

MINUTES OF MEETING  
ABERDEEN  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Aberdeen Community Development District was held Tuesday, November 22, 2022 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
Paul Fogel	Vice Chairman
Angela Andrews	Supervisor
Thomas Marmo	Supervisor
Susie Clarke	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber	District Counsel by telephone
Kate Trivelpiece	General Manager - FirstService Residential
Jay Parker	Operations Manager - FirstService Residential

The following is a summary of the actions taken at the November 22, 2022 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**

Mr. Oliver stated our chairman who served on the board for eight years, Dennis Clarke, resigned, ran for office and was elected to the airport authority here in St. Johns County.

Ms. Egleston presented Dennis Clarke with a gavel in appreciation of his service to the board and community.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Appointment of New Supervisor to Fill Vacancy (Seat 3)**

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On MOTION by Ms. Andrews seconded by Mr. Marmo with all in favor Susie Clarke was appointed to fill the vacancy in seat 3.

**B. Oath of Office for Newly Appointed/Elected Supervisors**

Mr. Oliver being a notary public of the State of Florida administered the oath of office to Ms. Clarke.

**C. Election of Officers, Resolution 2023-01**

Mr. Oliver stated we have a chair and vice chair and the rest of the board members are assistant secretaries and people in my office at GMS serve as secretary/treasurer, and assistant secretaries and assistant treasurers.

On MOTION by Ms. Andrews seconded by Mr. Marmo with all in favor Resolution 2023-01 was approved reflecting the following officers: Ms. Egleston as chair, Paul Fogel vice chair, Mr. Marmo, Ms. Andrews and Ms. Clarke assistant secretaries and the balance of the officers will remain the same.

**FOURTH ORDER OF BUSINESS**

**Ratification of Fiscal Year 2023 Renewal Agreements with First Service Residential**

Mr. Oliver stated you approved this agreement renewal at a previous meeting in substantial form. Counsel has been working with First Service Residential and they have come to agreement, it has been executed and we are looking for a motion to ratify.

On MOTION by Ms. Egleston seconded by Mr. Fogel with all in favor the agreement with First Service Residential for fiscal year 2023 was ratified.

**FIFTH ORDER OF BUSINESS**

**Consideration of Proposal from Elite Amenities for Lifeguard Staffing for 2023 Season**

Mr. Oliver stated next is the proposal from Elite Amenities for lifeguard staffing. I have reviewed that and recommend that you approve it in substantial form. I want counsel to get with Elite. I didn't see how they credit the invoices for rain days. They bill in advance each month for

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the service to be provided and we know there will be some days when lifeguards don't need to show up. We need to make sure that is accounted for.

Ms. Egleston stated I had heard that the lifeguards were to keep a cellphone on them and that goes against the Red Cross guidelines. Staff may need to figure out a better way if they need to communicate with their supervisor.

On MOTION by Mr. Marmo seconded by Ms. Clarke with all in favor the agreement with Elite Amenities for lifeguard staffing for the fiscal year 2023 swim season was approved in substantial form.

### **SIXTH ORDER OF BUSINESS**

#### **Update Regarding Drainage Issue Solutions**

Mr. Oliver stated George and Jay and George and Kate met on two different lots that are impacted at 937 and 945 Rustlewood. They advised what the improvements needed to be to resolve that drainage issue. Those are not accomplished yet but I think we are reaching a conclusion. One resident was extremely cooperative and that is the one who has already removed a fence and there is just a little more work to be done. The other one was a little more challenging, but I think we are in the right place to get this finished.

### **SEVENTH ORDER OF BUSINESS**

#### **Consideration of Requests (2) to Allow Proposed Improvement to Encroach on CDD Easements**

Mr. Oliver stated included in your agenda packets is HOA documentation related to residents requests or architectural changes. As the CDD board you are just determining whether or not you are going to grant these improvements to be placed on CDD easement, based on whether or not it will negatively impact the district's ability to perform maintenance. You are not making a judgement on whether or not these river rocks were a good idea or you like this type of sidewalk. That is an . The engineer's conclusion on this matter was he doesn't think it will cause any access problems because people could drive over that sidewalk if they needed to access the lake. However, that may be something the resident doesn't want done. Also, if you approve either one or both of these requests, there would be a license agreement that will be executed by the landowner stating the District retains the right to access those easements, including needing to remove some of the improvements if necessary for maintenance purposes.

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Ms. Egleston stated when I drove past 681 they have a fence and sidewalk in place. Is this the only drainage easement accessible on this pond? It looks like we are going to have to use the neighbor’s easement and possibly their yard.

Ms. Andrews stated if you drove back there, you would be encroaching on the neighbor’s property.

Mr. Oliver stated we need to decide on the sidewalk, you already have the right to remove the fence whether or not the proper channels were taken to put that in. The sidewalk is before you today and you have every right to say no.

Ms. Andrews stated if the HOA said no, it shouldn’t be before us.

**A. Request for Sidewalk Construction in Easement**

On MOTION by Ms. Egleston seconded by Mr. Marmo with all in favor the request for the sidewalk was denied.

**B. Rock Installation**

Mr. Oliver stated this doesn’t impact the drainage.

Mr. Parker stated they are going to pull up the grass and lay the stone, they are not going to lay the stone on top of the grass.

Ms. Andrews asked did they take off the bamboo plants? Bamboo multiplies and I have a problem with that.

Ms. Egleston stated they are not putting the bamboo in the easement. My concern is if they level the lot and it doesn’t drain.

Mr. Parker stated it is flat ground and they are going to pull up the grass and put in the rock.

Ms. Andrews stated it is before the CDD because the HOA did not approve it.

On MOTION by Ms. Andrews seconded by Ms. Clarke with all in favor the request for rock installation was denied.

**EIGHTH ORDER OF BUSINESS**

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

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Ms. Trivelpiece stated I have been going through the surveys and getting familiar with the area and greenspace. At this point I need direction from the board where we need to go with this. I have a list of residents who have volunteered to be on a committee.

Ms. Andrews stated now that they are going to widen Longleaf I think we need to hold off on a lot of improvements. We were not planning on having to redo the slide and the tower.

Ms. Egleston stated I thought an email was going out to the people who said they would volunteer so we could move forward. There is a lot we could do to that space and we need to know what the budget is behind that. We need to have a better idea of youth to adult to better utilize that property. .

Ms. Trivelpiece stated I don't want to reach out to these people and say here is what we are doing when I don't know what we are doing or what direction we are going.

Mr. Marmo stated let's maintain what we have before we start something new. We talked about this before, we need to make improvements and maintain what we have before we start spending our budget money on new projects.

Ms. Trivelpiece stated the swing sets are old, the climbing structures are very old. The one by the pool is old but it offers different age groups something whereas the other two I don't feel that they do. That could be reaching out for more age appropriate things, giving other options and I can start in the direction and get pricing.

**NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-02  
Amending the Fiscal Year 2022 General Fund  
and Capital Reserve Fund Budget**

Mr. Oliver stated this is in preparation for the FY22 audit and you have the resolution and the actual change and we are adjusting the carry forward surplus number from \$753,000 as budgeted to \$756,000. Excess revenues was budgeted at \$730,000 and we are ending at \$771,000.

On MOTION by Ms. Egleston seconded by Mr. Marmo with all in favor Resolution 2023-02 was approved.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

There being none, the next item followed.

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**B. Engineer**

There being none, the next item followed.

**C. Manager**

There being none, the next item followed.

**D. Operation Manager**

**1. Proposal for Slide Restoration**

Mr. Parker stated the last proposal was for \$27,200 and another \$10,586 to do the painting and all together it was \$59,890. I found another company a lot cheaper, they are closer and they will do the gelcoat for \$21,600 and paint the exterior for \$3,600 all together \$26,200 to do it inside and out. They do not do tower work; we will still have to look into that.

On MOTION by Mr. Fogel seconded by Ms. Andrews with all in favor the proposal from Aquamen Waterslide Restorations in the amount of \$25,200 was approved in substantial form, district counsel was authorized to prepare an agreement for this work and the chair was authorized to execute the final agreement.

**2. Proposal for Pool Maintenance**

This item tabled.

**3. Restoration of Sign Faces, Plaques, Lettering**

Mr. Parker stated we had all the signs redone and they look good. What was not included in the pricing is gold lettering and the black backing. You approved the power washing but not that part so they came back with an invoice for \$9,875 for them to do the gold lettering and clean the black backing. If you don't want them to do that then they are complete with the signage.

Ms. Egleston stated I think \$9,875 is expensive.

Mr. Parker stated drive by and see what you think and let me know; I can get other quotes or buy a can of paint.

Ms. Andrews stated if they look good now it is fine and if we have to do it again in a year or so we can decide.

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**Other Items: bushes growing by lake edge**

Mr. Parker stated I have correspondence from the resident wanted the bushes removed by the lake edge and she now wants to know why we are not maintaining it because if it were grass we would maintain it and she would like a letter from each supervisor stating she is responsible for that and she wants me to send her the quotes and why did we get quotes in the first place.

Ms. Andrews stated it is in the HOA rules; you take care of your lake bank to the water’s edge. It is a courtesy to cut the grass back there.

**Roof collapse**

Mr. Parker stated the roof in my office collapsed on Saturday. No one was inside the office, most of it came down on the desk area. We called Jim and he contacted the insurance company. The insurance may be paying for this.

Mr. Oliver stated I want to make sure that the insurance company is aware of it and they get whatever photos they need.

Mr. Parker stated I’m pretty sure someone will be able to do it cheaper than your deductible. I’m trying to get three or four estimates.

**E. Amenity Center Manager**

**1. 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.

**2. Conference Overview**

A copy of the Memo outlining the conference overview was enclosed in the agenda package.

**ELEVENTH ORDER OF BUSINESS**

**Supervisors Requests and Public Comments**

There being none, the next item followed.

**TWELFTH ORDER OF BUSINESS**

**Approval of Consent Agenda**

**A. Approval of the Minutes of the October 25, 2022 Meeting**

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- B. Balance Sheet as of October 31, 2022 and Statement of Revenues and Expenses for the Period Ending October 31, 2022**
- C. Assessment Receipt Schedule**
- D. Approval of Check Register**

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

**THIRTEENTH ORDER OF BUSINESS      Next Scheduled Meeting – 12/20/22 @ 4:00 p.m. @ Aberdeen Amenity Center**

Mr. Oliver stated the next meeting is scheduled for December 20, 2022.

It was the consensus of the board to not hold the December meeting.

Mr. Oliver stated we will do that and the next scheduled meeting will be January 24, ,2023.

On MOTION by Ms. Andrews seconded by Mr. Marmo with all in favor the meeting adjourned at 5:09 p.m.

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 Secretary/Assistant Secretary

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