

ABERDEEN
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Aberdeen Community Development District was held Tuesday, March 22, 2022 at 4:02 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
Hillary (Beth) Fore	Supervisor
Thomas Marmo	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber	District Counsel by telephone
George Katsaras	District Engineer by telephone
Belynda Tharpe	FirstService Residential
Jay Parker	First Service Residential

The following is a summary of the actions taken at the March 22, 2022 meeting. An audio copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver stated we have had roll call.

SECOND ORDER OF BUSINESS

Public Comments

A resident asked is the lot in Seaton still in play for a playground? We have a lot of interest.

Mr. Clarke stated we are going to discuss that under item 5.

THIRD ORDER OF BUSINESS

**Ratification of Lifeguard Agreement with
Elite Amenities for Fiscal Year 2023**

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On MOTION by Ms. Egleston seconded by Mr. Clarke with all in favor the agreement with Elite Amenities for fiscal year 2023 was ratified.

FOURTH ORDER OF BUSINESS

Acceptance of Audit Committee's Recommendation, approval of Audit Criteria and Authorization for Staff to Publish an RFP for Auditing Services

On MOTION by Ms. Egleston seconded by Mr. Marmo with all in favor the recommendation of the audit committee of the audit criteria was accepted and staff was authorized to publish an RFP for audit services.

FIFTH ORDER OF BUSINESS

Discussion Regarding Common Area Greenspace

Ms. Andrews stated we had a good turnout for the workshop and there were a few other things suggested, not just a playground, tennis court, bocce ball and pickleball. There was one area that they just wanted it to be nicer it is bad on the eyes, even if we could clean it out that would be appreciated. It is connected to Julington Creek and dirt bikes that go through there even though we tried to stop them.

Ms. Egleston stated Belynda did a good job in presentation and showing all the different areas and there were several areas that people liked. Another thing was a range of ages, it wasn't just for kindergarten to 5th grade, it was trying to find something for the older group and one suggestion was for a rubber coated area that kids could play four square on or bounce balls on. Other suggestions were to take out palm trees and the trees in the center and utilize them to give natural shade.

Mr. Clarke asked next are you going to work on sending the survey out?

Ms. Egleston stated Belynda and I tried to work on that. We found out during the process that we were locked out of the account, it was still owned by Vesta. You have the survey questions from 2019 and we tried to add things to it such as bocce ball and shuffleboard.

Ms. Andrews stated a few people wanted that, but more people wanted fountains in their ponds.

Ms. Fore stated in one of the areas I have been driving they have three aerators and that pond looks 10 times better than a pond with a fountain in it and it is not even a pretty fountain and

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it is what we heard over and over again that aerators work much better than fountains for algae and the movement of the water.

Ms. Andrews stated there is a resident who has three aerators and they said they don't do anything.

Ms. Egleston stated we could get some information on the positives and negatives from out pond maintenance company.

Mr. Oliver stated with the survey we are trying to get what the residents want.

Mr. Clarke stated we need to categorize these and items 3, 4, 5 and 9 should be in the category of greenspace. Night swim is improvements we can make at the pool area, the same with items 1 and 2 they go together. We have talked about pond fountains a lot and we should identify the 10 or 15 largest ponds and ones we prefer to have fountains or diffusers in and let's get quotes and try to make it happen.

Repurposing the fitness center we also had that on the capital plan as a future enhancement. If we can keep the group focused on the greenspace, repurposing the fitness center, we have a proposal to redo the pool equipment service area. If we do a survey let's keep it to the greenspace, give the location and if you don't want anything let's just clean it up and make it attractive, or put shade structures.

Ms. Andrews stated tennis and bocce are pretty high on the list.

Mr. Clarke stated about 200 yards to the east of our Aberdeen sign is the lot that was the Julington Lakes construction office and they are trying to sell it, it is 4 ½ acres. I don't know if that is large enough to put in a tennis court and parking and that might be something we consider. If we approach the seller and told them if it is still owned by the developer of Julington Lakes maybe we can get an agreement that they would provide that property, we would provide the funds to build a tennis court and/or pickleball court, bocce ball and have it built for residents of both communities. We wouldn't have to spend any cash to buy the lot, I don't think they will be able to sell it anyway. It might be worth exploring.

Ms. Fore stated I think that is a great idea.

Ms. Andrewes stated especially since we have been maintaining that area all this time anyway. We have some existing playgrounds and maybe we can move some of them to different areas and use an area we have already if that idea falls through. There are a couple areas that are pretty large that have a playground already and that may be more feasible.

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Mr. Clarke stated I think it would be best if we could group these.

Ms. Tharpe stated the way the account is set up it is a free account and you only get 10 questions, if you want to add questions it is about \$100 depending on the number. The account we have currently is free.

Mr. Clarke asked how many surveys can we do? Can we do one for the greenspace and one for these other couple items?

Ms. Tharpe stated yes.

SIXTH ORDER OF BUSINESS

Discussion/Consideration of Policy Regarding Trimming of Encroaching Trees and Brush

Mr. Oliver stated I had a conversation with Jay about a resident wanting the district to trim back some of the limbs on a tree that is overhanging a fence. That triggered some thought that in some other districts we have a formal policy letting people know what the district's policy is regarding dead or dying trees in a preserve that may endanger their house and also brush that may grow from the preserve area over or through their fence. The short answer to that is the property owner has the right to trim back anything that is over their property line. If there is a tree that is endangering their house or fence and it is a preserve, the formal process is to call Jay, report the tree and he will look at it and he or an arborist determines the tree is going to die or is dead and a hazard then we will remove that tree. The rub is if we don't know that a tree is dying and it is not reported to us then it damages someone's house, we can file a claim with the district's insurance company but as with your property insurance they can say no, that is on you. If your neighbor's tree fell onto your property and you didn't let them know it was a danger then it is your responsibility. The reason to have a policy is so that we have a document that we all play by that same rule and if you have a problem, report it to us before the hurricane happens not after and we will make an evaluation and take the tree down. It is to protect everyone and we don't want someone to think the district's insurance is going to take care of it. You need to contact your homeowner's insurance and that company realizes they are on the hook for that. We have so many preserve areas in Northeast Florida that Jay can't spend 40-hours a week going through all the preserve areas and seeing what trees may in any given week or month be a danger of falling on someone's property. If I find that you have an existing policy I will send everyone an email.

Mr. Clarke stated I would like to have a one-page process with bold bullet points.

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SEVENTH ORDER OF BUSINESS**Consideration of Resolution 2022-04
Approving a Conservation Easement for the
St. Johns River Water Management District**

Mr. Haber stated this resolution is to correct an error that was on a legal description for a previously recorded conservation easement. Exhibit A is a map of the property and Tract G and it has two shaded parts, the innermost part has dots and the outermost part has hash lines. The innermost part of that tract is a conservation area and is presently subject to a conservation easement. The outermost part is an upland buffer that was intended to be part of the conservation easement but when the conservation easement was recorded it included the legal description for only the innermost part and not the outermost part. When this tract was platted the upland section was identified with restrictions, specifically the plat said that upland buffers including that one identified that are adjacent to conservation areas are to remain natural vegetative and undisturbed. Essentially that area is already subject to the same restrictions that the conservation easement puts on it and there was an oversight in the recordation of the conservation easement without including those upland buffers. Tract G is presently owned by the CDD and the water management district has requested that the CDD agree to this additional upland buffer area to be added to that conservation easement. It doesn't really change the use of the property in any way, that property was already restricted to remain natural.

On MOTION by Mr. Marmo seconded by Ms. Egleston with all in favor Resolution 2022-04 was approved.

EIGHTH ORDER OF BUSINESS**Discussion Items****A. Pool Equipment**

Mr. Parker stated we found parts for the pool equipment and he wants to come Thursday and start putting in the other two pumps. The rust from the equipment is making the pools look bad. As soon as he puts the equipment in I will get a couple bids to get those pools cleaned and looking good again.

B. Pool Equipment Enclosure

Mr. Parker reviewed the one proposal received for this project, Ms. Egleston will get at least one more proposal and this item will be presented and awarded at the next meeting.

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C. Improvements to the Pool Deck to Include Expansion of Entry Canopy and Removal of the Hedgerow on South Side of Deck. Possible Addition of Another Shade Structure

Mr. Clarke stated maybe we can get these guys to give us an estimate for this project also.

Ms. Egleston stated we should get a quote from the company that provided the awning we currently have because that is a Sunbrella fabric.

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

Mr. Oliver stated we are getting ready to start the FY23 budget season. You will be asked to approve a proposed budget at the May or June meeting and adopt a budget at the August meeting. At the next meeting I will give a budget overview and ask for your guidance in preparing the budget, what line items are important to you, what you want your proposed assessments to be, whether it is an increase or hold them flat. I can take that and work with the accountants and other staff members to come up with a budget for FY23. Dennis talked earlier about the economic situation we are in right now and that will impact your budget.

D. Operation Manager - Report

Mr. Parker stated we had to call in a company to replace all of the faucets inside the bathrooms and they are coming back on Thursday to replace the piping underneath.

There was a break in a pipe in the main line that was underground about 4-feet and that cost \$3,000 to fix.

I did get a proposal for the chain link fence from one company, an 80-foot fence, 8-foot high, 2 open entrances for the basketball court for \$13,072. Two other companies were supposed to bid but did not.

Ms. Andrews stated maybe we should get a cost on a 6-foot and 8-foot fence with netting.

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Mr. Marmo stated 8-foot minimum with a net, I wouldn't go down to 6-feet.

Mr. Parker stated I don't know if anyone was at the gym lately, but they are tearing that gym up. They are leaving marks on the paints from the weights and I obtained two quotes to have the gym painted, also the offices, bathrooms. I don't know if you are interested and if so I can send you the quotes.

Ms. Andrews asked can we put some type of material on the walls?

Mr. Parker stated we do have something like that.

Ms. Andrews stated maybe a metal looking tile or sheets. We discussed that earlier and we don't want the weights going through the wall.

Mr. Parker stated we were looking at plexiglass for the bottom part and I spoke to the painter about putting it up after they painted. We washed all the marks off on a Friday and on Monday there were double marks.

Mr. Oliver stated there is a property at 182 V-----, it is not a district matter, I consulted with the engineer, D.R. Horton suggested to the resident if they would raise their fence a little bit the water would actually flow. They did not want to do that and D.R. Horton said let us get into your backyard so we can make some adjustments and we think we can fix that, they said no. D.R. Horton actually went there to do the repairs and the sheriff's office was called and they were asked to leave. D.R. Horton called to see if the district can get involved but it is not a district matter, we do have a drainage easement and the fence may be over the drainage easement, but we don't get involved with removal of private property unless our drainage systems are impacted. This is a matter between the homeowner and D.R. Horton. I consulted George and Wes on this and this is not a district matter but those two parties need to come to some type of agreement.

Mr. Parker stated the reason we were talking about the trees is that a tree fell on someone's fence about three days ago and he wanted us to pay for it but after speaking with Jim he is going to have his insurance take care of it. It was a rotted tree but he never informed anybody that the tree was rotted. I have 7-8 trees on a list that need to be taken care of. When do I call a tree company out to do that? It is going to be a large cost to do one tree at a time.

Mr. Clarke stated I suggest that Jay wait until he has about a day's worth of work for the contractor.

Mr. Oliver stated they are going to charge on a per tree basis.

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Mr. Parker stated there are three tree companies I am familiar with and I was going to ask one to come out and take a look at it. People are reporting them. I haven't had a chance to drive the property to look at them right now but I will do that, but we have about 8 trees to be dealt with.

Mr. Oliver stated this is not a situation where it is a big tree dragging operation, you drop the tree in place.

E. Amenity Center Manager - Report

1. Report

Signage/Banner for Graduating Seniors

Ms. Tharpe asked what is the expectation of the seniors graduating from high school, a sign? This is not in the current budget and I would like some guidelines as to exactly what you are proposing, is it a big banner out here or individual signs? I cannot find a banner anywhere on property.

Ms. Egleston stated we had one that said congratulations graduates and that was the sign we put up here and they would come out and put a big road signs at the Aberdeen sign.

Ms. Andrews stated just to acknowledge them, that is the expectation. I have been here 13 years and it has been very minimal, if any. Other communities do it, it is a sign and a lot of them do have names on them. I don't have high expectations just basically to set it for following years to acknowledge them for graduating, let's do something.

Ms. Tharpe stated this sort of relates to what Jim said about budgeting for 2023. The current special events budget is done for the year. Anything we do moving forward there is nothing budgeted for it.

Ms. Andrews stated put it out there and see who is interested for the seniors and for the families. I don't mind contributing money, other people may want to contribute.

Mr. Marmo asked does it have to be a sign? Can we acknowledge them in the newsletter or something?

Ms. Egleston stated we have done newsletters before. We originally used Minuteman Press Jacksonville, he was a resident and always worked with us even after he moved out of the neighborhood. They might be willing to do something.

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Mr. Clarke stated Cimarrone has a nice electronic sign at their entry. That may be something see can look into.

Ms. Egleston stated we are looking at starting swim team in May keeping the same schedule as previous years, the kids are swimming after school until they are out of school and in June they would have an option of morning or afternoon practices. We don't have a meet scheduled yet. It is a typical schedule and we are not going to add anything.

Ms. Tharpe stated after hours staffing is \$75. In the past that was going directly to Vesta we are collecting it and it is going directly to the CDD, it is easier and cleaner that way from a payroll standpoint from our service. Any time there is an after hours party in this room the district will getting that \$75.

Injury

Ms. Tharpe stated a couple months ago a resident that was working out in the fitness center and a bolt came out and slung him backwards and he hurt his back. That prompted getting Heartline Fitness doing quarterly preventative maintenance and the first visit he was here 5 or 6 hours doing piece by piece. That particular piece of equipment now has some kind of cement on those bolts and screws, they will never come out again.

That gentleman who was injured is asking for reimbursement for his chiropractor visits of about \$1,100. I went through the access points and he is actively using the gym twice a day, every day. It could be part of his rehab, I don't know but I told him I would bring it to the meeting.

Mr. Oliver stated because this is a legal matter also I would like to confer with Wes offline about this. Also I would like to see the incident report and I will check to see if Ernesto reported that to the insurance company.

Ms. Tharpe stated he did and I sent it to you.

Mr. Oliver stated let me get up to speed on this and I will reach out to the insurance company tomorrow and let them know the request.

After hours use of gym

Ms. Tharpe stated residents are continuing to ignore closing time and departing after 11:00 p.m. they are departing at 11:40 p.m., 1:20 a.m. I reached out to Alpha Dog, he has provided a

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quote of \$665 to add strobe lights and have the lights turn off at a certain time such as 11:30 p.m. I'm going to research that a little further with him.

On March 14th at 5:00 a.m. there was a smoke detector was beeping a resident pushed the panic alarm and I got a call, the St. Johns County police and fire department were out here at 5:00 a.m. Alpha Dog did more research and we got the company that installed the HVAC, those smoke detectors are attached to the HVAC system but they are not monitored. When it was beeping no one knew because it is not going to Alpha Dog, it is just attached to the HVAC. We found out the next day that it shut the HVAC system off. We called Aberdeen A.C. and were able to get in touch with the company that installed it. Now we have all the records and history of everything over there. Aberdeen A.C. did not charge us to come out, they did a full diagnosis of it. Now Alpha Dog has given us a quote to add smoke detectors that they would monitored. Alpha Dog's project description includes three wireless and heat detectors \$540 and did not include if there would be additional monitoring fees, they are already monitoring that over there. Had the person not pushed the panic alarm it would have continued to beep until Jay and his staff got here at 6:30 that morning.

Ms. Andrews stated we need to get that fixed and figure out what Scherer Construction has to do with it if anything.

Ms. Tharpe stated we were told by the HVAC company that installed everything that the warranty had just expired.

Mr. Clarke stated we need to know the proper configuration then get it fixed.

Ms. Tharpe stated if everybody is okay I will move forward with the strobe lights. There are 8 signs that says this place closes at 11 p.m. you must exit.

Ms. Andrews stated if we can put on one of your Aberdeen messages, we close at 11 please make sure you are out of the building or you will be locked in.

Landscaping

Ms. Tharpe stated I have copied Jim on my emails to Trimac. They put a band aid on the parkway putting the pine straw down and the weeds are already taller than the pine straw. The mulch looks good because they used a company to do it this week. The palm trees were trimmed but there are still dead palm fronds on the side of the parkway. I sent multiple emails with pictures of the dog park and Sutherland Forest last week, they were overgrown, weeds everywhere. I'm getting excuses, but not results. Last month Wes said that we needed to do an additional request

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for proposals. How much would that cost to put this out to bid because you just went through this before we started.

Ms. Andrews stated Yellowstone was second. Can't we just call Yellowstone?

Ms. Tharpe stated I have two other companies and one I would highly recommend. You get what you pay for and it will be a bit higher because of the cost of inflation, etc. Trimac is sending out three people to maintain this entire property. In March they were here two days.

My experience with CDDs is that there is a \$195,000 threshold for bidding.

Mr. Haber stated if the district expects the annual contract to be higher than \$195,000 then you are required to go through that process.

On MOTION by Ms. Egleston seconded by Mr. Clarke with all in favor the chairman was authorized to work with staff in directing the RFP for Landscape maintenance process with the intent to bring proposals to the April 26, 2022 meeting.

TENTH ORDER OF BUSINESS

Supervisors Requests and Public Comments

Ms. Andrews stated someone dumped a lot of furniture behind a house on Stirling Bridge that needs to be removed.

Ms. Egleston stated as you go into Stirling Bridge on the entrance by Auburndale has a playground on the left hand side, it appears that a resident is dumping their branch clippings.

The board discussed possible improvements and uses for the old gym.

ELEVENTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the February 16, 2022 Special Meeting and February 22, 2022 Meeting**
- B. Balance Sheet as of February 28, 2022 and Statement of Revenues and Expenses for the Period Ending February 28, 2022**
- C. Assessment Receipt Schedule**
- D. Approval of Check Register**

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

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TWELFTH ORDER OF BUSINESS

Next Scheduled Meeting – 04/26/22 @ 4:00 p.m. @ Aberdeen Amenity Center

Mr. Oliver stated the next meeting will be held April 26, 2022 at 4:00 p.m. and we will have presentation of the landscape maintenance proposals. For most of my districts you rely on the proposals, you don't have a pitch from the company. They put together a proposal that is responsive and you will review the paper proposals, it is not based on personality.

On MOTION by Mr. Marmo seconded by Mr. Clarke with all in favor the meeting adjourned at 6:20 p.m.

DocuSigned by:
Jim Oliver
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Secretary/Assistant Secretary

DocuSigned by:
Alan Eglitz
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Chairman/Vice Chairman