

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, October 4, 2018 at 6:00 p.m. at Yellow Bluff Amenity Center, 16529 Tison's Bluff Road, Jacksonville, FL.

Present and constituting a quorum were:

Doug Maier	Chairman
Brandon Kirsch	Vice-Chairman
Brian Richardson	Supervisor
Dan Plourde	Supervisor
Monica Taylor	Supervisor

Also present were:

Ernesto Torres	GMS
Gerald Knight	District Counsel
Christopher Hall	Riverside Management
Amanda Ferguson	Riverside Management
Leo Dickinson	LawnBoy

FIRST ORDER OF BUSINESS

Roll Call

Mr. Torres 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

Staff Reports (1)

Mr. Torres stated I have taken the liberty of taking the staff reports and breaking them up into two parts. We will hear from Leo for landscaping so we won't keep him here all night. I will turn it over to Leo for his report.

A. Landscape

Mr. Dickinson stated since the last meeting, we have changed flowers. He gave a brief overview of what changes were made. There was an irrigation problem that was corrected, and he briefed the board on what diagnostic measures were taken to determine the problem. As of

this month, they are going to over other week schedule instead of every Thursday. Mr. Dickinson asked do you want LawnBoy to do the area underneath the JEA?

Mr. Plourde stated don't you do it every couple of months or weeks – I thought we put that in.

Mr. Kirsch stated weren't we going to pay the a-la-carte fee for it. I don't know when JEA does their twice a year maintenance. I am good with it. It looks like it needs to be done. It should probably be the last one for the rest of the year unless it doesn't get cold.

Mr. Dickinson stated going forward we will work with Chris on the frequency perspective.

Mr. Kirsch stated I want to meet with you and Dana and whoever else is local to figure out where the valves are for each station so in case something does happen like that again, one of us can actually come shut the water off. I am good to do that too.

B. District Engineer

Mr. Torres stated since the District is not in the need of a bond financing, it is best if we ask the Engineer to come on an as-needed basis. It also reduces the cost. He is available at any time. The only message he conveyed for this meeting is the repainting of the parking lot lines.

Mr. Plourde stated there are a lot of sidewalks that stop, have a 3' gap, and then the sidewalk continues. Wouldn't that be part of the original plan when the development was being planned, that all the sidewalks are continuous?

Mr. Maier responded the builders neglected to do that.

Mr. Plourde asked how do we come back against that one?

Mr. Maier responded I don't think you really can. There are not very many of those spots. Maybe we can just do it as a capital improvement project, which wouldn't take that much. We can have Riverside take a look at that, quantify it, and get some proposals. That is what I would recommend. There are three or four spots. I tried to get the builders to do it. I sent them many an email, and I got no responses.

FOURTH ORDER OF BUSINESS

Consideration of Agreements

Mr. Torres stated since our last meeting, we have Gerry and his team draft the agreements for the vendors that were approved.

Mr. Knight stated this is all consistent with what the board did last meeting.

A. Riverside Management Services, Inc. for Amenity Staff, Janitorial and Pool Maintenance.

Mr. Knight stated the changes we made there to provide a terminative agreement that would automatically renew for one-year extensions automatically unless either party terminated the agreement under the provisions of the agreement. We have added pool maintenance to the activities of Riverside Management. That is consistent with out termination of Crystal Clean Pool Services. We sent a letter of termination right after the meeting last time. That was a 15-day notice, so they are already gone, and Riverside will be doing the pool maintenance from now on. The total payment to RMS this year will be \$99,742. Section 4 of the agreement, page 3, the \$99,742 includes \$49,902 for the Amenity Center manager full time; \$11,000 for Assistant Manager for 550 hours; \$22,300 for field management; \$7,000 for janitorial services; and \$9,540 for pool maintenance. The board approved this at the last meeting. If this is acceptable, we want to go ahead to get a vote to approve this second amendment to the services agreement with Riverside Management.

Mr. Plourde asked who is the facility manager, Amanda or Brian.

Ms. Ferguson stated I am the Facility Manager. Dana is the Assistant Manager. Dana and I are the ones that manage the facilities. Brian and Chris are in Operations and do all the operations and maintenance.

On MOTION by Mr. Maier seconded by Mr. Plourde with all in favor the FY19 agreement for Riverside Management Services, Inc. for amenity staff, field operations, janitorial, and pool maintenance was approved.

B. Lake Doctors, Inc. for Lake Maintenance

Mr. Knight stated the board terminated Crystal Clear Waters. A letter was sent out on September 17, and they were given a 30-day notice. The new agreement is with Lake Doctors for aquatic maintenance. Section 4 is on Page 3 of that agreement, and the compensation is

\$795 per month NTE \$9,540 annually. Their duties are listed in Section 2B on Page 2 of the agreement.

Mr. Hall stated Lake Doctors will touch base with me when they are here. They will also provide a monthly service report. A sign-in sheet will be provided for them.

Mr. Kirsch stated does RMS bill us for gator use to inspect and clean lakes. Is that just around the lakes and nothing to do with the grass or anything like that.

Mr. Hall stated it is just trash.

Mr. Kirsch stated so they are still responsible for the vegetation part of it.

Mr. Hall responded they are responsible for vegetation, and they don't pick up any trash. They can if they see something, but generally that is not what they do.

On MOTION by Mr. Kirsch seconded by Ms. Taylor with all in favor the FY19 agreement for Lake Doctors, Inc. to provide lake maintenance was approved.

C. Nader's Pest Raiders for Pest Control

Mr. Knight stated the changes to this agreement is this is the third amendment. The changes are that we remove pest control in the Amenity Center from their contract. The compensation is \$12,132.72 per year. The other change in the agreement was that we also provided that the agreement would automatically renew from year-to-year unless it is terminated in accordance with the provisions of the agreement.

On MOTION by Mr. Kirsch seconded by Mr. Maier with all in favor the FY19 agreement for Nader's Pest Raiders for pest control to provide lawn fertilization and weed control was approved.

D. LawnBoy for Landscape Maintenance Services

Mr. Knight stated we added some supplemental services, which they agreed to do. We automatically extended the term from year-to-year again unless it is terminated. There is no increase in payment. This is the second amendment to the agreement. We did \$385 per cut for the JEA area. They included a flower change and monthly irrigation inspections.

On MOTION by Mr. Maier seconded by Ms. Taylor with all in favor the FY19 agreement for LawnBoy to provide landscape maintenance services was approved.

E. Atlantic Companies for Security Cameras

Mr. Knight stated this is the agreement to install cameras at the main and rear entrances. The payment is \$17,220.00. There are a couple of blanks that need to be filled in on the agreement. Section 10 has a blank for the period of the warranty. The period should be one year, and we will fill that in. Section 5 states the project is supposed to be completed by the Contractor within seven (7) days after all required permits are ready to be picked up. If permits are not required, the Project shall be completed and fully operational within twenty-eight (28) days of the date of this agreement.

Mr. Hall stated it is four cameras per side, and each of those tie into a four terabyte hard drive. It doesn't say how long the storage is on that. I know I have got 8 cameras added to a 2 terabyte hard drive, and I have seven days. So they have half the cameras but twice the hard drive.

On MOTION by Mr. Maier seconded by Ms. Taylor with all in favor the proposal from Atlantic Security for installation of cameras at the main and rear entrances in the amount of \$17,220.00 was approved.

FIFTH ORDER OF BUSINESS

Consideration of Pool Area Gate Access Card

Mr. Torres stated we discussed this the last time we met. I will turn it over to Chris.

Mr. Hall stated Brandon and I met with him. Access to the back gate is going to be \$4,335. Magnetic door locks.

Ms. Ferguson stated it will be ADA accessible. There will also be a way to contact us if someone does not have access. The phone number for the office or my cell phone will be posted. We can make it accessible if they don't have a card.

Ms. Taylor questioned about not everyone having access.

Mr. Kirsch asked what is the legality? Limited access being granted in an ADA situation or is it all?

Mr. Knight responded I don't know the answer to that specifically, but we usually take a position as long as there is access, reasonable access. Doesn't necessarily have to have access at every location but as long as it is reasonably access.

Mr. Plourde asked with all the security cameras, can't be put a camera on that access so when people do access it, we can see if it is kids.

Mr. Hall stated there is a camera on that corner.

Mr. Kirsch stated where I understand where Monica is coming from because you don't want to go through those extra steps especially if you are one who has a valid reason to use the gate.

Ms. Taylor stated I validate ADA stuff every day for the City, and you can't deny access. It is not something you can do. I can point every ADA situation out right now that we are not meeting, and I want us to cover that. You have people that will purposefully sue you just because it is not ADA compliant. You don't want that.

Mr. Kirsch stated either way, we need it. Access we can move for further discussion.

Mr. Torres stated we can talk about the access once we get closer to having it installed. So there is a proposal from Atlantic Companies for \$4,335 for key access to the gate. This company is the only one who gave us a bid, and it is a good price.

Ms. Taylor asked so that gate will be solely for handicap access?

Ms. Ferguson responded that is what I would propose. I think you are opening up a whole box of worms if you let everybody in and out two different entrances. It is hard enough to see and figure out who is using cards and coming in one let alone a second one.

Mr. Torres stated I think the discussion is do we want to have it and then we will talk about the access at a later date.

Mr. Kirsch stated so let's build it. There is another meeting on December 6 that we can expand on how we can control access. We all as a group agree we need this.

On MOTION by Ms. Taylor seconded by Mr. Richardson with all in favor the proposal from Atlantic Security for pool area gate access card in the amount of \$4,335.00 was approved.

SIXTH ORDER OF BUSINESS

Consideration of Handicap Pool Lift

Mr. Torres stated I don't have a quote on this. I will turn it over to Mandy

Ms. Ferguson stated we have been doing some investigation on the pool lift. It is required. It is going to depend on a pool lift of either installation or a portable pool lift. We are talking anywhere from \$3,000 to \$6,000. The \$3,000 would be for the purchase of a pool lift for installation, but then you are going to have tearing up of the pavers, wiring, etc. There is also a portable one, and the one I found with pretty good reviews was about \$6,000. You bring it in every day, take it out every day. Other communities have had problems of kids jumping off of them if they are mounted out there.

Mr. Plourde stated so if we left it in a corner in a shed to keep it protected, then every day you would just drive it out to the pool.

Ms. Taylor asked what about the weekends you are not here? Who would be responsible to bring it out?

Mr. Kirsch stated when Atlantic Security was out here, and we were talking about gate access, I also asked them if he was able to do card access for either a stationary pool lift, but if you have a portable one, we can build a shed with another gate card access, and the same policy can go to accessing both of those. That would be an additional expense, but we can't even keep pool skimming nets out there because they get torn up.

Mr. Plourde asked is there training for them to use this?

Ms. Ferguson responded no, they are supposed to be literally hands on. There are instructions on them, so anybody can use them. The ones I have seen before are all remote control.

Mr. Torres stated there is no proposal for the board, it is just discussion. Mandy will bring some proposals to the next board meeting. Sometimes the seats fold. They are all different. I think at this point lets get more proposals.

Mr. Kirsch asked do we send her in the direction of a stationary or a portable?

Mr. Plourde stated I think a portable would last longer.

Mr. Kirsch stated let's get proposals. If it is stationary, can you work up what your budgetary number would be for the installation and paving tear-up. Also, get the footprint size of the stationary one.

Ms. Ferguson stated they actually send their own person out, and at the end of their evaluation they tell you what two choices you have because of the room, the spaces, etc. They figure all that out for you.

Mr. Torres stated Mandy has been provided guidance from the board and will work on it for the next meeting.

SEVENTH ORDER OF BUSINESS

**Discussion on Speed Data and
Consideration of Placement of Digital
Speed Signs / Slow Children Playing Signs**

Mr. Torres stated I have handed out to each board member a proposal from TrafficLogix. This is to add the additional traffic speed sign that the community voted for several months ago. It also adds data collection of both signs. With the data collection, it is a Bluetooth device. It will go to the laptop of the community manager to pull the reports. Based on traffic flow in the community, the installer estimates that you could pull data for one to two months. It is basically the same sign you have now, but it is \$500 less than what you paid for last year. This has already been approved once before, so there is nothing to go into great detail. The quote is for \$4,599.00 and includes shipping with in-house installation.

On MOTION by Mr. Kirsch seconded by Mr. Plourde with all in favor the proposal from TrafficLogix for solar power speed sign with data collection capability in the amount of \$4,599.00 was approved.

After discussion and looking at a map, the board provided guidance of where to place the new solar sign. The same can be moved around.

There was discussion regarding adding Children Playing signs and Speed Limit signs. The City does not provide them. The CDD would have to buy more and put them up. Placement would have to be on CDD property or get easement access. Putting them by the pocket parks would helpful. Chris Hall was asked to get additional information regarding these signs.

EIGHTH ORDER OF BUSINESS

**Consideration of Proposal from
VGlobalTech for ADA Website
Accessibility**

Mr. Torres stated ADA accessibility not only impacts facilities but also your website. Some of the CDDs in south Florida have been sued because their websites are not in compliance. The person who has a reader has to be able to listen to what is posted. There is a proposal from VGlobalTech based on a bulk type conversion for all the GMS websites for CDDs. This will be a new website designer and maintainer. We solicited several and found that these are the most affordable. It is to get started with shifting from how the website currently looks to ADA compliance ones. The price is \$1,750 one-time charge. You have to have a website by law. You have to have certain things posted. You have to have agenda packets for two years and minutes and everything accessible. There is a one-time charge to convert it for the 1st year, which is \$1,750 and thereafter it will be maintained at \$1,250 per year charge. Right now we have changed the website to say that we are putting effort to go to the ADA compliance.

Mr. Kirsch asked about having a community page also.

Mr. Torres responded the price would be more. Another CDD is going with another vendor just to have a community page, but they are paying \$2,450 for the one-time charge, and to maintain it and upload documents is another \$300 a month. I would rather bring you a proposal.

Mr. Kirsch stated we have a meeting in December. Can we bring in an alternate proposal to include the community page plus the website.

Mr. Torres stated we will table it until I bring another proposal, and it will include a community type website.

At this point, Supervisor Doug Maier left the meeting

NINTH ORDER OF BUSINESS

**Ratification of Agreement with Sweat N
Core Fitness, LLC for Fitness Classes**

Mr. Torres stated we do have a schedule that we added to the agreement.

Ms. Ferguson stated the participation is pretty good. I think it is better than what we had towards the end of Zumba.

Mr. Kirsch stated I wanted to bring up the fact that they hang on the gates to do their exercises. I don't think they want to be doing that anymore. They have the bungee cords attached.

Mr. Torres stated nothing has changed on this agreement.

Mr. Knight stated she did provide Certificate of Insurance.

On MOTION by Mr. Kirsch seconded by Ms. Taylor with all in favor to ratify agreement with Sweat N Core Fitness, LLC for fitness classes was approved.

TENTH ORDER OF BUSINESS

**Consideration of Resolution 2018-05,
Designating Officers**

Mr. Torres stated there is no change to the seats on the board. It is adding me as your Secretary and Assistant Treasurer. Doug's seat expires in November. We will do the special meeting in December to select three board members. Dave retires in November, so basically where Dave's name is actually the secretary and treasurer – my name will go there.

On MOTION by Mr. Kirsch seconded by Ms. Taylor with all in favor Resolution 2018-05 Designating Officers was approved.

ELEVENTH ORDER OF BUSINESS

**Approval of the Minutes of the July 12,
2018 Meeting**

Mr. Plourde questioned about when the agenda package is being sent out.

Mr. Torres responded our goal is to have it out a week prior to the meeting for you to have and also posted on the website. I believe you also get an electronic copy the day it goes out.

Mr. Plourde stated I have gotten one electronic copy out of the three years I have been here.

Mr. Kirsch stated I was getting electronic only, and I told Courtney I wanted a paper, and then my electronic version stopped. How soon are the minutes available after a meeting?

Mr. Torres responded the minutes are not available until we actually approve them. So we have to have the board approve them, then they are posted.

On MOTION by Mr. Plourde seconded by Ms. Taylor with all in favor the Minutes of the July 12, 2018 meeting were approved.

Mr. Torres stated the minutes for the September meeting will be in the December packet.

TWELFTH ORDER OF BUSINESS

Staff Reports (2)

A. District Counsel

Mr. Knight stated I have nothing to report.

B. District Manager

Mr. Torres stated I have nothing to report.

C. Operations Manager

Mr. Hall's report is located in the agenda package behind Tab XII-C.

Mr. Hall briefly highlighted a few items in his report. Mr. Hall stated I will work on the items that have been brought up tonight. I will get proposals for parking lot lines and proposals to cut the trees around the lights. Lake Doctors will begin as soon as we get the contract back. We are ready to go.

Mr. Torres stated Doug has signed, and I have signed. We will take them back to Lake Doctors for their signature, and then it is official.

Ms. Ferguson stated the fountain in the fitness center will be fixed tomorrow. There is an elliptical that needs repair, and it will be repaired under warranty. It is still useable right now, but they are getting it fixed as of yesterday. Regarding the fitness center policies, I have been talking to Brandon about it, but we have been having an issue with a lot of teenager kids going into the fitness center, and one lets eleven in. Before you know it, there is a party in there. They are hanging out and not working out. I would suggest that an 18-year-old and under can only bring one guest to the fitness center. They don't need to have that many kids being in there. I would also like to change the policies. Right now it reads that children who are 13 to 15 years of age may use the fitness center only when accompanied by an adult. I would suggest that would be parent or legal guardian because the kids stated "Oh, he is 18." There might be one 18-year-old, but the rest are staggering all the way down to 9 or 10 years

old. Even before that policy is changed, Dana and I have been going ahead and telling the kids that.

Mr. Kirsch stated so the change we want to make is to change it from 18 years of age to adult or legal guardian?

Mr. Torres stated since the public really hasn't had a chance to consider this, we need to give some guidance to Mandy to draft changes she is proposing. We will add it to the agenda. That way the public can have time to review.

Mr. Kirsch asked can we look at one guest per card as another rule.

Ms. Ferguson responded we can. Do you want that to be even over-18 year old?

Mr. Kirsch responded I would think so.

Mr. Plourde asked aren't we supposed to have guest cards where they punch it? You are only supposed to bring in like two guests or four guests into the pool. How many guests are you allowed to bring into the gym?

Ms. Taylor stated we don't have room now.

Mr. Kirsch stated it is a double-edged sword. Do we figure out what is the max capacity in there, and then get the Fire Marshall out here, and then realize we have too much equipment in there and they make us remove it or start policing these punch cards?

There was general discussion among everyone regarding this issue. Mr. Torres stated this was not on the agenda for us to discuss, but I would recommend that if someone is not keeping up with the rules that we have, you can ban them. If they come again, it is trespassing, and you can have them arrested. We can get Mandy and Dana up to speed on how to start that process.

Ms. Ferguson stated I can trespass anyone at any time.

Mr. Plourde asked what are other neighborhood doing?

Mr. Torres responded other neighborhood have surveillance, and I think we do too. We can identify any vandalism or anyone who breaks the rules. When you identify a person that breaks the rules as far as how many guests you are bringing in, the Amenity Manager at that point can issue a temporary ban. They will have an opportunity to come in front of the board, and the board decides what the punishment is. Once the board listens to all parties, they decide whether there is a 6-month suspension, 3-month, or whatever it is. A letter is given to the

minor, and if we see he or she in surveillance again, they will be trespassed. Typically when we issue a suspension, the parent also comes with the minor to the meeting.

Ms. Ferguson stated typically at other communities when we issue a suspension of access cards, it is the whole family. So if a parent is up here with a kid after that, they can both be trespassed.

Mr. Kirsch stated we suspend cards, and then I come up here for a food truck Friday, and I the same kids. They don't have the cards, so they came to the party and cut through. I don't think it should go to a strike one, strike two, strike three. If the suspension of the card doesn't work, and they are back up here, then we go straight to trespass.

In response to a question asked about outside people getting a pass to come here, Mr. Torres responded there is a membership they have to pay, which is the equivalent to what would be paid as a homeowner for the CDD fee at the highest amount. It is currently \$1,800 for an outside person to come and use the amenities and pools.

Ms. Ferguson stated they come in just like a new resident would. I show them around, and they get two access cards. They fill out access card paperwork. We get all their information. They pay a one-time yearly fee.

Mr. Torres asked if there was anything else from Ms. Ferguson.

Ms. Ferguson responded casino night went really well. The adults only corn hole tournament is next weekend. We have a big Halloween event coming up. Yard sales are October 20 and 21. We have a Christmas event being planned and lots of food trucks. One more thing, a guy came here wanting to know if he can do karate. I couldn't even answer that, but I would suggest no.

Mr. Kirsch stated if one of the two existing contracts is terminated, he can come back and ask again.

THIRTEENTH ORDER OF BUSINESS Other Business

There being none, the next item followed.

FOURTEENTH ORDER OF BUSINESS Supervisor Request / Audience Comments

Supervisor Requests

Mr. Plourde stated I think we talked about pond fountains, and someone was going to get some quotes. Did that fall through the cracks. It was last meeting and we talked about aeration. Mr. Hall will obtain proposals to add fountains to all CDD ponds.

Mr. Kirsch asked Mr. Hall what is the status on the soccer field?

Mr. Hall responded I talked to Brian today and people actually are using it. It is scheduled to open at the of this month. Nader is about throw a bunch of fertilizer at it. They are hoping by November 1 it will be ready to go.

Mr. Kirsch stated I was on the field, and there are some uneven areas. Is there anything we can do? Soccer balls are not rolling straight, and the field needs leveling.

Mr. Hall was asked to coordinate a meeting with Brian Stephens and resident, David, about leveling soccer field.

Audience Comments

A resident stated this weekend, the gate was wide open.

Ms. Ferguson stated we are not here full time on the weekends. We are checking in with the rentals and are checking out with the rentals and doing janitorial, but we are not here 8 hours. I think I am going to put an extra line on the rental application that they initial off that they know they are not allowed to prop a gate open.

There was general discussion among several people regarding ADA compliance at the kiddie pool and other areas. Mr. Torres will consider getting an ADA compliance consultant to inspect all CDD property and provide report.

Ms. Taylor stated her support for getting an ADA consultant.

A resident stated she leaves for work between 6:30 and 6:45 a.m., and twice she has almost been taken out by school bus. They drive too fast. Kids are on the bus.

Another resident stated speed is recorded on the bus. You can report the school bus number to the authorities.

Another resident asked is it possible that a long hose be bought, because the house they have here won't reach to the pots. I have spent my own money to put some pretty plants and stuff, and they die. I really don't have a way to water them. They do have a drip irrigation, but it is not getting enough water because they are terra cotta pots. They need to be hand watered. I don't mind to come up and hand water, but to bring my own hose from home is a pain.

Mr. Kirsch stated you do a lot. Can you give us how many feet you need, and we can have them purchase the cart and hose? Give us an amount, and I will motion to approve it.

FIFTEENTH ORDER OF BUSINESS Financial Statements

A. Balance Sheet and Statement of Revenue & Expenditures

Mr. Torres stated these are as of August 31, 2018. There are no unusual variances.

B. Assessments Receipt

This item is located in the agenda package.

C. Check Run Summary

Mr. Torres stated the total of the check run summary is \$96,748.04.

On MOTION by Mr. Plourde seconded by Mr. Kirsch with all in favor the Check Run Summary in the amount of \$96,748.04 was approved.

Mr. Torres will coordinate a meeting with Rich Whetsel and Supervisor Brandon Kirsch to discuss invoice format.

SIXTEENTH ORDER OF BUSINESS Next Scheduled Meeting

Mr. Torres stated the next scheduled meeting is December 6, 2018 at 6:00 p.m. at the Yellow Bluff Amenity Center. It is a special meeting regarding the election of new board members and other items that need to be considered.

SEVENTEENTH ORDER OF BUSINESS Adjournment

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


Secretary/Assistant Secretary


Chairman/Vice Chairman