

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 Tuesday, August 17, 2021 at 6:00 p.m. at the Yellow Bluff Amenity Center, 16529 Tisons Bluff Road, Jacksonville, Florida.

Present and constituting a quorum were:

Brandon Kirsch	Chairman
Monica Timmons	Vice Chairperson
Linda Waldhauer	Supervisor
Brian Richardson	Supervisor

Also present were:

Ernesto Torres	District Manager
Gerald Knight	District Counsel
Scott Lockwood	District Engineer
Dana Harden	Amenity Manager – Vesta
Dan Fagen	Vesta Property Services

The following is a summary of the discussions and actions taken at the August 17, 2021 meeting. An audio 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 6:00 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Public Comment

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Introduction of Architect

Ms. Adina Jarlsberg, the graphic designer and marketing coordinator for Group 4 Design, gave an overview of her firm which provides architectural and interior design services. Her firm does not procure contractors, so they do require the District have a contractor in place with a project budget built. Group 4's fees are typically 8% of the construction costs for architectural design services. Typically, a civil engineer will provide a site plan and zoning of the area to Group 4 and once they have the construction budget, Group 4 will work to provide building plans. Ms. Jarlsberg felt Group 4 may not be the best fit for the District at this time.

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The Board discussed tabling looking any further into renovating the amenity facilities until building costs go down and, in the meantime, will look into recommendations of architectural firms and general contractors.

Mr. Knight noted if the Board plans to spend more than \$35,000 for architectural services, it will need to go through the RFQ process to select an architect. For the project itself, if the budget is higher than \$325,000 a contractor will need to be selected through the RFP process.

The following item was taken out of order.

SEVENTH ORDER OF BUSINESS

Staff Reports

B. District Engineer – Acceptance of the 2021 Annual Engineer's Report

Mr. Lockwood gave an overview of the annual report noting it is required by the terms of the bond to ensure the facilities are maintained properly. The report provides that the facilities are in good condition, with minor recommendations for ongoing maintenance and ensuring there is proper access via the easements to maintain the stormwater facilities.

On MOTION by Mr. Kirsch seconded by Ms. Timmons with all in favor the 2021 annual engineer's report was accepted.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2021-07, Amending the Amended and Restated Policies Regarding Use of the Tison's Landing Amenity Center to Clarify Proper Dumpster Usage

Mr. Torres reminded the Board amenity management staff brought up the issue of illegal dumping at the amenity center dumpster causing the dumpster to overflow and requiring the District to expend additional funds for unscheduled trash pickups. The resolution adds a provision to the amenity rules prohibiting use of the dumpster and allowing staff to suspend amenity privileges for any resident breaking those rules.

Mr. Kirsch stated that the wording is directed towards those renting the amenity facilities, rather than residents that are using the dumpster for everyday trash as was intended. Mr. Knight will revise the resolution and bring it back to the next meeting for consideration.

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FIFTH ORDER OF BUSINESS**Discussion on Adjusting the Amenity Facility Room Rental Rate**

Ms. Harden informed the Board the current non-resident user rate is \$1,800, the current rental rate is \$125 to rent the club room and back half of patio for four hours, \$75 for just the back half of the patio, and \$10 for each additional hour.

Mr. Kirsch felt the non-resident user rate was appropriate and the Board agreed to not increase in the facility rental rate for residents. The Board discussed the possibility of renting the facility to non-residents, which Mr. Knight will look into. This item will be added to the next meeting's agenda to be considered in conjunction with the revisions to the amenity rules.

SIXTH ORDER OF BUSINESS**Consideration of Designating a Regular Meeting Schedule for Fiscal Year 2022**

The meeting schedule proposed was to meet monthly on the first Wednesday of each month at 6:00 p.m. Ms. Waldhauer stated that Wednesday meetings were difficult to attend. Mr. Kirsch asked that the June and July meeting dates be adjusted further away from holidays. Mr. Torres will provide a revised schedule to the Board members via email, however the next meeting date of October 6, 2021 was agreed upon.

SEVENTH ORDER OF BUSINESS**Staff Reports (Continued)****A. District Counsel**

There being nothing to report, the next item followed.

C. District Manager

There being nothing to report, the next item followed.

D. Amenity Manager**1. Memorandum**

Ms. Harden gave a brief overview of her memorandum, a copy of which was included in the agenda package. She noted that staff does monitor cracking and lifting of the sidewalks to ensure there are no tripping hazards.

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2. Consideration of Proposal for Shade Structure

Ms. Harden informed the Board the District has spent \$400 last month in umbrellas and they have been destroyed due to the umbrellas not being put down prior to users leaving the pool. She provided an estimate for a shade structure to be installed in the pool area as an alternative for a total of \$17,395. The Board discussed the need to repair the entrance signs and the unknown cost associated with that repair. The Board gave Ms. Harden permission to remove the boards to see if there is damage underneath the boards to determine the repair costs.

3. Consideration of Proposal for Trimming of Magnolias

Ms. Harden presented a quote from Beautiful Blooms to trim the magnolia trees for a total of \$7,425. Mr. Kirsch mentioned using the remaining funds in the landscape contingency budget to pay for at least half of the total cost. Mr. Knight will prepare a small project agreement for the work.

On MOTION by Mr. Kirsch seconded by Ms. Waldhauer with Mr. Richardson abstaining from voting and Ms. Timmons in favor the proposal from Beautiful Blooms for trimming the magnolia trees was approved subject to entering into a small project agreement.

E. Field Operations Manager – Monthly Report

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

Mr. Kirsch asked that staff stay on top of obtaining registration for the pressure washing trailer and getting the trailer built to get the sidewalks cleaned.

EIGHTH ORDER OF BUSINESS

Supervisors’ Requests / Audience Comments

Audience Comments

Ms. Graby, 16227 Stanis Court, stated you guys spoke about the entrance signs. I think things that are needed to improve we need to do first. The building has not been painted since they built it and I think it’s beginning to look a little shoddy out there.

Ms. Cathy Stepalavich, Dowing Creek, stated I’m out walking my dog everyday rain or shine and poop bags need to be replenished. We do still have some sidewalks that are

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dangerous. The best way for me to stay healthy is for me to walk. Ms. Waldhauer informed Ms. Stepalavich that the sidewalks are owned by the City and provided a phone number, 630-CITY and website, www.coj.net, for her to report the issues. Ms. Timmons also informed Ms. Stepalavich pictures can be uploaded to the My Jax app. Ms. Stepalavich also stated that the trees located in the roundabout create a hazard with a line-of-sight issue. Ms. Waldhauer will contact the landscape contractor.

Mr. Dave Waldhauer, 22 Hunters Hollow Court, stated she mentioned that the rental of the room is seasonal with having a higher number of rentals in the summer and a lower number in the fall and winter. Have you considered adjusting the rate that rent the room at to make it higher in the summer and lower in the off months to encourage more people to rent to perhaps bring in more revenue? Mr. Kirsch stated it's something we probably want to look at when Gerry comes back with the opinion on the other items we talked about. Mr. Waldhauer stated in some places the magnolias are attractive, but you can't see past them and there are some places you might be able to put up convex mirrors as opposed to chopping the tree to pieces.

Mr. Daryl Scott, 180 Pond Run Lane, stated I think one way we can keep the fees lower is by competition. Throughout the meetings I've been to I see one bid most of the time. We should at least get two or three bids. While I agree with you and say they might do a good job because they live here, you have to keep transparency also. Ms. Waldhauer stated that she is a master gardener and the magnolia trimming quote was very reasonable in her opinion. She also clarified that Mr. Richardson is not the owner of Beautiful Blooms but an employee. Mr. Kirsch noted that he has always been a proponent of obtaining multiple quotes for projects if possible.

Supervisor's Requests

Ms. Timmons commended Ms. Harden on a job well done in the community.

Mr. Richardson suggested simplifying the landscaping around the entrance signs.

Ms. Waldhauer suggested painting the barbeque areas and dedicating them to veterans via plaques. She also stated that currently the rules allot for two access cards per family, and she suggested allowing the option to purchase additional key cards for older children. Next, she suggested eventually installing sport lockers in the breezeway. Lastly, she suggested installing a board in which residents could advertise their businesses.

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The Board discussed access cards being used after a person has moved from the community and the need to audit the list of owners.

NINTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Minutes of the June 15, 2021 Meeting**
- B. Financial Statements**
- C. Assessment Receipts Schedule**
- D. Check Register**

Mr. Torres gave a brief overview of the financials noting the check register totals \$97,143.76.

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


TENTH ORDER OF BUSINESS

Next Scheduled Meeting – Wednesday, October 6, 2021 at 6:00 p.m. at the Yellow Bluff Amenity Center

ELEVENTH ORDER OF BUSINESS

Adjournment

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

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 Secretary/Assistant Secretary

DocuSigned by:

 8D1C5DDE55024D7...
 Chairman/Vice Chairman

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME <i>Richardson Brian James</i>	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <i>Tison's Landing CDD</i>
MAILING ADDRESS <i>16529 TISON'S BLUFF RD. 32218</i>	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY
CITY <i>Jacksonville</i>	COUNTY <i>DUVAL</i>
DATE ON WHICH VOTE OCCURRED <i>8-17-21</i>	NAME OF POLITICAL SUBDIVISION: MY POSITION IS: <input checked="" type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Brian Richardson, hereby disclose that on 8-17, 20 21 :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, Beautiful Bloom Landscape ;
- inured to the special gain or loss of my relative, _____ ;
- inured to the special gain or loss of _____, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

I'm a Employee of Beautiful Blooms Landscape, The Board voted to approve a proposal for magnolia tree trimming from Beautiful Blooms. All Board members present voted to approve proposal.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

8/18/21
Date Filed


Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.