

MINUTES OF MEETING  
TISON'S LANDING COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Tison's Landing Community Development District was held Thursday, April 7, 2016 at 10:00 a.m. at England-Thims & Miller, Inc. 14775 Old St. Augustine Road, Jacksonville, Florida 32258.

Present and constituting a quorum were:

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| Doug Maier        | Chairman      |
| Fitch King        | Vice-Chairman |
| Aaron Roberts     | Supervisor    |
| Courtney Stilwell | Supervisor    |

*Also present were:*

|                |                               |
|----------------|-------------------------------|
| Dave deNagy    | District Manager              |
| Gerald Knight  | District Council              |
| Louis Cowling  | Riverside Management Services |
| Brian Stephens | Riverside Management Services |
| Emma Dobrie    | Riverside Management Services |

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. deNagy called the meeting to order at 10:00 a.m.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There were no members of the public in attendance.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the January 14, 2015 Meeting**

Mr. deNagy stated in your agenda package is a copy of the minutes from January 14, 2016.

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| On MOTION by Mr. Maier seconded by Ms. Roberts with all in favor the minutes of the January 14, 2016 meeting were approved. |
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**FOURTH ORDER OF BUSINESS**

**Acceptance of the Audit for Fiscal Year 2015**

Mr. deNagy stated this is a clean audit. On Page 2 is the opinion of our auditor, McDirmit and Davis that states, "In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of District as of September 30, 2015, and the respective changes in financial position thereof and the budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America." On Page 25, under the Compliance Section, is the auditor's report on internal controls. "... we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses." On Pages 27 and 28 are the management comments. This would include any prior audit findings, the financial conditions of the District, and report on the financial status of the District. This report is filed with the Legislative Audit Committee, members of the Florida Senate and Florida House Representatives, the Florida Auditor General, and other granting agencies. There are no comments, so we have a clean audit.

On MOTION by Ms. Stilwell seconded by Mr. Maier with all in favor to accept the FY15 audit was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2016-01 Approving the Proposed Budget for Fiscal Year 2017 and Setting a Public Hearing Date to Adopt the Budget.**

Mr. deNagy stated your were all sent a draft budget by email. The budget process is a 2-step process. Today we are looking at approving a budget, which means we are setting an assessment level for purposes of approving the budget but not adopting or levying the assessments. We will do that at our public hearing in July. This is the opportunity for the board to question the budget as it is being proposed for FY17. We can make any changes today. If we decide on an increase today, there will be a required mailed notice to all the residents advising them of the increase, how much it is, and when the public hearing is so they can attend. The budget shows a small increase of 7.3%, which is \$52.76 per year across 680

units. The monthly amount is \$4.40. We had an overall increase of \$33,182. Of that, \$25,000 is related to money that we are proposing to include in our Capital Reserve. We have never had big Capital Reserve dollars set aside for capital repairs. This will hopefully stem an increase next year and the following year as well if we get our budget in line with where we should be. Hopefully we have enough money to cover expenses for not only FY17, but FY18 and FY19 as well. The other increase is irrigation maintenance, which has a \$4,000 increase. We are also adding supervisor fees in the amount of \$3,200. Those three items total \$32,200, and the overall increase is \$33,182. I will go through the different sections of the budget. Starting with the Administrative Budget, the FY17 proposed budget is \$103,787, and we are currently at \$101,117. That is an increase of \$2,670. On Page 2, the field expenses, which is where the majority of our increases come from, the budget is \$388,975. We are currently budgeted at \$358,463. On the bottom of Page 2, you can see what that does to the annual O&M assessment. The CDD assessment is made up of two components – O&M and Debt. The debt portion stays fixed. The O&M portion can change. Annual assessments grossed up collection costs and discounts will increase to \$778.64 per unit from \$725.88. That is a \$52.76 increase per year.

Mr. Maier stated Maintenance is less than \$200 per quarter, and in most communities they are paying at least \$350 a quarter. I think the staff is doing a great job keeping the cost really low.

Ms. Stilwell stated it seems to be normal, and \$52 spread over the year is not a lot by any means. The prices of things are going to go up, and things are going to need to be repaired. It seems to be in line.

Mr. Maier stated the Amenity facility is getting to that age that we have to make more repairs. We will have to buy a pump sooner than later for the pool.

Ms. Roberts stated I know that last year when we went through this process we set money aside to do the remarketing of the pool, and that wasn't completed. The community saw their CDD fees jump up, and they don't understand because no one is here listening to what is in the budget. I want to make sure that things that we are saying are going to get done are going to get done. The pool remarketing wasn't completed, and I guess at this point we are not remarketing the pool.

Mr. deNagy responded we actually are. Originally when we met before, we had planned on remarketing both the main pool and the kid pool, and it was contingent on getting funding. We were going to talk to the developer first and then the builders. That took a long time and never panned out to be any help to us.

Ms. Roberts stated I guess that is what this \$68,000 carry over is?

Mr. deNagy responded that was our beginning balance, yes. We are moving forward, and we have already signed an agreement. We do have the money to pay for the main pool, which Crown pool is going to do. The kiddie pool is being deferred to next year, so the Capital Outlay number of Page 2, of that roughly \$33,000 will be for the kiddie pool next year. It will be done this winter when the pool is closed down. The time frame for the main pool start date is either the 18<sup>th</sup> or 20<sup>th</sup> of this month, and they think they can be out in three weeks. Hopefully it will be open for Memorial Day.

Mr. Maier stated I have a meeting with the HOA tomorrow to approve releasing \$10,000 to the CDD. We are doing an amendment with the HOA that will allow dollars in the future to be contributed for projects like this. It has to be specific projects with specific neighborhood benefits.

Mr. deNagy stated on Page 3, that carried forward surplus is our beginning balance at the start of this fiscal year. If you look at our budget on Page 2, you see we are projecting a fund balance at the end of the year of \$5,560. If you add those two together, that is our excess money that we have at the beginning of FY17 that will go to pay for the first two months operating expenses. It takes about that long once we levy the assessments for assessment income to start coming in from Duval County. Pages 4 through 7 are just line item definitions of everything that is in the General Fund budget. Page 8 is our Capital Reserve Fund and \$75,500 is the estimate. You can see the FY17 kiddie pool resurfacing, and we are looking at an expense of just under \$33,000. Page 9 is the Debt Service Fund. We have gotten an update on the lots completed. I have sent that off to our underwriter. They are looking now at how feasible it is going to be to refund the bonds for Tison's Landing. That could be either another source of funds for the District or it could be something to help lower the debt assessments, depending on which way the board wants to go. We will keep you posted.

There were no questions from the board members regarding the General Fund budget.

Mr. deNagy stated if the board approves today's budget for FY17, there would be an increase of 7.3%. This will require that we send mailed notices to everybody and advise them of the increase. There would be a public hearing on July 7 for the purpose of listening to any public comment on the budget. The board can then take up adopting the budget and authorize staff to levy the assessments.

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| On MOTION by Mr. Maier seconded by Mr. King with all in favor the FY17 budget, Resolution 2016-01, was approved, and a Public Hearing was set for July 7, 2016 at 10:00 a.m. |
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**SIXTH ORDER OF BUSINESS**

**Consideration of River City Soccer Camp Proposal**

Mr. deNagy stated there is an email in the agenda package about when the soccer camp will be held. I believe they did this last year.

Ms. Dobrie responded they did. They were not very professional. It was their first year. The people that attended their soccer camp wanted to use the pool and wanted access to different things. The gentleman was late with his rental payment by three months. I had to track him down to get it back. It was mostly non-residents that attended, and they wanted to use the playground and pool.

Ms. Roberts stated it says they had 24 players between the two weeks last year, and they are expecting 30 to 40 this year.

Mr. deNagy asked would your recommendation be not to?

Ms. Dobrie responded I would rather you not. He wasn't a very upstanding character.

Mr. deNagy stated I9 does provide a similar service.

Ms. Dobrie responded they do T-Ball, soccer, and football. They have added basketball this year, and they have more of their stuff together, more respectable than River City.

Ms. Stilwell asked is it the same person?

Ms. Dobrie responded it is the same gentleman, yes.

Ms. Stilwell asked are you there during that timeframe, because I know there was some positive feedback from the community.

Ms. Dobrie responded that is because he does an older group for soccer than I9. I9 only goes to 12, and he does to 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade.

Mr. Maier asked is it in conflict with anything else going on?

Ms. Dobrie responded rentals, if there is a rental over there at the same time, so it takes up most of the parking.

Mr. deNagy stated it is just the two weeks, July 11 and July 18.

Mr. King asked how much did he pay for it? How much was the fee for?

Ms. Dobrie responded he gave \$250 for his fee, and it was like something per count per head.

Ms. Roberts stated it says here \$10 per player. Is that what he pays us?

Mr. deNagy stated that could be \$300 or \$400 depending on how many players he gets.

Ms. Stilwell stated I haven't heard anything about it good or bad.

Mr. Maier stated I am one that likes for the kids to have those opportunities. You never know what you are going to get, but if you can lay out the rules to James on the facility, and if you are comfortable with that, I would certainly recommend let's having it. It is a benefit for our kids.

Ms. Stilwell stated instead of giving him a card, we hand him a card at the beginning of the day and take it back at the end of the day.

Ms. Dobrie responded that is doable. Before he started last year, he never sat down with me or Mark who was there at the same time. I would rather we meet and go over the rules and set boundaries.

Mr. deNagy stated maybe this year we could ask counsel to build into the agreement where he has to pre-pay or a percentage.

Mr. King stated he certainly needs to have some consideration up front. He pays based on the number of people who signed up, so we have to come up with a number for the deposit based on what we expect him to generate.

Mr. Maier asked do you think a general waiver would be good for the parents to sign. It would state you can't use the facilities if you are not a resident.

Mr. deNagy responded I think that is absolutely a good idea. I don't think a non-resident should be using the Amenity Center. They don't pay the CDD fees. If they are there for the soccer game, that's it. If they are a resident, obviously they get access.

Ms. Stilwell stated I love the idea of kids having more activities. I did hear a lot of good stuff from a couple of people.

Mr. Maier stated I think these kinds of things are a benefit to the community at the end of the day.

Ms. Dobrie stated especially if we let him know the rules up front and have a down payment as well as communicate the rules of what they can use and what they can't use.

On MOTION by Ms. Roberts seconded by Ms. Stilwell with all in favor the River City Soccer Camp proposal was approved with additional provisions of a down payment of \$100, non-residents will not have access to the Amenity Center, Amenity Center rules to be included in the agreement, and a liability waiver required.

**SEVENTH ORDER OF BUSINESS**

**Ratification of Small Project Agreement with Crown Pools for Pool Repair**

Mr. deNagy stated copies of the small project agreement and proposal are included in the agenda package. We have been working on the chairman and Louis on this. This is already executed, and we are looking for a motion ratifying the agreement with Crown Pools

On MOTION by Mr. Maier seconded by Ms. Roberts with all in favor to ratify the Small Project Agreement with Crown Pools for pool repair was approved.

Mr. Cowling stated he would like a volunteer to help with tile selection for the backsplash.

Mr. Maier stated we got a blue when we did the pool at the Plantation. The blue tile they used for the backsplash looks really good. It is a standard tile. I would recommend that tile.

**EIGHTH ORDER OF BUSINESS**

**Other Business**

Mr. Maier asked about compensation for the board members. Is everyone going to be compensated going forward?

Mr. deNagy responded that is an individual decision on part of the board members.

Mr. Maier stated since I have not been, I would like to request that.

Mr. deNagy responded okay. A W-4 and I-9 will be sent.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Knight stated he had nothing to report.

**B. Engineer**

Mr. deNagy stated Preston is not here. He reached out to me before the meeting, and there was no report. One thing I would like to get a motion on. The Engineer does an annual report to the Trustee. Our next meeting is after July 1 when the report is due. I would like to get a motion from the board authorizing the Chairman to review and approve the Engineer's Report so it can be submitted to the Trustee prior to July 1.

On MOTION by Mr. Maier seconded by Mr. King with all in favor to authorize the Chairman, after satisfactory review, to approve the Engineer's Report to the Trustee prior to July 1 was approved.

**C. Manager**

Mr. deNagy stated we have general elections coming up in November, and Mr. King's seat and Mr. Maier's seat are both up. Those two seats will be on the ballot in Duvall County during the general election process in November. I also wanted to let you know that Aaron and Courtney will be moving. Their husband's have been redeployed, and one is going to Missouri and one is going to Massachusetts. They will be moving in June. We need to find another person on the board, but we need to have a quorum in order to put somebody on the board. What we need to do is find somebody that will be interested in serving, and we will have to have a special meeting before June 20 so we have a quorum so we can go ahead and appoint that person.

Ms. Roberts stated I have a couple of people in mind.

Mr. deNagy stated if you could get me names of folks, I will be happy to talk with them and go through the process. We will likely be having a meeting sometime before July 7 and will let you know when that is.

**D. Operations Manager**

Mr. Cowling stated I will report. Brian will be transitioning back into Tison's. I have some projects on this side of town that will require more of his time, so I will be taking back over the District for the next 30 to 45 days. I will get him back in. The main thing we need to

discuss is the air conditioning unit for the social hall. The outside unit is almost eight years old. It went down about two weeks ago. Service came out, and it was leaking in the coils. Everybody that came out said we can't replace it because it is the old refrigerant. The old refrigerant requires a special permit to just replace one portion of it. That prompted getting proposals for replacing the inside unit and outside unit. I have four proposals from four different vendors. Florida Air is our current provider, and they were \$3,900; Chase Air was \$3,959.46; Snyder Air was \$4,980, and Thigpen was \$5,150. The first three were 5-year parts and 1-year labor. Thigpen was 10-year parts and 5-year labor. They were about \$1,200 more than low bidder. They are all reputable companies. It has to be done, and I had it done in my house and have saved about \$100 a month on the electric bill. It is a lot more efficient. It is a 4-ton unit inside and outside, 14 Seer.

Mr. King asked who is the manufacturer.

Mr. Cowling responded Florida Air is going to be Carrier, Chase is Rudd, Snyder is Rheem, and Thigpen is Rheem as well.

Mr. Maier mentioned the 10-year warranty because the units are really used, and you have that salty air. I know we have spent money over the years on all the AC units up there, and \$1,200 to have an additional 5 years is not a bad thing.

Mr. Cowling stated they are all reputable companies. Most of these units are 10-year lifespan. We got the lifespan out of this one.

Mr. deNagy stated it is \$120 a year insurance for the life of 10 years, which is not bad.

Mr. King asked what is your recommendation Louis?

Mr. Cowling responded I am comfortable with all of them. Currently we have Carrier in the fitness center. That might make it a little easier to service. Probably not much difference in the units themselves. The warranty is a big ticket item. The first five years they bring in new parts, and that is hard to beat.

Mr. Maier stated if you look at the warranties and they are solid, and they cover all the things we think can go wrong, you are really paying for something that you are really not getting. I would just go with the lowest price.

Mr. Cowling stated once the new ones are installed, you can replace components a lot easier. There is not a special permit, and there are actually parts available now.

Mr. King stated Carrier is reliable, so I tend to lean toward that. Thigpen is a great contractor. There is a lot of value in the warranty, but I don't know that it justifies it for the CDD. I think Florida Air would probably take good care of you. Unless you advise otherwise, I lean toward Florida Air with Carrier.

On MOTION by Mr. King seconded by Mr. Maier with all in favor the Florida Air proposal to replace the Amenity Center A/C unit at a cost of \$3,900 was approved.

Mr. Cowling stated we did replace several pickets and floorboards on the Tot Lot. The tops were starting to decay. Some stringers were replaced. The residents were very appreciative. We replaced the fabric on 15 lounge chairs, and those are the last 15 that needed to be replaced. All lounge chairs are in good shape going into the summertime. We have been getting with the landscape contractor about every two weeks, and they are doing a very good job. Mulch is a project we would like to get started on. There is about 128 yards, and the cost is \$35 a yard. That item will need to be addressed more next year. A concern from some of the residents was the lighting at the entries wasn't bright enough. I will change the fixtures out to something that is more of an area flood.

Ms. Stilwell stated I have heard some complaints about the treadmills.

Mr. Cowling stated they are all operational. The panels on top are pretty boring. They can be replaced, but it costs \$600, and to spend that much on a six or seven-year-old piece of equipment might not be a good idea.

**TENTH ORDER OF BUSINESS** **Supervisor Request / Audience Comments**

There being none, the next item followed.

**ELEVENTH ORDER OF BUSINESS** **Financial Statements**

**A. Balance Sheet and Statement of Revenue & Expenditures**

Mr. deNagy stated these are as of February 29, 2016.

**B. Check Run Summary**

Mr. deNagy stated the total of the check run summary is \$431,382.95.

On MOTION by Mr. Maier seconded by Ms. Roberts with all in favor the Check Run Summary in the amount of \$431,382.95 was approved.

**C. Assessments Receipt**

This item is located in your agenda package and shows about 98% collected.

**TWELFTH ORDER OF BUSINESS**

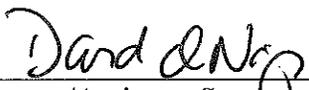
**Next Scheduled Meeting**

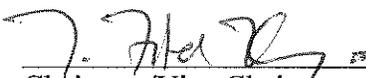
Mr. deNagy stated our next scheduled meeting is July 7, 2016 at 10:00 a.m. at this location.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Ms. Roberts seconded by Mr. King with all in favor the meeting was adjourned.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman