

**MINUTES OF MEETING
ABERDEEN
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Aberdeen Community Development District was held Tuesday, **October 28, 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 <i>by telephone</i>
Kate Trivelpiece	FirstService Residential
Jay Parker	First Service Residential

The following is a summary of the discussions and actions taken at the October 28, 2025 Aberdeen Community Development District 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 stated there is only one proposal for the pond bank inspection. Should there be multiple proposals to compare the cost? The proposal for the holiday lights, I thought we discussed that at the last meeting and you were not going to do that. Two months ago when you did the budget there was a houseful of people angry about raising CDD costs. This is an example where the board has an opportunity to not only choose the lowest cost but as the community asked you

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to do is continue to look for opportunities to reduce costs. I question the M&G proposal where we need to decorate the entire community including the amenity center or just the entrances to the individual neighborhoods. Who is going to benefit from the decorations? I contend that a fraction of the community would see the lights and decorations here. My recommendation is that you further reduce costs. The Humbug one is expensive and I think the community would be extremely upset.

Mr. Silverstein with Mathews joined the meeting by telephone at this time.

THIRD ORDER OF BUSINESS

Acceptance of Fiscal Year 2024 Audit Report

Ms. Giles stated in the management letter there were no findings or recommendations in the prior year and the CDD complied in all material respects with the aforementioned requirements during the fiscal year that ended September 30, 2024. This is a clean audit.

On MOTION by Mr. Marmo seconded by Mr. Fogel with all in favor the Fiscal Year 2024 Audit Report was accepted.

FOURTH ORDER OF BUSINESS

Discussion of Fiscal Year 2025 Audit Services and Appointment of Audit Committee

Ms. Giles stated this board has used Berger Toombs Elam Gaines & Frank for many years for audit services and they provided a great service but this year the company has had an extremely difficult time completing the audits prior to deadline in June. We did finally receive your audit report right after your last meeting. If you want to stay with Berger Toombs that is fine if you want to go out to get proposals we can do that.

On MOTION by Ms. Egleston seconded by Ms. Clarke with all in favor the Board Members were Appointed to sit as the Audit Committee.

FIFTH ORDER OF BUSINESS

Proposal for Professional Engineering Services for Public Facility Report and Pond Bank Inspection

Ms. Giles stated Chapter 189, Florida Statute requires special districts to have a public facilities report every seven years and we are at the seventh year. Your pond bank permits with St.

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Johns River Water Management District requires an inspection every two years. Mike went over this a couple meetings ago. You have the proposal from his company in the amount of \$9,500 for both reports.

Mr. Silverstein stated you have 38 ponds and we have to walk all the ponds and check the outfalls and complete all the forms in the proposal.

Ms. Egleston stated in response the question earlier in the meeting, this is our district engineer and we have contracted with him to handle the district’s needs, which is why we didn’t have additional quotes.

Mr. Fogel asked why is the pond inspection proposal on a time and materials basis rather than a fixed fee basis as the public facilities report will be?

Mr. Silverstein stated we go back and forth with punch list items and sometimes I can take it out of budget so it is hard to put a cap on it but to get you the actual report, that number is accurate. We trimmed it down a bit and we can put this off until 2026 if you prefer not to start it until then.

On MOTION by Mr. Fogel seconded by Mr. Perez with all in favor the Proposal from Matthews DCCM to prepare the public facilities report in the amount of \$3,500 and conduct the pond inspection and documentation with an estimated fee of \$6,000 was approved.

Mr. Silverstein left the telephone conference at this time.

SIXTH ORDER OF BUSINESS

Consideration of Proposals for Holiday Decorations

A. Humbug \$21,246.67

B. M&G \$6,580.68

Ms. Giles stated at the last meeting we went over these and the board asked staff to get additional pricing to add wreaths to each monument sign.

Ms. Trivelpiece stated this will be the third year we will use M&G. They do the six palms up front, six palms at the tower, three wreaths, ten palms at the clubhouse one wreath, the pool deck two palms and two palms and one wreath at the fitness center. For the past two years the district paid \$5,340 to reinstall to do the same thing we have done the previous two years. We looked into the wreaths as a possible option.

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The board discussed adding the 26 24” wreaths for \$1,689.75 and 26 12” bows for \$485.75 if it fits in the timeline and remove the two palms in the planters.

On MOTION by Ms. Egleston seconded by Ms. Clarke with four in favor and Mr. Fogel opposed Mr. Perez was authorized to work with staff on a contact for holiday decorations with M&G in an amount not to exceed \$7,000.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Magee stated we have exhausted the 2018 construction funds with the Shetland project and that requires my office to prepare a project completion resolution as required by the bonds. We have to go through and do our due diligence that everything that should have been turned over to the district has been and the project is complete. We are still going through that and I expect to have that resolution for you at the next meeting.

I will remind the board that ethics training is due by December 31st.

B. Engineer

There being no comments, the next item followed.

C. Manager – Review of Fiscal Year 2025 Goals and Objectives

Ms. Giles stated each of these goals and objectives have met the standard identified on the annual reporting form.

On MOTION by Mr. Marmo seconded by Mr. Fogel with all in favor the fiscal year 2025 goals and objectives were approved.

Ms. Giles stated we discussed your November meeting is November 25, 2025 at 4:00 p.m. at the same location. We have to have quorum for that meeting; we can’t cancel that meeting. Any time a specific budget line item goes over 15% we need a budget amendment and we are going to need that. As long as we have three supervisors here we will be fine, it is the Tuesday before Thanksgiving.

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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, 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

A resident asked what budget line went up 15%?

Ms. Giles stated there are seven and I will identify them when I get to the financials.

A resident stated I don't enjoy being at these meetings but I'm going to be here and I'm going to document spending decisions that the board makes especially decisions that causes the budget to go over or spending more money that ends up increases CDD assessments. The community communicated clearly to you two months ago they want you to cut expenses. Continue to look for opportunities to reduce expenses not make decisions that cause expenses to go up.

NINTH ORDER OF BUSINESS

Approval of Consent Agenda

A. Approval of the Minutes of the September 23, 2025 Meeting

On MOTION by Ms. Egleston seconded by Ms. Clarke with all in favor the minutes of the September 23, 2025 meeting were approved as presented.

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

C. Assessment Receipt Schedule

Ms. Giles stated we will need a budget amendment. The line items that went overbudget, the first is printing and binding. We budgeted \$1,000 and we spent \$2,328. The credit card machine we budgeted \$900 and spent \$1,228, we budgeted \$13,000 and spent \$15,232 of refuse services. Cable internet we budgeted \$16,000 and spent \$19,104. Fitness center cleaning we budgeted \$14,400 and spent \$17,392. That is the one we decided to go from five days to seven days. Landscape contingency we budgeted \$30,000 and spent \$44,395. Those line items are causing a budget amendment. It is a paper exercise and we will have a resolution declaring the budget

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amendment showing that we went over 15% on those line items. We will watch the budget closely this fiscal year.

Ms. Giles outlined the assessment receipt schedule and stated we have not yet received assessment receipts from the county so we transferred \$50,000 from the capital reserve into the general fund to cover the September invoices and we will do that again in November to cover the October invoices until these funds start coming in. When the funds start coming in we will transfer those funds back into the capital reserve fund. We will watch the budget closely in FY26 and if something breaks we are going to fix it. We have a line item in your budget for repairs and replacement. We did increase that line item because we saw we were repairing more and you are an aging community.

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 – November 25, 2025
at 4:00 p.m. @ Aberdeen Amenity Center**

Ms. Giles stated the next meeting will be held November 25, 2025 at 4:00 p.m. in the same location.

ELEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Egleston seconded by Mr. Marmo with all in favor the meeting adjourned at 5:11 p.m.

Signed by:
Marilee Giles
A38999D0EDC14E4
Secretary/Assistant Secretary

Signed by:
Sharon Egleston
1E5D81E280894CF
Chairman/Vice Chairman