will come in higher some line items will come in lower. This district has a previous history of generating a modest surplus at the end of every year. If you have savings at the end of the year it stays within the district.

Ms. Egleston stated I know Jay purchases chemicals for the pool and we have Poolsure. Are we ever going to move some of that to that line item or leave it where it is? I would like to capture what those chemicals are because if we can contract with Poolsure at a lower rate then that is something we should do.

Mr. Fogel asked what is the line item, subscriptions?

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Mr. Oliver stated we have to use companies for the right to play music and they actually have auditors from time to time and if you are playing music without that license you are subject to penalties.

If you pay your tax bill by November 30th you will get a 4% discount and that is one way to lower your assessment. There is no way to avoid the 2% collection fee that goes to the tax collector and property appraiser. We sent mailed notice to the property owners in the district in accordance with Florida Statutes and noticed this meeting and public hearings in the St. Augustine Record on July 25th and August 5th.

C. Public Hearing Adopting the Budget for Fiscal Year 2023/2024

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

A resident asked what is the operations expenses that are not fixed?

Mr. Oliver stated everything on pages 1 and 2 of the budget, also known as the general fund budget, are for operating and maintaining the district.

A resident asked is that a calendar year?

Mr. Oliver responded no, the fiscal year runs from October 1st to September 30th.

A resident asked do we know what we raised fees last year?

Mr. Oliver stated I think we came in about 8%.

A resident stated if we are going to have events, they should be free for residents or we should stop. Either we accommodate for special events, we are not a country club and should focus on events that are meaningful and they are free for residents or paid for in the budget. Remind me again what specifically our field operations manager does for \$80,000.

Mr. Oliver stated \$80,000 is the marked-up number, that is not an employee. We have outsourced many services to First Service Residential so there is a salary and it is marked up for that employee's taxes and benefits and the overhead and a profit margin for the company.

A resident asked the field operations management encompasses?

Mr. Oliver stated that is largely Jay Parker who could not be here tonight. Operations management is staffing, pool management, personnel hours, janitorial services, general facilities maintenance.

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

Ms. Egleston asked what is the permit fees line item?

Mr. Oliver stated there is a permit fee for the pool.

1. Consideration of Resolution 2023-06 Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2024

Mr. Haber stated you have gone over the substance of these public hearings, the first resolution 2023-06 is the budget adoption resolution. It includes whereas clauses that walks through the process you have gone through, you approved your approved budget 60+ days ago, that budget was provided to St. Johns County, you then published a notice in the newspaper and held your public hearing. Upon adoption of this resolution your budget will be final and formally adopted for the upcoming fiscal year being October 1st. You are able to amend the budget but only by shifting amounts from line item to line item, you cannot increase the budget. The next resolution is the assessment resolution which is going to levy the O&M assessment and that is going to be provided to the county and you are going to be set at that level. This is the formal step you are going to take to adopt a budget then appropriate those amounts for the various debt and O&M fund.

On MOTION by Ms. Andrews seconded by Ms. Clarke with all in favor Resolution 2023-06 was approved.

2. Consideration of Resolution 2023-07 Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2024

Mr. Haber stated the second resolution is the formal resolution to levy the assessments. It really serves two purposes, it levies the assessment for the O&M, which is done annually because your budget is adopted annually and it certifies for collection for platted lots both the O&M assessment and debt assessments for the St. Johns County tax bill that everyone gets in November, then some undeveloped property is directly collected by GMS. This resolution formally levies and certifies for collection the assessments for both debt and O&M.

Mr. Oliver stated everything is platted and assessments are collected by the tax collector.

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On MOTION by Mr. Marmo seconded by Ms. Andrews with all in favor Resolution 2023-07 was approved.

FOURTH ORDER OF BUSINESS

Ratification of GFL Environmental Service Agreement

On MOTION by Ms. Egleston seconded by Mr. Marmo with all in favor the environmental service agreement with GFL was ratified.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being none, the next item followed.

B. Engineer

Mr. Katsaras stated regarding the tree by the pool area, I made a records request to the county of the amenity center approved plans to determine if the trees that are planted currently are approved mitigation or just extra and that was going to indicate that it doesn't need to be mitigated for. We are still waiting on the county's response. I will follow-up with them in a couple days.

C. Manager – Discussion of Fiscal Year 2024 Meeting Schedule

On MOTION by Mr. Fogel seconded by Ms. Egleston with all in favor the notice of meetings for fiscal year 2024 indicating meetings on the fourth Tuesday of the month was approved as revised.

D. Operation Manager - Report

Mr. Parker joined the meeting by telephone at this time and gave an overview of the projects just completed and upcoming maintenance.

E. Amenity Center Manager - Report

Ms. Trivelpiece reviewed the amenity center activities and events, which were outlined on the monthly memorandum.

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SIXTH ORDER OF BUSINESS

Supervisors Requests and Public Comments

Ms. Egleston stated I handed over paperwork from a resident that had the back of Recreation Road mowed, we sent the bushhog out to mow. They sent letters and pictures and would like to have that added to the next agenda to review it and see if there is a possibility of something else we could do to help with that area. They are very pleased with Jay who was wonderful through the whole process. There is a large section that hadn't been mowed and they have a continual snake problem.

Mr. Oliver stated we will put it on the agenda.

Mr. Marmo asked what do they want us to do?

Ms. Egleston stated they want to know what else we can do, with new building occurring they are concerned that it will be flooded.

Mr. McGaffney asked do they want us to take care of the snakes or grading?

Ms. Egleston stated the grading, but I don't know if we can.

Mr. Katsaras stated it is not preserve area, it is a natural area in between the lots and the Recreation Drive roadway. It is not anything under a conservation easement or anything of that nature.

Mr. McGaffney asked do you want Tree Amigos to give you a proposal for periodic maintenance?

Mr. Marmo stated yes.

Mr. Parker stated it is not preserves. The land belonged to the CDD but nobody recognized it because it just happened to be on the JEA area, it was overgrown. We went back there with a bushhog and cut everything down and found out that the ground is lower than the drains so every time it rains it fills with water and it sets there with nowhere to go.

A resident stated I spoke to the county about the trees they are pulling out of the middle and told them to offer them to the homeowners first. There is \$4 million left in the budget and they should be putting lights in. Today 10-year old kids were driving a cart with license plates on it going across the grass that has sprinklers and you are going to blame the homeowners. These kids have to be stopped.

Mr. Marmo stated if you see kids driving around in a golf cart, call the sheriff's office. The CDD board can't do anything about that.

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Ms. Lovett stated when the trees got put in the median initially I'm sure that George mentioned that the trees were installed such that they could be utilized when the road was widened. They are pulling them all out and I remember asking are they planted such that they can be reused. Why were they originally planted so they could stay and now they are not? We didn't pay for them but a lot of them are very expensive trees and look nice.

Mr. Oliver stated this board and George had several conversations about can we put these trees somewhere else, can we make them available to residents. After discussion with George and other experts it was determined the likelihood of survival was slim.

Ms. Lovett stated there is an anomaly on page 10 of the budget, what specific locations, why there is so much more than others for electricity and signage. The Mahogany Bay one is \$5,700 and there is one at another location for \$2,000.

Mr. Oliver stated I can't tell you specifically but in general from other discussions with locations, the meters don't service just that location it may radiate out to provide service to other locations.

Ms. Lovett stated the same with the streetlights.

Mr. Oliver stated let us get more information on that. It may be related to streetlight count.

A resident stated I'm curious about the care of the lakes. We pay an awful lot of money. What is their responsibility because there is a pond behind us and you would never have known it was a pond in the summer.

Ms. Andrews stated all the ponds were like that. You can just call Jay and let him know that your pond needs a treatment. They are disgusting.

Ms. Egleston stated we will have staff take a look at that one.

Mr. Oliver stated to let everyone know there is a pond maintenance agreement with Future Horizons, they are supposed to come out once a month and can be called back for additional treatments. We talked earlier about the operations manager and one of his duties is to have oversight of these contracts and the two biggest contracts he has oversight on is the lake maintenance contract with Future Horizons and landscape maintenance contract with Tree Amigos. His job is to make sure they are meeting the standards of their contract. We will get with him and we will issue a notice to staff that these are the things that we need to follow-up on to get under control and we will make sure that pond is taken care of.

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A resident stated most of the time we have to mow our property by the pond, the lawn maintenance people don't do it.

A resident stated when they do cut the grass they blow it into the pond.

Mr. Oliver stated they shouldn't do that.

A resident stated if they don't maintain the property I don't see a reason to keep them.

Mr. Oliver stated Tree Amigos came on board in March 2022. We changed the pond maintenance six or seven years ago.

Mr. Marmo stated if you contact Jay, he will follow-up right away. If you see anything, snap a photo and send it to Jay. He is on top of it.

Ms. Andrews stated in Jay's defense he can't see half the ponds when he is driving around because they are behind homes.

A resident asked what happened to putting fountains in the ponds?

Mr. Marmo stated we put special projects on the back burner until the Longleaf expansion is complete.

A resident asked what happened with the streetlights that were broken?

Mr. Parker stated if you have a problem with a streetlight, there is a number on the bottom of the pole and you can call JEA with that number and they will come out and repair it. If you can't get in touch with them you can email me I'm on property five days a week and you can stop by the amenity center and see me and I will reach out to JEA. There was a complaint about the poles not being painted and when I reached out to JEA they said they do not paint light poles.

Ms. Egleston stated I received an email from some residents dealing with the swim team agreement.

Mr. Oliver stated we will put it on the agenda for the next meeting.

A resident stated we did a survey of 60 people and 58 wanted it to be a year-round swim team. Two did not want it year-round but they wanted some kind of clinic.

SEVENTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the July 25, 2023 Meeting**
- B. Balance Sheet as of July 31, 2023 and Statement of Revenues and Expenses for the Period Ending July 31, 2023**
- C. Assessment Receipt Schedule**
- D. Approval of Check Register**

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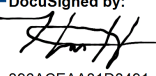
On MOTION by Ms. Egleston seconded by Mr. Fogel with all in favor the consent agenda items were approved.

EIGHTH ORDER OF BUSINESS

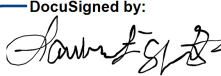
Next Scheduled Meeting – 09/26/23 @ 4:00 p.m. @ Aberdeen Amenity Center

Mr. Oliver stated the next meeting will be held September 26, 2023 at 4:00 p.m.

On MOTION by Mr. Fogel seconded by Ms. Clarke with all in favor the meeting adjourned at 7:04 p.m.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman