

MINUTES OF MEETING  
ABERDEEN  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Aberdeen Community Development District was held Tuesday, April 22, 2025 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
Thomas Marmo	Supervisor
Susie Clarke	Supervisor
Richard Perez	Supervisor

Also present were:

Marilee Giles	District Manager
Kyle Magee	District Counsel
Mike Silverstein	District Engineer
Kate Trivelpiece	FirstService Residential
Jay Parker	First Service Residential
Terry Roese	First Service Residential
Brian Jones	High Tech
Ben Windle	Bartram High School Swim Team
Mona Starkey	Bartram High School Swim Team

The following is a summary of the actions taken at the April 22, 2025 meeting.

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Giles called the meeting to order at 4:00 p.m. and called the roll.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There being none, the next item taken out of order.

**FIFTH ORDER OF BUSINESS**

**Consideration of Requests**

**A. Bartram Trail High School Swim Team**

April 22, 2025

Aberdeen Community Development District

After discussion of the coordination of the dates and hours of the Aberdeen Rays swim team and the Bartram Trail High School swim team for use of the pool, the board took the following action.

On MOTION by Ms. Egleston seconded by Mr. Marmo with all in favor the request of Bartram Trail High School swim team to use the pool facilities in coordination with the Aberdeen Rays swim team and in consideration of a donation of \$2,000 was approved and Mr. Fogel was authorized to work with staff and representatives of the swim team on the dates and times.

**THIRD ORDER OF BUSINESS****Closed Session: Security Proposals\***

Ms. Giles stated in the room is staff, the board members and Ryan from High Tech for the closed session.

On MOTION by Mr. Marmo seconded by Ms. Egleston with all in favor staff was authorized to send a letter of cancellation to Envera and to execute a contract with High Tech.

**FOURTH ORDER OF BUSINESS****Consideration of Proposals****A. Outfall Pipe Repair at Shetland Drive**

Mr. Silverstein stated 48 of the 50 pages are made of the original design plans and then the as-builts that whatever contractor you are going to go with is going to need. I referenced some information and details and it outlines why we are doing this and without spending your money creating a set of drawings to extend this pipe I just listed what would be shown on those drawings, which should be pretty direct. I understand Jay is going to reach out to contractors and this is what he will be sending to them.

Ms. Giles stated Jay will send this out to known vendors, collect the proposals and make a recommendation to the board.

On MOTION by Ms. Egleston seconded by Ms. Clarke with all in favor the plans for the outfall pipe repair at Shetland Drive were approved and staff authorized to obtain proposals for this work.

April 22, 2025

Aberdeen Community Development District

Mr. Silverstein left the meeting at this time.

**B. First Services for Fiscal Year 2026 Services**

Mr. Roesse stated the agreement expires in September and I was asked to prepare some numbers for the next fiscal year. The breakdown of the increase is 5% increase in the management fee, projected medical insurance cost would increase about \$6,720, rest of the difference of what we projected for 2026 is \$25,831.64, \$18,403 is staff wage increases of 4% across the board. We will have to do a whole new contract by September 30<sup>th</sup> because we are on the third amendment of the original contract. The terms will remain the same, we will just put in a new contract.

On MOTION by Mr. Fogel seconded by Mr. Marmo with all in favor the agreement with First Services for fiscal year 2026 in the total amount of \$438,228.64 was approved.

**C. Jani King for Fiscal Year 2026 Services**

On MOTION by Ms. Egleston seconded by Ms. Clarke with all in favor the proposal from Jani King in the amount of \$1,632.00 weekly was approved.

**D. Social Hall Painting**

Ms. Trivelpiece stated we will have someone come in and skim coat the wallpaper and that is under our spending limit. The proposals we have are for painting the social hall.

On MOTION by Mr. Perez seconded by Mr. Fogel with all in favor the proposal for painting the social hall from CertaPro in the amount of \$2,975 was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Requests**

**A. Bartram Trail High School Swim Team**

This item taken earlier in the meeting.

**B. Art & Music Summer Camp**

April 22, 2025

Aberdeen Community Development District

On MOTION by Mr. Perez seconded by Mr. Marmo with all in favor the art & music summer camp on weekdays from 9 – 2 with a max of 20 participants was approved.

## **SIXTH ORDER OF BUSINESS**

### **Discussion Regarding Green Space**

After discussion staff was directed to bring back proposals for the following: Irish Tartan Way playground and bocce ball, River Dee shade structure and seating, Sterling Bridge shade structure and seating, Fort Williams shade structure, seating and horseshoe pit, Prince Albert two pickleball courts and play structure.

## **SEVENTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

Mr. Magee stated I have been running down the ownership of those two ponds on Longleaf. They were dedicated to the district on the original plat in 2006. I went through our records to see if there was a conveyance and I couldn't find anything, Marilee and her team went through their files and looked at the official records and could not find a conveyance. The next step is to get with the original developer and see what the plan was for these ponds.

#### **B. Engineer**

There being none, the next item followed.

#### **E. Manager**

Ms. Giles stated we are going to bring your budget to the May 27<sup>th</sup> meeting for approval and adoption is in August.

Last week I deleted some things on my computer in error and so far I have Ms. Clarke has completed the form 1 and ethics training. I will send out the reminder email to the board members. Form 1 is due by July 1<sup>st</sup> and there is a fine if that is not filed timely.

#### **F. Operation Manager – Report**

Ms. Trivelpiece reviewed the items outlined in the monthly operation manager's report, which was included in the agenda package.

April 22, 2025

Aberdeen Community Development District

**G. 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.

**EIGHTH ORDER OF BUSINESS**

**Supervisors Requests and Public Comments**

There being none and no members of the public present, the next item followed.

**NINTH ORDER OF BUSINESS**

**Approval of Consent Agenda**

**A. Approval of the Minutes of the March 25, 2025 Meeting**

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

- B. Balance Sheet as of March 31, 2025 and Statement of Revenues and Expenses for the Period Ending March 31, 2025**
- C. Assessment Receipt Schedule**
- D. Approval of Check Register**

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

**TENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – 05/27/25 @ 6:00 p.m. @ Aberdeen Amenity Center**

Ms. Giles stated the next meeting is scheduled for May 27, 2025 at 6:00 p.m. in the same location.

On MOTION by Mr. Marmo seconded by Mr. Fogel with all in favor the meeting adjourned at 6:00 p.m.

April 22, 2025

Aberdeen Community Development District

Signed by:  
  
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Secretary/Assistant Secretary

Signed by:  
  
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Chairman/Vice Chairman