

**MINUTES OF MEETING  
ABERDEEN  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Aberdeen Community Development District was held Tuesday, **February 24, 2026** 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
Richard Perez	Supervisor

Also present were:

Marilee Giles	District Manager
Kyle Magee	District Counsel
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 February 24, 2026 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 no comments, the next item followed.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Aberdeen Rays Swim Team  
for Use of Amenity Competition Pool**

*\*This item was moved up and taken out of order.*

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Mr. Howard of the Aberdeen Rays Swim Team stated our proposal mirrors last year with a four-week spring clinic starting in March and our swim season and fall clinic afterwards. Last year we had about 120 swimmers. We would like your thoughts on the proposed dates so that we can get everything lined up with our swim team parents.

On MOTION by Mr. Fogel seconded by Mr. Marmo with all in favor the use of the competition pool by the Aberdeen Rays swim team was approved.

**EIGHTH ORDER OF BUSINESS                      Discussion of the Current Collectives**

*\*This item was moved up and taken out of order.*

After Board discussion, this item tabled to a future meeting.

**THIRD ORDER OF BUSINESS                      Ratification of Engagement Letter with Grau & Associates for Fiscal Year 2025 Audit**

On MOTION by Mr. Marmo seconded by Ms. Egleston with all in favor the engagement letter with Grau & Associates to perform the fiscal year 2025 audit was ratified.

**FOURTH ORDER OF BUSINESS                      Ratification of Lifeguard Staffing Agreement with Riverside Management Services**

On MOTION by Mr. Fogel seconded by Mr. Perez with all in favor the lifeguard staffing agreement with Riverside Management Services was ratified.

**FIFTH ORDER OF BUSINESS                      Consideration of Vending Machine Agreement with Cardinal Vending and Markets**

Ms. Giles stated at the last meeting the board discussed the option to have a vending machine also at the fitness center. We brought the agreement back and it includes a vending machine at both locations.

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Ms. Trivelpiece stated the 20% was denied. Basically 5% is what they give back to the district. I have worked with them, talked with management and they were firm on that. You can approve it at 5% back to the district or they will take the machines out.

Mr. Magee stated I looked at the vending agreements we have on file in our office and 5% seems to be the number.

Ms. Giles stated you can approve the agreement in substantial form and we can work with Kyle’s office to change the 20% to 5%.

On MOTION by Ms. Egleston seconded by Mr. Fogel with all in favor the vending machine agreement with Cardinal Vending and Markets was approved in substantial form.

**SIXTH ORDER OF BUSINESS**

**Consideration of RFP Manual for Landscape and Irrigation Maintenance**

Ms. Giles stated I did send the board a separate email after the agenda went out because it is a very large document. I worked closely with the staff, Jay put a lot of work into that scope of services. He made some changes to make the language in the scope of services a lot stronger in the landscape maintenance agreement. We will receive proposals in time to consider them at your April meeting so that we have the numbers in time for your budget.

On MOTION by Mr. Fogel seconded by Mr. Marmo with all in favor the RFP manual for landscape and irrigation maintenance services was approved.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**D. Operation Manager – Report**

*\*This item was moved up and taken out of order.*

Mr. Parker stated the pool has been fixed. He then gave an overview of the monthly operations report, copy of which was included in the agenda package.

Mr. Parker left the meeting at this time.

**B. Engineer**

*\*This item was moved up and taken out of order.*

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Mr. Silverstein stated Jay and I had a meeting to discuss the action items on the inspection report. Mr. Silverstein left the meeting at this time.

**A. Attorney**

There being no comments, the next item followed.

**C. Manager – Egis Site Visit**

Ms. Giles stated Egis was onsite doing their yearly onsite inspection report and they also identified by color a few items of change. Purple was good changes, I think we were okay and red was moved from one tab to another and the yellows items they identified that should be added to your property schedule. Kate worked with Jay and Tommy to try to come up with those values. Once Supervisor Marmo is satisfied with the schedule that Kate sent him today we will send that to Egis and ask them how this affects our premium and decide if these changes need to be made for FY26 or if they can wait for FY27. Typically, we do these property schedules in March/April timeframe with the effective date of October 1<sup>st</sup>. We will continue to work with Tommy on that. It will have an effect on your yearly cost and we will schedule that in the budget.

**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.

**TENTH ORDER OF BUSINESS**

**Supervisors Requests and Public Comments**

Ms. Egleston stated I sent a screenshot of a Facebook page about someone complaining about people heckling on the basketball courts. Is this something we can monitor and then figure out how to put resident access swipe on the basketball courts? I know that 75% of the people who use the basketball courts are not from Aberdeen.

Ms. Trivelpiece stated all the other communities around here have done that. That is an ongoing issue over there. That is a meet up place late at night.

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**ELEVENTH ORDER OF BUSINESS                      Approval of Consent Agenda**

**A.    Approval of the Minutes of the January 27, 2026 Meeting**

On MOTION by Ms. Egleston seconded by Mr. Fogel with all in favor the minutes of the January 27, 2026 meeting were approved as presented.

**B.    Acceptance of the Minutes of the January 27, 2026 Audit Committee Meeting**

On MOTION by Mr. Marmo seconded by Mr. Fogel with all in favor the minutes of the January 27, 2026 audit committee meeting were accepted.

**C    Balance Sheet as of January 31, 2026 and Statement of Revenues and Expenses for the Period Ending January 31, 2026**

**D.    Assessment Receipt Schedule**

**E.    Approval of Check Register**

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

**TWELFTH ORDER OF BUSINESS**

**Next Scheduled Meeting – March 24, 2026 @ 6:00 p.m. @ Aberdeen Amenity Center**

Ms. Giles stated the next meeting is scheduled for March 24, 2026 at 6:00 p.m. in the same location.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Fogel seconded by Ms. Egleston with all in favor the meeting adjourned at 5:24 p.m.

Signed by:  
  
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Secretary/Assistant Secretary

Signed by:  
  
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Chairman/Vice Chairman