

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, March 5, 2020 at 6:00 p.m. at Yellow Bluff Amenity Center, 16529 Tison's Bluff Road, Jacksonville, Florida.

Present and constituting a quorum were:

Brandon Kirsch	Chairman
Monica Timmons	Vice Chairperson
Brian Richardson	Supervisor
Dan Plourde	Supervisor (by phone)
Linda Waldhauer	Supervisor (by phone)

*Also present were:*

Ernesto Torres	District Manager
Gerald Knight	District Counsel
Jonathan Perry	Operations Manager - Vesta
Dana Harden	Amenity Manager - Vesta
Leo Dickinson	LawnBoy

The following is a summary of the discussions and actions taken at the March 5, 2020 meeting. A copy of the proceedings can be obtained by contacting the District Manager.

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Torres called the meeting to order at 6:05 p.m. and called the roll.

**SECOND ORDER OF BUSINESS**

**Public Comment**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Staff Reports (1)**

**A. Landscape**

Mr. Dickinson informed the Board that LawnBoy has been implanting flowers as needed throughout the community and the next flower rotation is coming up in April. Fire ants have been an issue and are being treated as much as possible. Mr. Dickinson also informed the Board of some electrical damage caused by a vehicle in a median, which will require some repairs.

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**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the January 9, 2020 Meeting**

On MOTION by Ms. Timmons seconded by Mr. Richardson with all in favor the minutes of the January 9, 2020 meeting were approved as presented.

**FIFTH ORDER OF BUSINESS**

**Ratification of Agreement with AgrowPro**

Mr. Torres stated if you'll recall, we gave Supervisor Richardson the authority to negotiate along with staff and AgrowPro an agreement, specifically for what was going to be provided for the remainder of Fiscal Year 2020 and their monthly rate. The agreement has been signed.

On MOTION by Mr. Richardson seconded by Ms. Timmons with all in favor the agreement with AgrowPro was ratified.

**SIXTH ORDER OF BUSINESS**

**Acceptance of the Fiscal Year 2019 Audit Report**

A copy of the audit report was enclosed in the agenda package.

On MOTION by Ms. Timmons seconded Mr. Richardson with all in favor the Fiscal Year 2019 audit was accepted.

**SEVENTH ORDER OF BUSINESS**

**Update on Storage Facility Project and Discussion on Capital Reserve Projects**

Mr. Perry stated the next step is to get the documents from the architect and resubmit the paperwork to the permitting office. The builders of the shed require the permit and pictures of the concrete pad before they will schedule anything. Hopefully next week the permitting will be done, and we can get everything scheduled.

**EIGHTH ORDER OF BUSINESS**

**Discussion on the Fiscal Year 2021 Budget**

Mr. Torres gave an overview of the proposed budget for Fiscal Year 2021, noting the budget presented requires an increase from \$536,464 in total assessments collected to \$600,478, which translates to an increase of \$101.77 per unit annually for a total of \$940.35

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per unit. Discussion on the budget will continue at the next meeting when the budget is scheduled to be approved.

Mr. Torres also noted he would be presenting a resolution to amend the Fiscal Year 2020 budget to balance out the line items.

## **NINTH ORDER OF BUSINESS**

### **Consideration of Proposals**

#### **A. Cameras and Access Controls**

Mr. Perry informed the Board the camera system at the front of the community was damaged due to a vehicle accident and noted repairs would either have to be made by Atlantic Security, or change companies altogether to Envera Systems, who currently maintains the security camera system at the amenity facilities. The proposals included in the agenda package include conversion of the access card system to Envera's equipment, and installation of cameras. The total for all proposals submitted by Envera is approximately \$36,872 with an \$1,100 additional monthly fee to monitor the new cameras.

The Board tabled consideration of the proposals.

#### **B. ADA Chairlift**

Mr. Perry gave an overview of the proposals provided in the agenda package and recommended the permanent chairlift for a total of \$9,727.54.

On MOTION by Mr. Kirsch seconded by Ms. Timmons with all in favor the proposal from Crown for a permanent chairlift at a total of \$9,727.54 was approved.
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#### **C. Signs for Entry Monuments**

Mr. Perry gave an overview of the proposals provided in the agenda package noting the proposal from First Coast Signs, Inc. does not include installation of the signs.

The Board tabled consideration of proposals for refurbishing the entry monuments and asked that Mr. Torres include the potential expense within the Fiscal Year 2021 budget.

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**D. Mulch**

Mr. Perry presented a proposal from First Coast Mulch for installation of mulch throughout the community for a total of \$10,250 and suggested mulch be installed annually going forward.

Mr. Torres noted the cost of the installation of the mulch would be pulled from the capital reserve funds and the landscape contingency line within the budget would be increased going forward for annual mulch installation.

The Board made the following motion to allow for Mr. Perry to attempt to negotiate a lower priced proposal.

On MOTION by Mr. Kirsch seconded Ms. Timmons with all in favor installation of mulch was approved at an amount not to exceed \$10,500.

Mr. Perry presented a proposal for painting of the concrete surrounding the pool.

Mr. Kirsch asked that Mr. Perry obtain a proposal that includes stripping of the current surface.

**TENTH ORDER OF BUSINESS****Staff Reports (2)****A. District Counsel**

There being nothing to report, the next item followed.

**B. District Manager**

Mr. Torres informed the Board 60 days are needed between approval and adoption of the budget and the current meeting schedule does not allow for those 60 days. Mr. Torres proposed moving the May 7, 2020 meeting up to April. After a discussion on the Board's availability, the following motion was made.

On MOTION by Mr. Kirsch seconded Ms. Timmons with all in favor moving the May 7, 2020 meeting up to April 21, 2020 at 4:00 p.m. was approved.

**C. Amenity Manager - Memorandum**

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Ms. Harden gave an overview of her memorandum, a copy of which was included in the agenda package.

**D. Field Operations Manager - Memorandum**

Mr. Perry gave an overview of the operations report, a copy of which was included in the agenda package. Mr. Perry informed the Board that AgrowPro provided a price of \$175 semi-annually to treat for fire ants in the common areas. Mr. Kirsch stated he would agree to the common areas such as the parks being treated.

**ELEVENTH ORDER OF BUSINESS                      Supervisors' Requests / Audience Comments**

**Supervisors' Requests**

Mr. Kirsch asked Mr. Torres to reiterate the items that would be revised in the proposed FY21 budget.

Mr. Torres responded landscape contingency would be increased by \$7,500 for annual mulch installation; there is a small increase to Vesta's amenity management contract; there is going to be a \$2,500 increase in GMS' management fee; the security monitoring will increase by \$1,000; \$30,000 will be added to the capital outlay line item to account for repairs to the entry monuments; and the electric costs will be looked at again to see if an increase is needed.

Mr. Torres also noted currently the capital reserves are funded at \$244,000 and based on some of the expenditures approved, the balance will reduce to just under \$200,000.

**TWELFTH ORDER OF BUSINESS                      Financial Statements**

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

Mr. Torres gave an overview of the financial statements, copies of which were included in the agenda package.

**B. Assessment Receipt Schedule**

Mr. Torres stated you are 98% collected.

**C. Check Run Summary**

Mr. Torres stated the check registers total \$46,211.75 These are for expenditures from January 2, 2020 through February 18, 2020.

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On MOTION by Mr. Kirsch seconded by Ms. Timmons with all in favor the check register was approved.

**THIRTEENTH ORDER OF BUSINESS      Next Scheduled Meeting**

Mr. Torres stated the next scheduled meeting is April 21, 2020 at 4:00 p.m.

**FOURTEENTH ORDER OF BUSINESS      Adjournment**

On MOTION by Ms. Timmons seconded by Mr. Richardson with all in favor the meeting was adjourned.

DocuSigned by:  
*Ernesto Torres*  
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Secretary/Assistant Secretary

DocuSigned by:  
*Brandon Kirsch*  
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Chairman/Vice Chairman