

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 6, 2017 at 11:00 a.m. at Yellow Bluff Amenity Center, 16529 Tison's Bluff Road, Jacksonville, FL 32218.

Present and constituting a quorum were:

Doug Maier	Chairman
Fitch King	Vice-Chairman
Dan Flourde	Assistant Secretary

*Also present were:*

Dave deNagy	District Manager
Gerald Knight	District Counsel
Preston Doub	District Engineer
Brian Stephens	Riverside Management
Emma Dobrie	Riverside Management
Daniel Laughlin	GMS

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. deNagy called the meeting to order at 6:00 p.m.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There being none, the next item followed

**THIRD ORDER OF BUSINESS**

**Discussion of Road Speed Study**

A copy of the study is located in the agenda package.

Mr. Doub stated we put together a proposal to the CDD to do a speed zone study. This involves collecting data and reviewing the traffic project. We want to look at lowering some of the speed limits. The total fee for this is \$10,750 to go through the process. Sometimes these speed studies don't really get you the result that you want. I would caution you about that going forward. We have been through a couple in St. John's County. We went through the process of both of them did not get approved for anything.

Mr. Plourde asked can we skip the study and go right to asking for a reduction?

Mr. Doub responded you can work with the public works department and the city and try to lobby them to look at it and see if they will work the police department to come out and do some patrolling. But let everybody know they are going to be out because what happens is the residents start getting speeding tickets, and maybe that is a good thing.

Mr. Maier asked to implement any traffic calming improvements, you have to go through this process?

Mr. Doub responded either go through this process to come up with a recommendation or try to lobby with the city and the police department to get it done through them. We could help lobby, but we have to come up with enough data from the study to justify that. Speed bumps are really tough to get approved. They don't like to do those.

Mr. Maier I have seen communities put in the electronic speed limit signs that they act like a radar sign so that you if you are speeding the strobe lights starts to flash. They find about 98% of the community follows the speed limit and about 2% do not, but they find once you put these in, the behavior does change. People recognize that when that strobe catches them, they are speeding, and they do slow down. That might be money well spent versus spending \$10,000 here. Each sign costs about \$5,000 to install, and they are solar powered. We could pick up two of those for this and maybe put four or five in the neighborhood. I have heard nothing but positives.

Mr. Plourde stated I see the benefit of it. If you start to do a study, people are going to slow down, and you are going to get tainted data. This is something we can actually get going right now. We might not get a \$10,000 value out of this study. They may say no.

Mr. Maier stated with this you get enough data so you can recognize if it is working or not working.

Mr. Doub stated another thing is consider is you have to look at the priority list of the city and the things they have to do. We come up with something, and they say okay, we are going to put it on our list, but it is so far down the list, it is like when are you going to get to it.

Mr. Plourde stated I have heard people say it will go to the top of the list the first time someone gets hit. Whether the spend this money either in a study or an electronic sign, which we then can use for the study, where you have collected data anyway, that might be smart spending there.

Mr. deNagy asked do you want to bring this back for the July meeting?

Mr. Plourde responded I would say. Find out the exact cost for the electronic signs, how many we would want to get, and where they should be located.

Mr. King stated I would like to open it up to the public for a few minutes.

An audience member asked if we could start the process of lobbying the city now since and see how that can progress.

Mr. Doub responded you can do that, and what we find the most effective is the residents actually calling and talking to the police department and talking to public works. When we call, they are like "what kind of data do you have." We say we are calling because the resident told us something. We don't get very far with that.

Mr. Plourde stated can we get the name and telephone number so we can post it in the neighborhood?

Mr. deNagy stated I will get that to Emma so she can post it

**FOURTH ORDER OF BUSINESS**

**Affidavits of Publication**

Mr. deNagy stated this is in your agenda package. It noticed today's public hearing.

**FIFTH ORDER OF BUSINESS**

**Organizational Matters**

**A. Acceptance of Resignation of Carman Pagano**

Mr. deNagy stated board member Carman Pagano moved from the neighborhood and submitted his resignation. A copy of his letter is located in the agenda package. I would ask the board to motion to accept, with regrets, the resignation of Mr. Pagano.

On MOTION by Mr. King seconded by Mr. Plourde with all in favor to accept the resignation of Supervisor Carman Pagano, Seat #1, with regrets, was approved.

**B. Consideration of Soliciting Residents to Serve on the CDD Board of Supervisors**

Mr. deNagy stated Mr. Pagano's term runs until 2020. I would like to ask the board to direct me to solicit for residents to submit either resumes or letters of interest to sit on the

Board of Supervisors of the CDD. That would post probably next week and would run sometime prior to our July 6 meeting so we have time to collect the resumes or letters of interest to put in the agenda package. These resumes/letters will then be considered at the next meeting.

On MOTION by Mr. Plourde seconded by Mr. Maier with all in favor to authorize staff to solicit for a replacement to fill Seat #1 was approved.

**SIXTH ORDER OF BUSINESS**

**Public Hearing Regarding Amenity Center  
Police Changes**

Mr. deNagy stated we will discuss the changes to the policies, and then we have a resolution after we close the public hearing that will consider to go ahead and adopt those policy changes. Right now I would like to go ahead and open the public hearing.

On MOTION by Mr. King seconded by Mr. Plourde with all in favor the Public Hearing is Open.

Mr. deNagy stated there is a copy of the Amenity policies included in the agenda package. If you turn to the Resolution first, you will see the changes that were amended to the policies starting at the bottom of Page 1. On Page 2, you can see the underlined sections of the policy. This has to do with alcohol being permitted to be served here at the Amenity Center.

**A. Discussion of Amenity Center Policies**

Mr. Knight stated this is the result of the board's previous discussion about wanting to address the policy relating to the consumption of alcoholic beverages in the Amenity Center for special events. The current rules or policies do allow it at pre-approved special events. It has to be granted by the Board of Supervisors prior to the special event. The board wanted to flesh that out some more and also to designate a particular person to implement the policy by approving the use of alcohol consistent with the conditions stated in the new policy. Essentially it provides that the board can allow the use of alcoholic beverages at special events. They can name someone that will implement that policy on behalf of the board. It sets out that

in order to be allowed to use alcohol at special events, there has to be an insurance policy. This is all suggested language. The board hasn't enacted it yet. The insurance policy must have the District as additional insured. The special event insurance policy must be at least \$1,000,000 coverage. The sponsor of the event would also have to enter into an indemnity agreement with the District. The applicant has to apply to the board at least 30 days prior to the proposed date of the special event. The board or its designee will grant the approval for the special event only when there are adequate safeguards against public intoxication, service of alcohol to anyone under the age of 21 years, and service to persons under the influence of intoxicants, or services to members of the public who are not participants in the event. The approval can also limit the hours during which alcoholic beverages can be served. It would be an amendment to your amenity policies, the General Conditions, under Article B, Item #4. There are also other provisions in the Amenity policies where the use of alcoholic beverages is prohibited. They are prohibited at the pool area, the athletic field, the volleyball and basketball facilities, and the BBQ grill,. Alcohol would only be allowed this space here and not outside this space.

Mr. Plourde stated it says the party has to have an insurance policy of \$1,000,000.

Mr. Knight responded yes, a Special Events insurance policy. I am not an insurance salesman, but as I understand it, they are not that expensive to obtain.

Mr. deNagy stated that is something the homeowner can get through their homeowner's policy.

Mr. Knight stated you can make it less than \$1,000,000 if you want or not even require insurance. We put things in there that the board might be interested in doing. You can always eliminate something.

Mr. deNagy stated other communities are very similar. We do require the insurance, and it is \$1,000,000 coverage that we ask for. This policy is consistent with what we have seen at other Districts. For a wine and cheese event, you can actually have the CDD sponsor the function and be covered under our insurance policy. You could have a licensed person come in that does wine tastings, and it would be covered under their provision. If a resident wants to have an event like a graduation party or something, then that is when the insurance policy would kick in.

An audience member asked who would police this area as far as security. I am thinking of a graduation party. If there is no one going out into that area, who would police the area to

make sure they are not drunk or language and things like that? As a host, that is sometimes a tricky situation. I think that would be necessary if you are going to have alcohol.

Mr. deNagy stated I guess that would fall on Emma. To answer your question, clearly we don't want anything to get out of hand here. Emma would be watching.

Mr. Maier stated to some extent, it would be the host's obligation to do that. Emma is just there to keep an eye on them to make sure they are abiding by the rules of the facility.

Mr. Jerry Meyer, an audience member, stated you put the words together, but in reality you might be serving in the BBQ area, so you ought to say it is here or the BBQ area. I think keeping it out of the pool is okay and keeping it out of the gym is okay, but in reality a lot of people will go outside this area.

Another audience member, the chair of the social committee, stated we will have bunco up here once a month, and we may have paint night or something like that. We may have 12 people at the most. If they want to have a couple bottles of wine, is that going to be a \$1,000,000 to have a couple bottles of wine while 12 people are playing bunco?

Mr. deNagy stated to answer your question, yes. We don't have provisions saying how many bottles of wine or alcoholic drinks.

The audience member asked would the HOA cover that?

Mr. deNagy responded whoever is sponsoring the bunco.

Mr. Maier asked does the HOA have a liability policy?

Mr. Plourde stated we have had this question asked of us on how we can have alcohol at social events. It is the bad apple that ruins it, right? You have to make the rules that are more encompassing, and that is what makes it so challenging. The easy call is to say no alcohol at all, but we know that people want to enjoy the amenity. We want to protect ourselves too.

Mr. Plourde asked if it is a group that keeps coming back every month, could they get a policy to last a year that will cover all their social events?

Mr. deNagy responded I don't know the answer to that.

Mr. Plourde stated you might want to look into something like that.

Another audience member asked is it possible to leverage the District's insurance policy and see what special events would take and either pass it on with the rental fee or something of a social fee.

Mr. deNagy stated yes, we can look at that. That could maybe be a CDD sponsored event.

Another audience member stated I don't know if it would be cost prohibitive, but one of the things we did when we lived in Ohio is if it was more like 35 to 50 people in the area, they would have to get security.

There were no other questions.

Mr. deNagy asked the board members if there was any other discussion on the policy.

Mr. Plourde stated I like the idea of maybe getting a little extra fee and come off the CDD insurance or see if each group could have their own insurance for the year. See if the HOA could get an insurance policy for the year or maybe charge a fee that we could then have it for the year.

Mr. Maier stated I think the policy is a good policy, and I think we just have to work within the policy with how we implement it.

Mr. Knight stated the way it is worded now, it requires the sponsor of the event to provide proof of insurance in an amount not less than \$1,000,000. That insurance could be the CDD's insurance. They have to provide that evidence of insurance in some way. The amount is \$1,000,000, but the board could change that. You would have to do it tonight.

Mr. Plourde stated can we postpone this until further research? In other words if we can charge whoever wants to do this activity an extra \$50 to cover insurance policy cost, then they would be coming off the CDD insurance policy. Is that something we can look into? In other words, you rent this space if they have a party or if you use the patio. There is a fee for that. Could we charge an fee to get the insurance policy for the year, and they just come off that one policy?

Mr. deNagy responded I don't think we need to do that. We already have the policy in place. We have liability, and we have property insurance that has been paid for. It is part of the assessments. If it is a CDD-sponsored event, I think we are fine. Now if the HOA wants to sponsor something, then they would have to ask the HOA if they have insurance.

Mr. Plourde asked if the neighbors want to come up and play bunco or do a game night or paint night, is that considered a CDD-sponsored event?

Mr. deNagy stated that depends. If it is a bunco CDD sponsored event, then yes. If it is just a resident or some entity other than the CDD, it is not the CDD. In order to it to be a CDD event, it would have to be arranged as part of our special events budget and talk with Emma.

Mr. Knight stated we can work out the details about whether it is CDD sponsored or whatever.

Mr. King stated I think it should stay at a \$1,000,000 policy.

An audience member stated is the space that it would be permissible, is that non-negotiable as far just being here and not extended to the BBQ area or patio area.

Mr. Knight stated the current policy prohibit it at the BBQ grill. We didn't change any of those on where it is prohibited.

Ms. Dobrie stated the BBQ grill is by the playground, so that automatically makes it a different story. The grill is no longer allowed up here. The patio area is allowed.

The audience member stated I misunderstand. I thought this patio area was the BBQ area.

Mr. Knight stated the policy says wherever the BBQ grill is, alcoholic beverages are not permitted. It is prohibited in the pool area, athletic fields, and volleyball area.

Mr. Plourde stated you didn't mention the parking lot. I know a lot of people get out of their cars and start drinking down there. Does it even list it in this policy? Parking spaces also.

Mr. Knight stated I don't think the policy discusses the parking lot or the other area.

Mr. Plourde asked aren't we still responsible for these adjacent spaces if someone gets drunk and drives their car into another car or run somebody over?

Mr. Maier stated I think we can expand it to include the parking area and other CDD common areas.

Mr. Knight stated if you want to amend this proposed policy change to prohibit alcoholic beverages in the parking lot and in the park area, you can do that.

Mr. deNagy asked is the board's desire to prohibit alcohol consumption in the parking lot and any other common areas other than specified in the policy?

All three members stated yes.

Mr. Knight stated so you would move to amend the proposed policy to add that language, and then you would adopt the proposed policy as amended.



Mr. deNagy stated the policies can be read online at [www.tisonslandingcdd.com](http://www.tisonslandingcdd.com).

On MOTION by Mr. Maier seconded by Mr. King with all in favor the Public Hearing is Closed.

Mr. Knight stated I think we need a motion to amend the proposed policy to prohibit the use of alcoholic beverages in the parking areas or in other common areas. Once that amendment passes, we will approve the new policy as amended.

On MOTION by Mr. King seconded by Mr. Plourde with all in favor to amend the Amenity Policy revisions to include prohibiting alcohol consumption in the parking lot and all other CDD common areas was approved.

**B. Resolution 2017.05**

On MOTION by Mr. Maier seconded by Mr. King with all in favor Resolution 2017-05, as amended, was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2017-06, Approving the Proposed Budget for Fiscal Year 2018 and Setting a Public Hearing Date for Adoption**

Mr. deNagy stated tonight we look to approve our budget for FY18 and set a date for adopting our budget. Mr. deNagy proceeded to tell the audience members how the budget process worked. The General Fund budget is variable from year to year. The debt portion of the CDD assessment is fixed. I will give the board a brief of the General Fund budget. We will approve the budget tonight. We will let 60 days lapse before we adopt the budget. Once the budget is adopted, that is the basis for levying assessments that are included on your property tax bill. We will approve the budget tonight, and when we get together in July we will look to adopt the budget. Tonight we will set at our budget at a level where we don't have to change it for when we adopt. We can't increase our budget once we approve the budget. If

we approve the budget tonight and there is an increase from what you are currently being assessed, there is a mailed notice requirement. We then have a public hearing for adopting the budget taking into account that increase. We approve the budget as proposed tonight and there is no increase proposed, we cannot change it except to lower it when we get to the meeting where we adopt the budget.

Mr. deNagy continued. The debt service fund budget is included. That is a fixed component of the CDD assessment. A copy of the General Fund budget is included in the agenda package. That narrative provides a description of each of the line items. We are not proposing an increase in the General Fund budget. Currently the annual assessment for everyone here is \$778.64. That is collected as part of your Duvall County property tax bill. Regarding the General Fund budget proposed for FY18, this year our administrative expense total was \$95,012. In FY18, we are proposing a \$2,100 increase, so that goes to \$97,112. This increase is primarily management fees, which is the District Management company. That is a 5% increase. The District has not had an increase for the last 8 years, so we are asking for an increase of \$2,250. This is a small decrease in the dissemination fee, we have a small increase of \$100 in our annual audit fee, and we have a small increase in other current changes, i.e., bank charges. Page 2 shows Field Operating Costs, which includes everything from recreation center attendant, pool maintenance, landscape maintenance, pest control, all utilities, repairs and maintenance, janitorial supplies, amenity supplies, and then capital budgeting. We are looking for a decrease of \$2,100. We are currently \$397,750 in field costs. The proposed budget is \$395,650. We have a proposal for a season assistant for Emma. This would be during swim season. That is an increase of \$7,600. There is a small increase of Lake Maintenance of \$240. Utilities are being increased by \$600. Refuse service has an increase of just under \$800, and janitorial supplies has a \$500 increase. To keep assessment levels where they are, we decreased capital outlay by \$12,004. The principal reason for that was we had capital in our operating budget, and we also had capital funds for capital improvements in our bond fund. When we refinanced our bonds, we took out another \$200,000 for improvements in the community. I felt that we could toy with that number a little bit in our operating budget. We are still recommending a reserve fund in capital. It is not changing from \$40,000. That is money we are setting aside for other capital improvements outside of the bonds. There is still a small capital outlay budget for FY18. We are currently budget \$44,275 for capital outlay and

decreasing that to \$32,271. That is still a fairly healthy number with the addition of the capital money we have in our bond. There is no assessment change recommended.

Mr. Plourde asked what makes up that clubhouse income?

Mr. deNagy responded I think the big number there is we have some non-residents that have passes here. That is the lion share.

Mr. Plourde stated at the last meeting we talked increase in I-9 sports to take care of the field maintenance from when they use it. Has that been put into the budget under field maintenance. Brian, you were talking about how that soccer field needed to be repaired. It was going to run between \$5,000 and \$15,000. We talked about us having I-9 pay some of that instead of having the residents. Has that been put into the budget? Is that all \$15,000 or are we actually going to bill I-9 for some of that maintenance?

Mr. deNagy responded we haven't talked with I-9. To my knowledge I-9 is not paying the District anything. We have to look at the agreement itself and renegotiate that agreement with I-9.

Mr. Plourde stated I looked at the agreement quickly, and they were responsible for damages to the field when they used it. They haven't paid anything yet out of how many years. We might want to look at that to see if they can help pay for damages to the field.

Mr. deNagy stated I agree. There is a proposal that Brian will talk about later at the meeting about that field. That is something I think we can definitely approach and ask them. We will talk with I-9 and see if they can help us directly.

Mr. Maier stated I think you did a good job with the budget. You are not increasing the budget, which is always a good thing. It is great you are able to shift dollars here and there. There is nothing alarming in here.

An audience member talked about lighting and areas where it is dark and being told there is no outlet.

Mr. Stephens stated there is no electrical in the center of the roundabout area. I contacted JEA, and they said they did a light study when they initially put in all of the street lights. They said what they have now conforms to what is required. Any additional would be the responsibility of the property.

Mr. Maier asked can we get JEA to put additional lights up there but we could just go ahead and expand our light leasing. I think it would be good getting more lights up there.

In response to some questions, Mr. Stephens stated there isn't power in either one of the pocket parks or the roundabout. Irrigation is on battery because there is no power over there. Anything from that area would have to come from the homeowner, or we have to install electrical service, which would mean a new meter.

Mr. Plourde stated we talked about putting extra lights for the bus stops last meeting. It was getting dark where the kids were being dropped off.

Mr. Stephens stated JEA states what they have conforms to what they are required.

Mr. Plourde stated let's march on and maybe get this looked into and get some extra lights.

An audience member asked have you talked about the gym needing fixing.

Mr. deNagy stated we are going to talk about that a little later on.

Another audience member stated when you refinanced the bond, I believe there was a certain amount allocated to fixing things up. There was a year and there is only a certain amount of time you can use that money.

Mr. deNagy stated we have either 3 or 5 years.

In response to another question asked about areas where the amount of money budget was not spent, Mr. deNagy stated if you look at page 3 of the budget, you see we have a beginning balance, which is our carry-forward surplus of \$44,000. We are estimating at the end of this year almost \$30,000 in excess revenues. We will have funding for our first quarter. We have to have money set aside for our first quarter operating expenses because we don't start getting assessment income in until after the property tax bills go out in November, so we have a 2-month period that we pay bills with that carryover. That is what that carryover is used for. It is a cash flow thing.

Mr. deNagy stated I would like to get a motion approving Resolution 2017-06 and setting a public hearing of July 6, 2017 to adopt our budget. This would be at 11:00 a.m. at the office of England, Thims, and Miller. We cannot increase our budget when we adopt. We can only decrease when we get to our budget adoption meeting.

On MOTION by Mr. Plourde seconded by Mr. King with all in favor Resolution 2017-06 and setting a public hearing for July 6, 2017 were approved.
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**EIGHTH ORDER OF BUSINESS**

**Approval of Minutes of the January 5, 2017 Meeting**

Mr. deNagy stated a copy of the minutes is in your agenda package. If there are no revisions, I look for a motion approving the minutes from January 5, 2017.

On MOTION by Mr. Maier seconded by Mr. King with all in favor the Minutes of the January 5, 2017 meeting were approved.

**NINTH ORDER OF BUSINESS**

**Ratification of Agreements**

**A. First Amendment and Extension to Clear Waters, Inc. Contract**

Mr. deNagy stated we are under contract with Clear Waters for lake maintenance. We look for a motion for the first amendment and extension to Clear Waters, Inc. for their contract.

On MOTION by Mr. King seconded by Mr. Maier with all in favor to ratify the first amendment and extension to Clear Waters, Inc. contract was approved.

**B. First Amendment and Extension to IDLD USA, Inc. Contract (LawnBoy)**

Mr. deNagy stated this is to the Lawnboy contract for lawn maintenance.

On MOTION by Mr. King seconded by Mr. Plourde with all in favor to ratify the first amendment and extension to IDLD USA, Inc. contract was approved.

**C. First Amendment and Extension to Arrow Exterminators, Inc. Contract**

Mr. deNagy stated this is for pest control.

On MOTION by Mr. Maier seconded by Mr. King with all in favor to ratify the first amendment and extension to Arrow Exterminators, Inc. contract was approved.

**TENTH ORDER OF BUSINESS**

**Ratification of Engagement Letter with McDirmit Davis for FY16 Audit Services**

Mr. deNagy stated we are actually going to be looking at accepting the audit on our next agenda item, but I would look for a motion to ratify the engagement letter for FY16 audit.

On MOTION by Mr. Plourde seconded by Mr. King with all in favor to ratify the engagement letter with McDermott Davis for FY16 audit services was approved.

Mr. deNagy stated I do sign those engagement letters to get our audits underway. I do that with prior board approval.

**ELEVENTH ORDER OF BUSINESS                      Acceptance of the Fiscal Year 2016 Audit Report**

Mr. deNagy stated a copy of that audit report is located in the agenda package. I look for a motion to accept the audit report for FY16. Before you do that, there are things I want to read into the record. On Page 2, the opinion 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 the District as of September 30, 2016, and the respective changes in financial position thereof and the respective 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 27, under internal controls, the last paragraph and almost the last sentence states, "... we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses." On Pages 29-31 are the audit reports to the State, and I wanted to note that we are in compliance with all requirements of Statute 218.415. This is a clean audit.

On MOTION by Mr. Maier seconded by Mr. King with all in favor to accept the FY16 Audit was approved.

**TWELFTH ORDER OF BUSINESS                      Consideration of Public Facilities Report**

A copy of the report is located in the agenda package.

Mr. Doub stated this is a report that is required by the Florida Statutes. It is a housekeeping thing that we have to do. It requires us to do a very high level general description of the facilities, the location, current capacity, and current demand. It talks about the stormwater management facilities, the Amenity Center, pocket parks, landscaping, and irrigation. It is used by the City in that if they are doing some planning that might be impacted by some improvement the CDD is going to make, they are coordinated.

Mr. deNagy stated I look for a motion to accept the Public Facilities Report.

Mr. Plourde asked as you are exiting the main street exit, there is a handicap sign I think used to be used by the developer or one of the builders that the space isn't being taken care of. Is that part of the CDD property?

Mr. Doub responded I don't know.

Mr. Plourde stated there is a handicap sign in the bush, but the property isn't being mowed or taken care of.

Mr. Stephens stated it was the corner lot they used for a parking lot originally. One of the builders owns that lot, and they haven't started the house on that. They will remove all that when they start the house on that corner.

On MOTION by Mr. King seconded by Mr. Maier with all in favor to accept Public Facilities Report was approved.

**THIRTEENTH ORDER OF BUSINESS      Other Business**

There being none, the next item followed.

**FOURTEENTH ORDER OF BUSINESS      Staff Reports**

**A. Attorney**

Mr. Knight stated I have no report.

**B. Engineer – Ratification of Requisition No. 2**

Mr. Doub stated I have Ratification of Requisition No. 2. This was for a 50% deposit for the new camera system paid to Kentronix for \$4,189.50. This is already processed, and we are just ratifying it.

On MOTION by Mr. Maier seconded by Mr. King with all in favor to ratify Requisition No. 2 to Kentronix for \$4,189.50 was approved.

**C. Manager**

Mr. deNagy stated one of the items in our bond fund that was on a wish list was the expansion of the fitness center with new equipment. I didn't know if the board wanted to get that process started at this point. You may not want to until we have another resident on the board.

Mr. Stephens stated my goal, if we do the expansion in the gym, is to purchase equipment at that time because I would like to do a third treadmill and a third elliptical. The more equipment we buy, the better pricing we will get. Precor would be my preference. It is pricey, but it does have 5-year warranties on parts and labor. It is top-of-the-line equipment. The equipment we have now does work, but it does break frequently. Because it is so old, they don't stock the parts for it, so we have to order them in. Instead of a 2-day turnaround on a service call, it is 2 to 3 weeks, sometimes longer.

Mr. Plourde stated I can possibly see looking into getting new equipment. As for the expansion, I know we talked about maybe looking at doing other expansions or other projects with the money. Let's get some of the community involved and decide what we want to expand, be it the gym or the community building. I don't know how many people use the gym, but I think it is a fraction of the people in the neighborhood.

Mr. Maier stated I would support fixing the equipment or replacing the equipment that you have today and get the gym in good working order. I think for all the facilities we should keep everything at the highest level possible before we approve something else. Maybe we could have a workshop meeting where we can decide what we like here for an expansion and figure out how we can go about that. I would rather see the community looking its best with the landscaping to the tennis court coating and the basketball court coatings.

Mr. deNagy asked would there be interest from the board to have Brian go out and get some proposals for our next meeting. Do we have equipment there we can still use or are we talking about replacing all the equipment?

Mr. Stephens responded I would prefer to go with a recumbent style bike and the two ellipticals and two treadmills. So basically all the electronic equipment.



Mr. Maier stated I think we should look at purchasing it as well as a lease. Some of the lease programs allow you to replace it sooner, and the wear and tear becomes the leaseholder's issue.

Mr. Stephens stated I did do it for another District, and you figure on a 5-year lease, you have to buy it back at the end of year or it is a 5-year term if you purchase it on finance as opposed to paying it outright. What we have today has zero value, and I am not sure how old the equipment.

Mr. deNagy stated this equipment probably went in 2006 or 2007.

An audience member, Harriet, asked is there any way we can raise the age of people going to that gym? It is not good for kids to be in there. They are not being careful with the equipment. I am afraid we will face a lawsuit. There is a sign of work out at your own risk but not for a certain age.

Mr. Plourde stated we do have the security system that does cover the gym, and I believe if someone is caught on tape destroying equipment, they then can be identified, and we should go after that family.

Mr. deNagy stated the age for the use of the facility can be changed.

Another audience member stated I think we should replace the two treadmills first because you can't hear yourself think when those thing are running. They are terrible and need to be thrown in the trash.

Another audience member stated maybe to remedy one of the issues is posting some wording about no loitering versus just being in there to use the equipment.

Mr. deNagy stated I would recommend getting some signage that says that and post it.

Mr. Maier stated I am certainly okay to raise the age limit. Also, can we give Brian the ability to go ahead and move forward to replace those treadmills as opposed to waiting to the next meeting?

Mr. Knight stated you can authorize staff to go ahead with the acquisition of the equipment not to exceed a certain amount.

Mr. Stephens stated I would need approximately \$30,000 to replace those items with quality equipment.

Mr. deNagy stated that was definitely one of the items on the wish list. If the board wants to authorize a NTE \$30,000 we can.

On MOTION by Mr. Plourde seconded by Mr. Maier with all in favor to purchase two new ellipticals, two new treadmills, and one new stationary bike NTE \$30,000 was approved.

Mr. deNagy asked is there any interest in moving forward with a workshop regarding an expansion and other items. A workshop would be a published meeting. We would not need a quorum for a workshop. We would not be taking any action. We would come back to the board with any recommendations from the workshop and look for board action. We would need time to notice the workshop if we have one.

Mr. Maier stated I would like to get another resident on the board before we have a workshop.

An audience member asked about having signs explaining how to use the new equipment, and Mr. deNagy stated we can check with the manufacturer or have signs made.

An audience member asked about the times for the gym. It normally opens at 5:00 a.m. Can the opening time be changed to 4:00 a.m.?

Ms. Dobrie stated the hours are specified in the policies, and I think the hours would have to be changed in the policies.

Mr. deNagy asked do we need a public hearing to make that change?

Mr. Knight responded maybe not.

Mr. deNagy stated I think they want to do it.

Mr. Knight responded they can authorize it, and if we don't need it, we won't do it. Right now the policy does say the hours are 5:00 a.m. to 10:00 p.m.

Mr. deNagy asked so we just want to open an hour earlier?

Mr. Knight stated we may have to go through a process to make that change, but if we do we will go ahead and do that, but you can authorize that today.

Mr. deNagy stated I will go ahead and authorize the change to 4:00 a.m. to occur immediately.

**D. Operations Manager**

Mr. deNagy stated we have several proposals in the agenda package, and just so you will know, the funding for the additional staff hours has been approved as part of our budget in the amount of \$7,680. We will look for a board motion to approve that proposal. If there is an

interest in moving forward with the electronic signage proposal, it would be a capital purchase. The All Purpose Field Proposal would also be a capital purchase. For the mulch proposal, we can do any of the items. All of them total \$10,000, and that is more than we have in our budget. Unless we don't do the signage or the All Purpose Field, then I would not recommend doing all the mulch. We will talk about the lake bank erosion when we get to that item.

### **1. Report**

Mr. Stephens' report is located in the agenda. There was some graffiti on the pavilion at the bus stop. That has been removed, and the columns have all been repainted. All the wooden decorative signposts throughout the neighborhood have been repainted. The new security camera system has been installed and is up and running. The seat fabric was replaced on 14 of the pool chairs.

### **2. Additional Staff Hours Proposal**

Mr. Stephen stated the additional staffing hours for summertime would basically give us extended coverage throughout the day. It would be minimal double coverage with Emma, but it would primarily be to have longer staffing as well as days that Emma is off. So it is basically covered seven days a week. The hours would fluctuate. The second person would predominately be on the days Emma is off. With facility rentals and things of that nature, her hours fluctuate too much. We could have a concrete 8:00 a.m. to 8:00 p.m., but sometimes Emma is here until 11:00 p.m. with rentals, so they wouldn't start at 8:00 in the morning. It would be closer to 10:00 or 11:00 in the morning.

Mr. Plourde stated I was thinking in the summertime, do we want to keep someone around at the pool so people can swim later at night. What would the hours be to accommodate the people that come in later?

Mr. Stephens responded it would be approximately 20 additional hours a week for 19 to 20 weeks.

Mr. deNagy stated this would not be effective until FY18. We don't have a seasonal attendant for this season in our budget.

On MOTION by Mr. Plourde seconded by Mr. King with all in favor the FY18 additional staffing hours proposal from Riverside Management Services was approved.
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### **3. Electronic Signage Proposal**

Mr. Stephens stated in the agenda package, there is a proposal from Custom Graphics and Signs for a Daxtronix LED sign. This is a monochrome sign, so it is either going to be amber or red on a black background. The dimensions are 4'2" wide by 5'3" tall. The final cost is \$17,924. This sign is a 15mm diode. He said you can go cheaper if you go up to a 19. The problem is your letters have to be so much larger to be clear that you lose the ability to put very much on the sign. He said the cost is not that big of a difference. Probably \$2,800 of that is just to pull the electrical out.

Mr. Plourde stated maybe we can get a price to repair what we have there. We should be posting community events up there.

Mr. Stephens stated I will say I can get a recycled plastic sign, larger than what is here now, but it will not have the Tison's Landing or Yellow Bluff Logo on it. I can get two of them installed for around \$5,000 for both of them so we can put one here and one at the other entrance.

Mr. Plourde stated let's look into that option.

Mr. Stephens stated I can bring proposals, pictures, and color selections to the next meeting.

The board decided to table discussion on the new message board to the next meeting and will consider analog boards.

*At this point Mr. deNagy skipped to #5, All Purpose Field Proposal*

### **5. All Purpose Field Proposal**

Mr. Stephens stated there is a proposal from Lawnboy to redo the All Purpose Field. The total is \$26,378. That will encompass flagging the existing irrigation heads, Roundup application, and 20 days later a second application of Roundup. Once everything is dead, they will get rid of all the existing grass, regrade what is there now, drag the field, bring in sand to fill in, top dress approximately an inch the entire field, and sprig it with Bermuda sprigs. I recommend Celebration Bermuda. I have used it in the past, and it is much more aggressive than any of the other hybrid Bermudas. It will still take about 90 days to get that field playable to open. Until then, it would have to be closed to everything including foot traffic. That 90

days is from when the sprigs are installed and cut in. It does not include the prep time. It can easily be a 4.5 month project. You would need to start it by May 15.

Mr. Plourde asked is this something where we can talk to I-9 about having them chip in and help pay for this?

Mr. Maier asked what kind of conflicts do you have with other sporting events that take place? If the field needs to be redone, you just have to bite the bullet and do it.

Mr. Stephens asked what about our existing contract with I-9? They wouldn't be able to play out there either.

Mr. Plourde asked when does that contract with I-9 run out?

Mr. Stephens responded I am not certain.

Mr. Plourde asked do you wait until the contract is over to do the maintenance?

Mr. deNagy stated I think the maintenance, timing wise, if we want to do it now we have to do it now.

Mr. Maier asked do you want to make it a 2018 project? We can notify people then. We can put it on the signage that we have, Facebook, and so forth just so it is notified that the fields will be shut down for X period of time. Also, you can start the job earlier. You can start in February with all the irrigation repairs and then timing it where you are sprigging it in March. I would like to see a schedule for the installation and for the notice to the residents. I would recommend making it a 2018 project.

Mr. Stephens stated I will say these prices are only good for so long, so that may fluctuate a little bit.

The board agreed to make this a 2018 project.

*At this point, Mr. deNagy went back to #4, Mulch Proposal*

#### **4. Mulch Proposal**

Mr. deNagy stated as I mentioned, we can select any one of those depending on what we did with the signage and All Purpose Field. Since we lowered the amount of the electronic signage and we didn't do anything with the field proposal, if the board wants to move forward on all four of these that Brian is going to talk about, we can.

Mr. Stephens stated I broke it down in areas. The amount to do the Amenity Center is \$2,790 for approximately 62 cubic yards. We are currently using mini-nugget pine bark. I propose to switch that over to designer brown mulch. It will give us the same look without the

floating tendencies of pine bark, especially inside the pool area. It doesn't hold its color quite as long as pine bark does, however, the designer brown holds its color longer than any of the other dye hardwood mulches. I had them lump all the pocket parks together, and we are looking at 59 cubic yards. The total cost on that was \$2,655. The Main Street and Yellow Bluff entrances will take 101 cubic yards for a cost of \$4,545. I can go ahead and get them to do the pocket parks and entrances, but I would hold off on the Amenity Center until the fencing is done. The total price is \$9,990.

On MOTION by Mr. Maier seconded by Mr. King with all in favor to install mulch as presented was approved.

#### **6. Lake Bank Erosion Repair Proposal**

Mr. Stephens stated we have a section of the lake bank just opposite the clubhouse where the resident had been feeding geese. Over time, the grass has completely gone away. It is now eroding into the lake. This proposal is to bring in three yards of fill dirt, a pallet of Bahia sod since it is non-irrigated, and installation for a total of \$921.

Mr. Plourde asked if this happens again, are we going to keep repairing this?

Mr. deNagy stated we have some concern if that problem was exacerbated by the resident feeding the geese, it wouldn't be fair to have the community pay for that. If that continues to happen and cause problems, I would raise the issue to the board to address it with the resident.

Mr. Knight stated you would have to sue to recover the money. You can't increase assessments to deal with it. You could write him a letter stating he has to stop, and if he doesn't stop the District will pursue whatever legal remedies it has to collect the money the CDD is expending to fix the problem. Hopefully that would take care of it.

Mr. deNagy stated we will keep an eye on it after repairs to see what happens.

On MOTION by Mr. Maier seconded by Mr. Plourde with all in favor the proposal to have the lake bank repaired was approved.

Mr. deNagy stated this isn't on the agenda, but I would like Ms. Dobrie to address the issue where someone wants a petting zoo here and they want to pay us in a different way for the petting zoo.

This party runs Callie's Critters, which was right next door behind the District. In exchange for her being a non-resident member, she would bring all her animals at the petting zoo to three or four of our events that I host out here for everyone. She would charge \$100 per hour to be over here versus coming out here and having a non-resident fee, which is \$1,800 charged to her. So instead it would be an exchange of her being out three times which equals the non-resident member fee.

Ms. Dobrie was asked by a resident are you saying that she will bring them over if we let her use our facilities, and she doesn't charge us. Ms. Dobrie responded yes.

Mr. Maier stated I think it is bad for the community to set a precedent like that. I like the idea, but I think it will create problems down the road. That is why I would like to have another resident on the board as well.

Ms. Dobrie stated she would just do special events. There would be a contract written, and she would be here 3 or 4 times a year just for special events, which would be at the dog park. Her family would be able to use the swimming pool and rent this out, but that is it.

In response to an audience question, Ms. Dobrie stated we would be trading with her. Instead of us paying for her to come over, she would be able to use our facility, and we use her for special events. If she were to charge us, it would be \$100 per hour for three to four hours, and that would be taken out of the special events budget.

Mr. Knight stated the membership fee is \$1,800, and that would cover her and her family. You are basically paying her by giving her an \$1,800 membership.

Mr. deNagy stated I think what Doug suggested might be a good idea, and that is getting another resident on the board. That might be a better time to talk about this topic.

Mr. Plourde asked will we be getting \$1,800 worth out of her? Let's try renting her one time and see how it works with the neighborhood. It might be a flop, and she gets \$1,800. And then again, there is a guy that does high-pressure washing. Do we trade with him? Where would we put the stop from people trading services for memberships? Are we going to be bartering services here?

There was some general discussion among the audience members with no real consensus expressed to the board members.

Mr. King stated I think the CDD is better served by getting the fee versus having a service.

An audience member asked why do we let non-residents have memberships to our facilities?

Mr. Knight responded this is a public facility that was paid for under the bond issue with tax exempt bond funds, so we have to keep it open to the public. The idea is that anybody who is not a resident of this community as to pay the same amount for the use of this facility as the residents do. It is on a yearly basis. They have to buy an annual membership.

The board members decide to defer this until another resident is seated on the board. It will be brought back to the July meeting.

Dana Hardin, the owner of Callie's Critters spoke. I work up at Sheffield, and I see the excitement. We have a program there where they actually donate unwanted apples or whatever food they don't want, so they are excited about their animals. It is not only a petting zoo, it is an educational experience for the children. It will not cost the CDD anything. If we are disrespectful to your amenities or anything, throw us out. If you see my kids throwing trash, call me. But I wanted to say the children of your community are involved. We are a lot cheaper than what others are because we do it out of love and are not out there trying to make a profit off it. We also do education on plants. We can tell you what plants to put in your backyard to ease mosquitoes. We also have a \$2 million insurance policy in the event one of the animals, as unlikely as it will be, harms one of your children, you are completely covered. Tison's Landing would be named as one of the insured on it. I am happy to answer any questions or concerns you have.

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

Mr. Plourde stated let's push getting more people on the board and people involved.

**Audience Comments**

A resident asked about a fence that is being removed and hauled off the property. Is there anything we can do to re-purpose that fence to the dog park.



Several board members stated I think that is a great idea. Staff will check into having the fence re-purposed.

An audience member stated several people have trailers they cannot park in their yard. It would be nice if we had a parking lot that we can put a trailer on. Is that a possibility?

Mr. deNagy responded I am not sure if we have any area to do something like that. We would have to turn to our Engineer. We would have to look into that, and if there is land, we can talk with the board to see if there would be an interest in doing something like that.

A resident stated she lives on the water and has a fence but would like to put a tree or shrub on the District side of the fence.

Mr. deNagy stated I believe the District owns the pond banks. The top of the bank all the way to the water's edge, maybe even into the lake, is District property. There is also an easement issue. There is some sort of drainage line or something. Each case would have to be looked at. You can submit a plan to the HOA, and they will review based upon the easements. If there is an issue, they can reach out to the CDD to say if this is okay or not.

An audience member asked if there was a plan in place to finish some of the sidewalk issues?

The builders are responsible for building the sidewalks in front of the houses. The developer sidewalks have all been completed.

Mr. Jerome Sanders stated we have noticed the boat that goes around in the pond, they had a little ramp for them to use the boat and put in the water. Now they come through the Pond Run access, I know there is an easement, but is there a plan not to use that other one?

Mr. Stephens stated if I am thinking of the same lake, the other easement is now a JEA fiber optic box right in the middle they can't drive over, so the easement between your house and your neighbor is the only accessible easement to the lake.

An audience member asked if the amendment to the policy about alcoholic beverages will go into effect soon, and he was told it would go into effect immediately.

## **SIXTEENTH ORDER OF BUSINESS**

### **Financial Statements**

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

Mr. deNagy stated these are as of February 28, 2017.

**B. Assessments Receipt**

This item is located in the agenda package.

**C. Check Run Summary**

Mr. deNagy stated the total of the check run summary is \$88,336.00.

On MOTION by Mr. Maier seconded by Mr. King with all in favor the Check Run Summary in the amount of \$88,336.00 was approved.

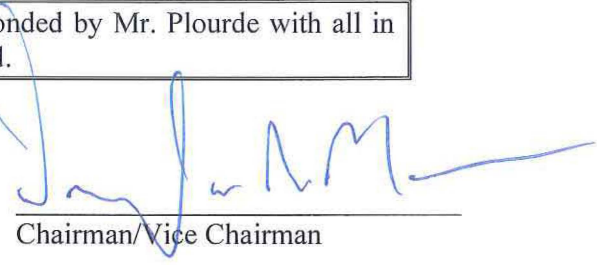
**SEVENTEENTH ORDER OF BUSINESS    Next Scheduled Meeting**

Mr. deNagy stated the next scheduled meeting is July 6, 2017 at 11:00 a.m. at England Thims & Miller.

**EIGHTEENTH ORDER OF BUSINESS    Adjournment**

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

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman