

MINUTES OF MEETING  
ABERDEEN  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Aberdeen Community Development District was held Tuesday, September 26, 2023 at 4:02 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:

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

The following is a summary of the actions taken at the September 26, 2023 meeting.

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. McGaffney called the meeting to order at 4:02 p.m. and called the roll.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

There being none, the next item followed.

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**B. Engineer****1. Update on Amenity Tree Mitigation**

Mr. Katsaras stated I had a landscape architect go out and he is preparing a plan that we can submit to the county for mitigation. Once we get that we will get the application to the county and there will probably have to be a payment of some sort for those trees being removed.

Ms. Egleston asked how long does that process take?

Mr. Katsaras stated usually you will get feedback within two weeks.

**2. Update Regarding Reclamation Road**

Mr. Katsaras stated I did go out there and looked at it visually, I didn't have a survey, but it didn't look like a whole lot of things can be done there. It looks like it is just low lying land, a wetland type area, it holds water. Without going through a lot of permitting and extensive draining and fill, I can't think of anything that would be a very simple to approach that matter.

**3. Update on Drainage Issue (240 Mahogany Bay Drive)**

Mr. McGaffney stated Jay looked at it, George looked at it then I went out and looked at it. Behind the fence line is a natural area that separates the neighborhood on the other side. There is a grade differential from his property and the natural area that goes uphill. Jay has gone out and ensured that the drains are cleared, and we will make sure they stay clear. The owner could be informed that he could do something on his property to make the water drain the right way.

**C. Manager****1. Update on Street Light Meters/FPL Costs**

Mr. McGaffney stated when you look at our invoices you will see the number of units that go with the number of lights that go with that account. The one at 119 Shetland Drive has 241 lights and the monthly billing is about 10% less in the summer than in the winter. The meter at 1300 Shetland Drive has 51 lights, and about 10% less in the summer than in the winter. The meter at 764 Shetland has 27 lights and they all fluctuate in and around the same. I have a meeting with public works this week and will find out if the lighted street crossing is on our bill. This is in response to residents who were here and asking why our electric bills were so high. The highest was the one with 241 units on it.

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**2. Update on Insurance Renewal Costs**

Mr. McGaffney stated FIA’s renewal rate came back lower than projected so we are within our budget and we bound the coverage. We shopped our other districts and found higher deductibles on named storms.

**D. Operation Manager - Report**

Mr. Parker reviewed the items outlined in the monthly memorandum, which was included in the agenda package.

**E. Amenity Center Manager - Report**

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

**FOURTH ORDER OF BUSINESS**

**Consideration of Fitness Center Cleaning Proposal**

Ms. Trivelpiece presented the proposals for cleaning of the fitness center and after discussion the board took the following action.

On MOTION by Ms. Andrews seconded by Mr. Marmo with all in favor district counsel was authorized to prepare an agreement for janitorial services with Jani King for five-days a week service in an amount not to exceed \$14,400 annually.

**FIFTH ORDER OF BUSINESS**

**Discussion of Agreement with Aberdeen Rays Swim Team**

On MOTION by Ms. Egleston seconded by Mr. Marmo with four in favor Ms. Andrews was appointed to work with the swim team and to bring back further information to the next meeting.

Mr. Fogel left the meeting during this discussion.

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**SIXTH ORDER OF BUSINESS**

**Consideration of Amenity/Field Operations Management Proposal with First Service Residential**

Mr. McGaffney stated the board has received additional information as a handout, an update to what was previously provided. Based on what they provided and discussion the difference between what they are asking for and the budget is around \$10,500. It would be an additional consideration.

Ms. Acevedo stated the significant changes are changing the parttime janitorial position to fulltime. Someone who will be here five days a week that includes weekends. We don't have Jay here on the weekend to make sure the pool and fitness center is clean during the day. That schedule may change a little in the winter it would be more during the week but in the summer they will be here on Saturday and Sunday. We also made an adjustment to the front desk. When we started we had two parttime front desk 24-hours each and it was difficult to maintain. We changed it to resident services coordinator, which allows him to be both front desk and assist with events when needed. He is going to be available on the weekends to cover or assist when needed and cover the front desk the majority of the time. We are trying to build the most efficient team for the district. When we stepped in the positions didn't necessarily match their duties.

Mr. McGaffney stated if the board accepts this proposal and we do an amendment to the agreement, I will do a budget amendment to match the terms and any overtime will be approved by the district manager.

On MOTION by Mr. Marmo seconded by Ms. Egleston with four in favor the proposal from First Service was approved and staff was authorized to prepare an amendment to the contract.

Ms. Andrews left the meeting at this time.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Proposals for Roofing Projects**

This item tabled.

**EIGHTH ORDER OF BUSINESS**

**Supervisor's Requests and Public Comments**

A resident stated there are older residents who don't have children on the swim team who also like to swim.

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**NINTH ORDER OF BUSINESS**

**Approval of Consent Agenda**

- A. Approval of the Minutes of the August 22, 2023 Meeting**
- B. Balance Sheet as of August 31, 2023 and Statement of Revenues and Expenses for the Period Ending August 31, 2023**
- C. Assessment Receipt Schedule**
- D. Approval of Check Register**

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

**TENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – 10/24/23 @ 4:00 p.m. @ Aberdeen Amenity Center**

Mr. McGaffney stated the next meeting is scheduled for October 24, 2023 at 4:00 p.m. in the same location.

On MOTION by Ms. Egleston seconded by Ms. Clarke with all in favor the meeting adjourned at 5:55 p.m.

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 Secretary/Assistant Secretary

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 Chairman/Vice Chairman