

**MINUTES OF MEETING
ABERDEEN
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Aberdeen Community Development District was held Tuesday, **November 25, 2025** at 4:05 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 <i>by telephone</i>
Susie Clarke	Supervisor
Richard Perez	Supervisor <i>by telephone</i>

Also present were:

Marilee Giles	District Manager
Kyle Magee	District Counsel <i>by telephone</i>
Mike Silverstein	District Engineer <i>by telephone</i>
Kate Trivelpiece	FirstService Residential
Jay Parker	First Service Residential
Bill Noll	Resident

The following is a summary of the discussions and actions taken at the November 25, 2025 meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Giles called the meeting to order at 4:05 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Public Comments

Mr. Noll stated I had asked questions prior to the meeting; the answers were provided. I request that these get entered into the meeting minutes so the entire community can benefit from the answers to those questions. Is that acceptable?

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Ms. Giles asked Kyle, is that something we do, we submit documents to the meeting minutes?

Mr. Magee stated the meeting minutes are intended to document board action taken during the meeting. There is no requirement to include them. Having said that if the board wants to, they certainly can but they are not required to do so.

Mr. Noll stated the issue is I would be cut short on the 3-minute limit. It is related to whether the board has adequate cost control procedures in place because there were several budget line items that were overspent by significant amounts, percentagewise. I'm trying to understand the actual processes how and who is responsible for managing each of the budget line items to know ahead of time if a budget amendment is required. One of the responses said, when actual projected costs exceed the adopted amount the board must amend the budget to legally authorize those expenditures before they occur. Given we are now doing a budget amendment with several line items overspent, I'm very concerned. My issue is over the last three years expenses have gone up, the board has used surplus funds to offset those. I use the word "maxed" because until the board came and said they needed an increase by 27% nobody would have known that expenses were getting out of control. Compare a two or three year old budget with the budget today to see where they have increased, but I'm concerned that the controls may or may not be in place to adequately manage each of those budget line items before they get overspent.

Ms. Giles stated it is up to the board if they want to include that in the minutes. As district counsel said usually minutes are short with action items, motion boxes but it is up for board discussion.

Mr. Perez stated I am not in favor of that at all.

Mr. Fogel stated I don't want this to set a precedent that every time we do get questions from the public of having to include them in the minutes. I understand his concerns, but the board has used surplus funds to avoid increases the past few years.

Mr. Noll stated if I had known expenses were increasing as they have three years ago I would have been engaged much sooner, but it wasn't until the letter came out about the increase and it alluded that it is likely going to happen again.

Mr. Fogel stated we weren't using it to cover or mask the need in expenditures. We used surplus to not pass that on to the community because prices did increase so dramatically especially since Covid and that is what you are seeing where we have been nearly flat on increases until this

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last time because the community had come and pressed not to have increases in past budget seasons, we had reached the point where it was no longer fiscally responsible to use surplus to cover the change in costs the district has incurred.

Ms. Giles stated there are a lot of variables that affect that increase, the cost of living, the price of gas, insurance.

Ms. Egleston stated the insurance came in after we adopted our budget in 2025. Homeowners insurance went up and so did our insurance. We don't have a lot of control over something like that. We have control over things we are going to purchase or go out and do. We had some construction things we had no control over. For safety and liability we have to fix those things and a lot of that did occur this year. We have big ticket items coming up because the community is aging and we have to be prepared for that. I wanted to re-marcite the pool and didn't know how expensive it was, I worked in that field and had no idea it had increased that much and it is the cost of supplies. We have taken things out of the budget that were not necessary, we are trying to narrow down the added expenses that we can.

THIRD ORDER OF BUSINESS

Acceptance of Audit Committee's Recommendation: Approval of Audit Criteria

On MOTION by Ms. Egleston seconded by Mr. Fogel with all in favor the audit committee's recommendation was approved and staff was authorized to issue an RFQ for audit services.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2026-01 Amending the Fiscal Year 2025 General Fund and Capital Reserve Fund Budget

Ms. Giles stated when expenditures differ from the amount originally approved the board is required to amend the budget to provide proper legal spending authority and maintain statutory compliance. The budget amendment ensures transparency, aligns our financial reporting, the current board actions and prevents audit issues relating to variances or unauthorized expenses. This is a way to true up the budget, no money is moving around, this money has already been spent, this is showing the auditor general this is what we budgeted, these are the actuals, this is what it is amended to.

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On MOTION by Mr. Fogel seconded by Ms. Clarke with all in favor Resolution 2026-01 Amending the Fiscal Year 2025 General Fund and Capital Reserve Fund Budget was approved.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Magee stated I'm still doing the research necessary to prepare the project completion resolution and close out the 2018 bonds. Hopefully, I will have that completed in time for the next meeting.

B. Engineer

Mr. Silverstein stated we sent in the 2025 public facilities report today. That can be added to the December meeting agenda. Our inspector was out there today wrapping up the pond inspections. I will edit and finalize that report and you will have that for your December meeting as well.

C. Manager

Ms. Giles stated just a reminder about your ethics training. That suspense is December 31st.

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.

SIXTH ORDER OF BUSINESS

Supervisors Requests and Public Comments

Ms. Egleston stated the entranceways to the condos is a mess. Send them a letter and tell them to take care of it or we will and bill them.

Ms. Clarke stated a resident asked why is there a fee to pay off our CDD.

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Ms. Giles stated that is probably the estoppel fee. When you look at the financials you will see there is an amortization schedule and that fee covers the cost of rerunning those numbers every time someone pays down or pays off their bond debt.

Mr. Marmo stated I want to commend Kate and Jay for being responsible and keeping the standard of our community high. It looks really good.

SEVENTH ORDER OF BUSINESS Approval of Consent Agenda

A. Approval of the Minutes of the October 28, 2025 Meeting

On MOTION by Ms. Egleston seconded by Mr. Fogel with all in favor the minutes of the October 28, 2025 meeting were approved as presented.

B. Balance Sheet as of October 31, 2025 and Statement of Revenues and Expenses for the Period Ending October 31, 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 – December 16, 2025
at 6:00 p.m. @ Aberdeen Amenity Center**

Ms. Giles stated the next meeting is scheduled for December 16, 2025 at 6:00 p.m. in the same location.

On MOTION by Mr. Fogel seconded by Ms. Egleston with all in favor the December 16, 2025 meeting was cancelled.

NINTH ORDER OF BUSINESS Adjournment

On MOTION by Ms. Egleston seconded by Mr. Fogel with all in favor the meeting adjourned at 4:50 p.m.

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Signed by:

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Secretary/Assistant Secretary

Signed by:

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Chairman/Vice Chairman