

MINUTES OF MEETING  
ABERDEEN  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Aberdeen Community Development District was held Tuesday, July 29, 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
Thomas Marmo	Supervisor by telephone
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
Terrence Roesse	Regional Director, First Service Residential

The following is a summary of the actions taken at the July 29, 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.

**Engineer's Report**

Mr. Silverstein stated the pipe extension work on Shetland is substantially complete. I had a couple comments for the contractor to change some sloping, how they tied the grading out into the mitered end finish. They corrected that, they agreed to hydro seed the entire park, not just the disturbed space. He called me earlier today and let me know that they guy who went out to hydro seed it did not do the entire park so they will be back later this week or early next week to finish

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that. All the disturbed space is hydroseeded and it looks great. I have started to prepare the requisition paperwork and recommend scheduling the final acceptance walk through. Supervisor Paul Fogel is the point of contact, and I will send an email to him and find a date that works. Now that this is more exposed than before you may want to post do not enter drainage easement no trespassing or something like that.

Mr. Silverstein left the meeting at this time.

### **THIRD ORDER OF BUSINESS**

### **Discussion of Fiscal Year 2026 Approved Budget**

Ms. Giles stated at your next meeting you will adopt the budget; it is on the agenda to give the board an opportunity to talk about the budget. We can move funds around; we just cannot increase the approved budget amount.

Ms. Clarke stated Mr. Roese explained to me that the line item increase for First Service was not just salary but insurance and benefits.

Ms. Giles stated under the narrative we can add that it includes benefits.

Ms. Clarke stated the 27% increase in assessments seemed high. Last year we had a 5% increase.

Ms. Giles stated last year we used \$170,000 of carry forward surplus to have no increase. In 2024 we used \$176,000, in 2023 we used \$125,000 and in 2022 we used \$77,000. Those were business decisions they are not wrong but there is no carry forward left. At the end of the year any line item where we didn't use all the funds stays with the district. Some people call it carry forward, some call it carry forward surplus. That money can be used to balance your budget, which you have done for a couple years but we have done it for so many years there is no more surplus. Letters will go out to the owners tomorrow and my office will get the calls and at the budget adoption if the board makes decisions to lower that to something less it will happen at that budget adoption meeting.

I broke it out for you by sections, the admin section has a 5% increase, the amenity section has a 10% increase, grounds maintenance has 2% increase. The big increase is coming from the capital reserve input and that is 160% increase. In years past the district didn't put into the capital reserve fund what the reserve study recommended. You don't have to; it is just a tool so that you have enough money in the capital reserve fund to take care of your current assets. Last year we only put in \$40,000, this year your reserve study recommends you put in \$104,000. The big part

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of the 27% increase is the capital reserve fund input. For expenditures we forecasted only spending \$50,000 for capital outlay and \$50,000 for repair and replacement but in the actual column we spent a lot. We do use our capital reserve fund to replace our assets and to repair our assets.

**FOURTH ORDER OF BUSINESS**

**Consideration of Proposals**

**A. Irish Tartan Way**

**1. Southern Recreation**

**2. Playground Boss**

Ms. Giles stated the homeowners’ association will donate \$150,000 for playground equipment, benches and shade structures.

Ms. Trivelpiece outlined the proposals and after discussion the board took the following action.

On MOTION by Ms. Egleston seconded by Mr. Perez with all in favor the proposal from Southern Recreation for Irish Tartan Way in an amount not to exceed \$119,000 was approved and Supervisor Clarke was authorized to work with staff on this project.

**B. Sterling Bridge**

**1. Southern Recreation**

**2. Playground Boss**

On MOTION by Ms. Egleston seconded by Mr. Perez with all in favor the proposal from Southern Recreation for Sterling Bridge in an amount not to exceed \$14,000 was approved and Supervisor Clarke was authorized to work with staff on this project.

**C. River Dee**

**1. Southern Recreation**

**2. Playground Boss**

On MOTION by Ms. Egleston seconded by Mr. Perez with all in favor the proposal from Southern Recreation for River Dee in an

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amount not to exceed \$17,000 was approved and Supervisor Clarke was authorized to work with staff on this project.

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

There being none, the next item followed.

**B. Engineer**

This item taken earlier in the meeting.

**C. Manager**

Ms. Giles stated as a reminder your ethics training is due by December 31<sup>st</sup>. Every year we have to do goals and objectives. Florida Statutes just says we have to do goals and objectives. If there is something specific the board wants as a goal we can figure out how to weigh and measure that, if not staff will put together something to meet this requirement. We are creating our own tests and answers right now. They were very generic last year.

**D. Operation Manager - Report**

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

Ms. Egleston asked district counsel if there was any legal recourse for the issues with the doors on the fitness center that have been an in issue since installation four years ago.

Ms. Trivelpiece stated it is not the doors but the way they were installed that has caused the problems. It is catching on the concrete.

Mr. Parker stated the hardware on the doors is also a problem.

Mr. Magee stated there is a limit in the statute on construction defects and it sounds like you are beyond that.

Ms. Egleston stated we had that inspected and the issue with the doors was on the punch list.

Mr. Magee stated seeing that list would be very helpful. It is definitely worth looking into.

**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.

**SIXTH ORDER OF BUSINESS**

**Supervisors Requests and Public Comments**

Ms. Egleston asked who is maintaining our AED?

Ms. Trivelpiece stated Cintas. We don't pay for maintenance on it, when they are here they check it.

Ms. Egleston stated it is coming up on the 4 years.

Ms. Trivelpiece that one is brand new and this one is good. We did replace the pads.

Ms. Egleston stated maybe have additional gauze pads in and medical tape there for the summer.

**SEVENTH ORDER OF BUSINESS**

**Approval of Consent Agenda**

**A. Approval of the Minutes of the June 24, 2025 Meeting**

On MOTION by Ms. Egleston seconded by Ms. Clarke with all in favor the minutes of the June 24, 2025 meeting were approved as presented.

**B. Balance Sheet as of June 30, 2025 and Statement of Revenues and Expenses for the Period Ending June 30, 2025**

**C. Assessment Receipt Schedule**

**D. Approval of Check Register**

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

**EIGHTH ORDER OF BUSINESS**

**Next Scheduled Meeting – 08/26/25 @ 6:00 p.m. @ Aberdeen Amenity Center**

Ms. Giles stated the next meeting will be held August 26, 2025 at 6:00 p.m. in the same location.

On MOTION by Mr. Perez seconded by Ms. Egleston with all in favor the meeting adjourned at 5:14 p.m.

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Signed by:

*Marilee Giles*

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Secretary/Assistant Secretary

Signed by:

*Jan Egge*

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Chairman/Vice Chairman