

**MINUTES OF MEETING  
ABERDEEN  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Aberdeen Community Development District was held Tuesday, **January 27, 2026** at 4:09 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
Richard Perez	Supervisor

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

*The following is a summary of the discussions and actions taken at the January 27, 2026 meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Giles called the meeting to order at 4:09 p.m.

**SECOND ORDER OF BUSINESS**

**Public Comments**

Mr. Noll stated I have concerns with the proposal for lifeguards. It is a single line item in the budget and it is invoiced for \$24 per hour. I understand the lifeguards get paid \$16 an hour which leaves \$8 markup, which seems high and no transparency behind that number. I recommend we ask for more transparency so we see the other costs and maybe consider a reimbursable cost or cost+ or other items to see if there is a way to reduce costs. Other option is Riverside is a full-

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service property management company similar to First Service, they provide all the same services plus lifeguards. Can First Service provide lifeguard services?

Ms. Trivelpiece stated that is not something we currently do.

Mr. Noll stated I am going to be looking at all proposals, all future contracts in light of the fact that somebody botched the First Service contract last year at the August 26<sup>th</sup> agenda package where the budget had to be supplemented by \$75,000 or 21% because somebody didn't account for the overhead costs.

Mr. Fogel stated there is no reason for them to give us the details but at \$16 per hour you can add 30% for state and federal, insurance, taxes and things like that. The total is near \$2 and the company is going to turn a profit, it is \$3.20 per hour profit, which is well below industry the standard.

Ms. Egleston stated I consider myself to be an expert on lifeguard contracts having done it for a number of years at multiple facilities and it is competitive pricing. There is a small number of companies in the area that do it. This is one of the better companies we could have. This is our third year with them and they have not had a lot of increases.

**THIRD ORDER OF BUSINESS**

**Consideration of Committee Rankings of Proposals to Perform the Audit for Fiscal Year 2025**

On MOTION by Mr. Marmo seconded by Ms. Egleston with all in favor the recommendation of the audit committee of Grau & Associates as the number one ranked firm and Dimov Audit ranked no. 2 was accepted.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolutions:**

**A. 2026-02 General Election Resolution**

Ms. Giles stated the supervisor of elections will conduct the district's general election. This resolution explains the qualification process and three seats expire in 2026, seat 1 Mr. Marmo, seat 3 Ms. Clarke, and seat 5 Mr. Fogel. The qualifying period is from noon June 8<sup>th</sup> to noon June 12<sup>th</sup>. You can prequalify now, but you have to go during the qualifying period to finish the qualification process.

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On MOTION by Ms. Egleston seconded by Mr. Perez with all in favor Resolution 2026-02 General Election Resolution was approved.

**B. 2026-03 Authorizing the Disbursement of District Funds and Setting Monetary Thresholds**

Ms. Giles stated this is a cleanup item. It authorizes the disbursement of district funds and setting monetary thresholds. At a previous meeting this was discussed with district manager, Howard McGaffney. The board authorized spend limits for the staff and emergency repairs spend process. This authorizes \$2,500 for the staff to spend and it talks about continuing expenses and those are the monthly invoices that we approve that are generally under some type of contract or agreement with a vendor. The next page has the non-continuing expenses and this is the \$2,500 you authorized the staff to spend. The staff will bring it back to the board at the next meeting. Also it talks about emergency expenses, the board authorizes the disbursement of funds in the amount not to exceed \$10,000 for emergency repairs and \$20,000 for natural disasters, but only with prior written approval from the district manager and the chair or vice chair. Typically, if there is a large expense, Jay will immediately reach out to the chair, eventually let me know as he is dealing with that emergency and probably follow-up with an email to all five supervisors and staff to say this is the emergency that happened, we had to fix it, and we will ratify it at the next meeting. You have had this process in place and this is a clean-up item putting it in a resolution.

On MOTION by Mr. Fogel seconded by Mr. Marmo with all in favor Resolution 2026-03 Authorizing the Disbursement of District Funds and Setting Monetary Thresholds was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Vending Machine Agreement**

Ms. Giles stated this agreement allows a vending machine to be placed and operated at the amenity center.

Ms. Trivelpiece stated there were existing vending machines with various owners from the time I was here and there was no contract in place and they were broken so we told them to come get them. We are going to start with a Coke machine.

Mr. Magee stated there is no liability on the part of the district; we are just granting the space to put their machine.

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Mr. Fogel asked is there a percentage back to the district.

Ms. Trivelpiece stated if they pay a percentage back to the district they said they would raise the prices. It is not in the contract.

Ms. Giles asked can they approve this in substantial form and add that percentage back to the district?

Mr. Magee stated yes and whatever percentage you want back I can add that language in.

Ms. Trivelpiece stated we can add 20%.

On MOTION by Ms. Egleston seconded by Mr. Fogel with all in favor the vending machine agreement with Cardinal Vending and Markets, LLC D/B/A Florida Fresh Vending & Markets was approved in substantial form.

Ms. Giles stated if Kate works with the vendor and he wants to have two machines, is there any language in here that we need to update?

Mr. Magee stated the license in this agreement is just at the amenity facility located at 110 Flower of Scotland Avenue. If additional machines are going to another location I could just update that language to grant a license for that location as well. If that happens after the agreement is signed I can make an amendment and if it is done before the agreement is executed I can change the address in this agreement. It is not a big lift either way.

**SIXTH ORDER OF BUSINESS**

**Consideration of Proposal for Lifeguards**

Ms. Giles stated the only thing I would like to add to your earlier discussion is you have some lifeguards that were already making a certain dollar amount and the minimum wage increased. Some of the senior lifeguards most likely increased also.

On MOTION by Ms. Egleston seconded by Mr. Perez with all in favor the proposal for lifeguards from RMS was approved.

Ms. Giles stated I will get this to Kyle, we will need an agreement with RMS.

Mr. Magee stated I have the proposal and will get the contract drawn up and get that to you.

Ms. Giles stated we will have that agreement in your next agenda.

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**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Magee stated I will work with staff on the vending machines and other issues. We still have the project completion resolution that I will get on the next agenda.

**B. Engineer**

**1. Pond Bank Inspection Punch List Reports**

Mr. Silverstein stated I typically show two reports, one that shows everything we looked at and then I isolate the ones that need action. The ones that need action that are important involve skimmer plates around the control structures. As to the water management district paperwork we are going to sign off on, I can't sign off on the paperwork for the control structures until those items are remedied. I will work with Jay on which items need to be addressed for the sign-off and which things we can monitor for worsening conditions. Your next steps would be corrective action mostly around the skimmers so we can process the water management district paperwork.

Ms. Egleston asked what about the two ponds down the road?

Mr. Silverstein stated they are not tied into anything. You do own it. What could have taken place is when you were under development maybe part of the roadway needed a place to drain and that was your developer's obligation to provide that pond. They were both in good condition too.

Ms. Egleston asked with all the building that is occurring can we offer them to a builder?

Mr. Silverstein stated that is a conversation you can have with the attorney on how to let go of that property. In my opinion if it is not connected to any of your stormwater ponds, that is outside of meeting your obligations to maintain the area it exists in, it is not serving a real purpose to the district.

Ms. Giles asked Kyle is there anything to add to that?

Mr. Magee stated I believe they are located near other developments. District management or I can reach out and see if some of the developments that are closer to them would be willing to take them over. That may be a hard sell if there would be a maintenance issue on their end.

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**2. Public Facilities Report**

Ms. Giles stated the public facilities report is required every seven years in accordance with Chapter 189, Florida Statutes, that requires special districts to prepare one and update it every seven years.

On MOTION by Mr. Marmo seconded by Mr. Perez with all in favor the public facilities report was accepted.

Mr. Silverstein left the telephone conference at this time.

**C. Manager – Egis Site Visit**

Ms. Giles stated the purpose of this report is to aid the district in refining the property schedule and in front of you is an Excel spreadsheet and the last page is the property schedule. Egis was onsite to do a site mitigation and while they were here they looked over your property schedule and your staff does the property schedule every year with Egis and this is what they came back with. Staff brought this to the board because they didn't want to make the decision without the board's input. We already have our 2026 premium in place. As we look through this we can make changes to the 2026 premium or say, we do want to insure that but we feel it is okay to wait until 2027. I'm happy to work with a supervisor outside the meeting on this. None of this has to be done, it is their recommendations. Some of these items need to be updated for the value and they list items you may want to add.

Mr. Marmo stated I will work with staff on this project.

I want to thank everybody for completing your ethics training in 2025. When you do your form 1 online there will be a tab asking if you completed the four hours of ethics training and you will check the box that says yes. It is on the commission of ethics website now and there is a little green box that says, bring over my data from last year and it will populate for you. Also the ethics training is available now from January 1 to December 31, 2026.

I sent you an email last week asking if we could change your May meeting from the 26<sup>th</sup> to the 19<sup>th</sup>. It will still be at 6:00 p.m. and we will still have the proposed budget. The room is available and staff is available.

It was the consensus of the board to change the May meeting date to May 19, 2026.

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**D. Operation Manager - Report**

Mr. Parker stated Kate is the proud winner of property site manager of the year award. Every year you get something called an NPS scores. We need you to fill those out, we were two scores away from winning property of the year. The NPS lets us know where we need to improve and it also lets First Service know the job we are doing on property.

The pool situation last week was caused by a drain line at the back of the pool. We have someone coming next week and if it is something in that area they can fix they will and if not they will let us know how bad it is. I think it is time to start looking for a new landscape maintenance company.

Ms. Giles stated Jay will put together a proposal and bring it back to the board at the next meeting. We will make sure the scope of services is what the board wants.

**E. Amenity Center Manager - Report**

A copy of the monthly memorandum was included as part of the agenda package.

After discussion of the need for a new leg curl machine, the board took the following action.

On MOTION by Ms. Egleston seconded by Mr. Perez with all in favor staff was authorized to purchase an Axiom leg curl/extension machine in an amount not to exceed \$6,000.

Discussion of purchase of two park benches by the playground.

Mr. Parker left the meeting during this item.

On MOTION by Ms. Egleston seconded by Mr. Marmo with all in favor staff was authorized to work with Supervisor Perez and purchase 2 park benches in an amount not to exceed \$8,000.

**EIGHTH ORDER OF BUSINESS**

**Supervisors Requests and Public Comments**

Ms. Egleston stated if we have RMS for the contractor they should be running a lifeguarding class here.

Ms. Trivelpiece stated they have reached out to us to do those classes. We did one last year and they reached out to me for dates this year.

Ms. Egleston asked would outside people be able to participate?

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Ms. Trivelpiece responded yes.

**NINTH ORDER OF BUSINESS**

**Approval of Consent Agenda**

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

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

**B. Acceptance of the Minutes of the November 25, 2025 Audit Committee Meeting**

On MOTION by Mr. Marmo seconded by Mr. Fogel with all in favor the November 25, 2025 audit committee meeting minutes were accepted.

**C Balance Sheet as of December 31, 2025 and Statement of Revenues and Expenses for the Period Ending December 31, 2025**

**D. Assessment Receipt Schedule**

**E. Approval of Check Register**

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

**TENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – February 24, 2026 @ 4:00 p.m. @ Aberdeen Amenity Center**

Ms. Giles stated the next meeting is scheduled for February 24, 2026 at 4:00 p.m. in the same location.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Marmo seconded by Mr. Perez with all in favor the meeting adjourned at 5:40 p.m.

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Signed by:

*Manlee Giles*

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Secretary/Assistant Secretary

Aberdeen Community Development District

Signed by:

*[Signature]*

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Chairman/Vice Chairman