

MINUTES OF MEETING
ABERDEEN
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Aberdeen Community Development District was held Tuesday, September 23, 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 by telephone
Mike Silverstein	District Engineer by telephone
Kate Trivelpiece	FirstService Residential
Jay Parker	First Service Residential

The following is a summary of the discussions and actions taken at the September 23, 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

A resident asked can you give me an idea of the current capital reserve fund amount? I think it important that the board understand there is a completely separate capital reserve fund in the budget than the general reserve budget. I read the minutes and felt there was some missing key points that were made and the realtor asked a question about the benchmark metric studies with the other community. I thought that was an extremely good question, it is not in the notes at all. Ms. Giles and I have had some discussion prior so I kind of know the answer but why wouldn't

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a comment like that be captured in the meeting notes and a follow-up to measure how our community does with other communities on a per resident or per lot size basis.

Ms. Giles asked District Counsel is there a requirement that the minutes be adjusted to reflect this or any requirement for verbatim minutes?

Mr. Magee stated no. The minutes are there as a summary more than anything else. Obviously, the meeting was recorded so there is a recording of the meeting itself. If the board wants to show in the minutes, that is up to the board to have the concern in there.

Ms. Egleston stated I don't know that it needs to be adjusted.

THIRD ORDER OF BUSINESS

Ratification of Requisition No. 68

Ms. Giles stated we were able to use construction funds for this project and there is about \$100 left in the account. I'm working with the accountant to see when we certify this project complete what happens to that \$100.00. I will keep you posted on that.

On MOTION by Ms. Egleston seconded by Mr. Marmo with all in favor requisition no. 68 in the amount of \$4,790.51 was ratified.

FOURTH ORDER OF BUSINESS

Consideration of Proposals for Holiday Decorations

This item tabled.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Magee stated now that we are running out of construction funds, at an upcoming meeting we are going to need to do a project completion resolution for those bonds and I will put that together.

B. Engineer

Mr. Silverstein stated I have a certificate of completion for 778 Shetland. I also sent with it the bid package. I didn't know if you had to attach them for the record. The revised facilities report and pond inspection proposal you should have that Friday.

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C. Manager

Ms. Giles stated just a reminder your ethics training is due by December 31st. I'm tracking Sue and Tom have completed it. If the other three complete and want to email me I can keep track of that. I will check my emails for Paul and Lauren.

On your table is a copy of your FY2025 goals and objectives report that we approved last year. I propose that the board revise these goals and objectives to remove item 2.2 that requires that we have an engineer's report to inspect all the facilities, stormwater, green spaces, playgrounds. This district doesn't require an annual engineer's report, it requires the stormwater pond inspections and public facilities report that we have talked about. I don't know what will happen if we fail this goal but I don't want the district to have a failure on anything. My recommendation is that we remove goal 2.2 from the FY 2025 goals and objectives. 2.1 would stay, staff does a visual on all your facilities. I did take both off going forward in FY 2026, there is no requirement from the state as to what we put on here. The board can add whatever they would like as a goal and objective as long as we can measure it.

On MOTION by Mr. Marmo seconded by Mr. Fogel with all in favor staff was authorized to revise the 2025 goals and objectives by removing item 2.2.

D. Operation Manager - Report

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

E. Amenity Center Manager - Report

Ms. Trivelpiece reviewed the amenity center activities and maintenance items, outlined on the monthly memorandum, and reported on her efforts to reduce the Comcast bill.

It was the consensus of the board to have staff continue in their efforts to reduce the Comcast bill.

SIXTH ORDER OF BUSINESS

Supervisors Requests and Public Comments

Ms. Egleston asked did you get clarification on that random pond by Greenbriar?

Mr. Magee stated no, we couldn't track it down.

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Ms. Egleston asked if there is an accident and it is labeled as CDD property, does that give us liability?

Mr. Magee stated I don't think it would any more than any of our other ponds.

SEVENTH ORDER OF BUSINESS

Approval of Consent Agenda

A. Approval of the Minutes of the August 26, 2025 Meeting

On MOTION by Ms. Egleston seconded by Mr. Marmo with all in favor the minutes of the August 26, 2025 meeting were approved as presented.

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

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

EIGHTH ORDER OF BUSINESS

Next Scheduled Meeting – October 28, 2025 @ 4:00 p.m. @ Aberdeen Amenity Center

Ms. Giles stated the next meeting will be held October 28, 2025 at 4:00 p.m. in the same location.

On MOTION by Ms. Egleston seconded by Mr. Marmo with all in favor the meeting adjourned at 5:01 p.m.

Signed by: 
Secretary/Assistant Secretary

Signed by: 
Chairman/Vice Chairman