

MINUTES OF MEETING
ABERDEEN
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Aberdeen Community Development District was held Tuesday, March 25, 2025 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
Thomas Marmo	Supervisor
Susie Clarke	Supervisor
Richard Perez	Supervisor

Also present were:

Marilee Giles	District Manager
Kyle Magee	District Counsel by telephone
Mike Silverstein	District Engineer
Kate Trivelpiece	FirstService Residential
Jay Parker	First Service Residential by telephone

The following is a summary of the actions taken at the March 25, 2025 meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Giles 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

**Consideration of Outfall Pipe Repair at
Shetland Boulevard**

Mr. Silverstein stated the county and engineer of record approved the as-built drawing submitted. With that said it was common to have some discrepancy from the design plans in how they were measured. Sometimes the pipe length is measured on the plans to the end of the pipe and sometimes to the center which would make it long enough on paper but it will be short. A slight discrepancy is usually overlooked in as-built review due to this reason as long as the pipe is

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within ten feet or so of the design length. In this case there are conflicting plans showing the end location of the pipe but only one was used for construction. The original plans from 2004 drawn by ETM show the back of the mitered end against the property line at a length of 128 feet. However, these are not the plans that were used. There is another set of plans from 2016 drawn by Dunn & Associates which it was built off of. I do not feel that the pursuit of D.R. Horton to pay for the drainage work would be worthwhile for the CDD considering the time and fees associated. His comment that the ditch not being maintained properly confuses me a bit, I don't know what he is referring to since the slope that is out there is basically what is shown on the design and as-built.

If you are going to do anything about this, I would finish the mitered end where it is shown on this drawing, with the back side of the mitered end to the property line and whatever pipe that takes to get there. I did a quick estimate on what this would cost and I calculated 20 feet of extra pipe, \$250 to \$270 per foot but if you only need 10 feet then my estimate is way over. I also took the difference of five feet in elevation from where I see the grade shots on the as-built to the invert of the ditch and halved that because it will cheese wedge as it gets to the back of the property line and did a 20 X 20 area because that is what the easement is. Dirt and sod to cover it back up not including anything to their fence, because that would be on them came out to about \$30,000. That does not include any excavation or installation. The total actual estimate can range from my estimate by about 10% or so. I gave Jay the names of three small contractors we have used with other CDDs to do repairs like this.

Mr. Marmo asked how did this problem come to our attention?

Mr. Silverstein stated I believe the homeowner was starting to lose soil under her fence and called it into you.

Mr. Magee stated I don't think D.R. Horton is going to contribute and the cost of pursuing that is not having a guarantee of recovery, it probably makes sense for the district just to do the repairs.

Ms. Egleston asked regarding their fence, we will take the fence down to do the work and it will be their responsibility to put it back up. If they cannot produce or if we reach out to the HOA there is nothing that the CDD has granted them access to the easement to put their fence in, can we have them do it correctly and get permission to put it back in?

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Mr. Magee stated they own the property and we have an easement on it. The district has the authority to take out the fence. We would have to have a license agreement for them to put it back up.

Ms. Giles asked is there any way we can see if there was a license agreement done originally?

Mr. Magee stated we can run that down. I don't believe it was. I think this is an instance for the HOA maybe granting a fence without consulting the district.

Ms. Giles stated that is what most in the room thinks also but just to verify that a license agreement was not done and we can advise the homeowner going forward if they choose to put their fence back up, they are encroaching on an easement that needs to come before the CDD. Staff can explain that to the homeowner as we start the process.

Mr. Silverstein stated I went over that with them, that the fence is on them entirely and it is in an easement. She may want to put this material back up so you may want to get a hold harmless for the contractor who removes it or she is free to take the fence down.

Ms. Giles stated when we have the proposals back, Jay will present them to the board and we will talk about how we pay for that. There are some funds in your construction account and will ask Alex and Mike to see if this falls within the parameters of use of those construction funds.

Mr. Marmo asked are we confident that fixing this pipe will solve the issue of the washout?

Mr. Silverstein stated yes, because you are going to extend the pipe beyond that slope.

Ms. Giles stated once we have the proposals it is on us to work with the vendor we pick and an agreement but Mike has made himself available if Jay has any questions about this process.

Mr. Silverstein stated I will set up a time with Jay to get back out there and take better measurements of what we think we will need and set up a boilerplate email for Jay to send to contractors. This way I stay out of the loop and save you money. When the proposals come in I can compare them to what our original scope of work and make sure everything is included.

Ms. Egleston asked does it behoove us to allow use of the easement to put a fence back in? This fence has been in for four years, we have an issue that we are saying that is why we were having problem. Should we allow a fence to go back in that area after we fix it?

Mr. Silverstein stated the contractor should be compacting every foot as he backfills. We will put that in there to ensure it is compacted.

Mr. Silverstein left the meeting at this time.

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FOURTH ORDER OF BUSINESS

Board Discussion and Guidance for Preparation of Proposed Fiscal Year 2026 Budget

Ms. Giles stated if there is anything specific the board is looking for, this is the time to let us know. We will work with your accountant for all the known increases in the existing agreements.

Staff was directed to obtain proposals for security to be presented at the April meeting along with a proposal for First Services and Jani King.

FIFTH ORDER OF BUSINESS

Consideration of Proposal from Jani King for Increase in Services

On MOTION by Ms. Eggleston seconded by Mr. Perez with all in favor the proposal from Jani King for eight additional days per month of service in the amount of \$432.00 was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Magee gave a brief update on proposed bills being considered that may affect special districts.

B. Engineer

There being none the next item followed.

C. Manager – Form 1 Filing

Ms. Giles stated the form 1 filing is on the Commission on Ethics website. If you need any help with that let me know and I will send you an email with the link. It is the same as you did last year.

D. Operation Manager - Report

A copy of the operations report was included in the agenda package.

E. Amenity Center Manager - Report

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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.

SEVENTH ORDER OF BUSINESS

Supervisors Requests and Public Comments

Mr. Clarke stated the HOA is meeting on Thursday to approve contributing up to \$150,000 for capital projects. The analysis was based on year-end numbers. I took the CDD's capital fund and added it to the construction fund. Earlier you mentioned the construction fund was \$52,000, that is the proceeds left over from the \$2.1 million bond issued for the fitness center. Before you spend that you need to go back into the record and I think playgrounds are covered under this. I would expend those first. We collectively approved up to \$150,000 but we won't just hand you a check for \$150,000 so it leaves our bank account and sits in your bank account. We want hard projects. We are willing to sit down with the board or with representatives of the management company and decide which projects you would like to pursue. We would like to see some improvements to the neighborhood. There are other projects, one would be to redesign the former fitness center into a meeting room. Make it available to the residents with card tables and shelves and TV, a nice place to gather. Make an office for Jay by redesigning the entryway and moving the machines. The patio at the end of the fitness center there is room for higher end furnishings or screened to make a place for teens to gather. When we do give you the money I will work with legal counsel. The HOA does not own any physical assets nor do we want any ongoing liability. Once we give it to you it belongs to the CDD and community.

Ms. Giles stated I think we can meet your two requests. We can prioritize the use of those funds and district counsel can comment on how we do that.

Mr. Clarke stated you have a capital reserve study coming up and I did it a couple years ago. There are couple things you want to be careful of, I would ask the consultant to break out the capital groups to make sure you set aside the money. They should be able to distinguish between mandatory projects versus discretionary funds. If you can determine how much of the current \$700,000 is related to discretionary projects, that will give you an idea of how much you can contribute.

Ms. Giles stated staff can put together a list.

Ms. Egleston stated they cleared out by Eastwood. Is the little pine tree protected? If it is not protected, it can go. There are two ponds that Aberdeen owns that are all the way out to

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Greenbriar on the property appraiser's website. Are we aware of those? One falls within the district and the other does not. Can we make sure those are not ours? Two residents asked for additional dog stations. What is wrong with a trashcan? I don't know that we need the responsibility to put in a station to supply bags and cleanup. Can he bring a map of the dog stations we have?

Ms. Clarke stated I have gotten calls and texts about lights. Is there any way to make them brighter.

Ms. Trivelpiece stated we can't make them brighter but there are a lot of options.

EIGHTH ORDER OF BUSINESS

Approval of Consent Agenda

A. Approval of the Minutes of the February 25, 2025 Meeting

On MOTION by Ms. Egleston seconded by Mr. Perez with all in favor the minutes of the February 25, 2025 meeting were approved as presented.

B. Balance Sheet as of February 28, 2025 and Statement of Revenues and Expenses for the Period Ending February 28, 2025

C. Assessment Receipt Schedule

D. Approval of Check Register

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

NINTH ORDER OF BUSINESS

Next Scheduled Meeting – 04/22/25 @ 4:00 p.m. @ Aberdeen Amenity Center

Ms. Giles stated the next meeting is scheduled for April 22, 2025 at 4:00 p.m. in the same location.

On MOTION by Ms. Egleston seconded by Mr. Perez with all in favor the meeting adjourned at 7:21 p.m.

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Signed by:

Marilee Giles

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Secretary/Assistant Secretary

Signed by:

Shawn Eggle

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Chairman/Vice Chairman