

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 Wednesday, October 13, 2022 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
Brian Richardson	Supervisor
Linda Waldhauer	Supervisor

Also present were:

Daniel Laughlin	District Manager
Gerald Knight	District Counsel
Dana Harden	Vesta
Kimberly Hopkins	Amenity Manager – Vesta
Michael Pawelczyk	Billing, Cochran, Lyles, Mauro & Ramsey
Jim Oliver	GMS, LLC
Howard McGaffney	DPFG

The following is a summary of the discussions and actions taken at the October 13, 2022 meeting.

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Laughlin 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.

*The following item was taken out of order of the agenda.*

**FOURTH ORDER OF BUSINESS**

**Approval of Consent Agenda**

- A. Minutes of the September 7, 2022 Meeting**
- B. Financial Statements**
- C. Check Register**

Mr. Laughlin gave a brief overview of the financials, noting the check register totals \$79,021.26.

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

**FIFTH ORDER OF BUSINESS**

**Staff Reports (1)**

**A. District Engineer**

There being nothing to report, the next item followed.

**SIXTH ORDER OF BUSINESS**

**Discussion of Amenity Rental Deposit Refund**

Ms. Harden informed the Board the issues with the amenity rental deposits will be handled by staff and does not require any Board action.

**SEVENTH ORDER OF BUSINESS**

**Discussion of Entry Monument Landscape Plan / Renderings**

Mr. Richardson presented plans for landscaping of the Main Street entry monument that includes the addition of shrubbery, Variegated Southern Jasmines, and a Medjool date palm and clearing some of the existing material, including removal of a live oak. He noted visibility in the area would be enhanced and the plants chosen would be low maintenance. The annual plantings would still be at the foot of the monument and would include azaleas. On the left-hand side would be a type of Eastern red cedar called grove cedar.

Mr. Laughlin noted staff would move forward with obtaining quotes for the presented plans.

**THIRD ORDER OF BUSINESS**

**Consideration of Revised Proposals for District Management Services**

**A. GMS, LLC – North Florida**

**B. DPFG Management & Consulting**

Proposals with revised pricing were provided to the Board in the agenda package. For GMS, the annual management fee was reduced from the current fee of \$47,500 to \$45,000. Mr. Oliver noted he would commit to not increasing the fee for three years. DPFG offered to reduce the amenity management fee by \$5,000 for three years if they are chosen.

Mr. Knight provided the Board with a brief overview of how the transition to a new management company would work.

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Ms. Waldhauer motioned to select DPFG for district management services. Mr. Kirsch seconded the motion. On voice vote with Ms. Waldhauer and Mr. Kirsch voting in favor and Ms. Timmons and Mr. Richardson voting against, the motion failed due to lack of majority.

Then, on MOTION by Ms. Timmons, seconded by Mr. Richardson, all members present voted in favor of maintaining GMS, LLC as the district management provider at an annual rate of \$45,000 beginning October 1, 2022.

**EIGHTH ORDER OF BUSINESS                      Staff Reports (2)**

**A.    District Counsel**

There being nothing to report, the next item followed.

**B.    District Manager – Proposal for Updating the Capital Reserve Study**

Mr. Laughlin presented a proposal from Community Advisors to update the capital reserve study totaling \$2,800, noting the previous study was done in 2017 and it has been quickly outdated due to inflation.

On MOTION by Mr. Kirsch seconded by Ms. Timmons with all in favor the proposal from Community Advisors to update the capital reserve study was approved.

**C.    Amenity Manager - Report**

A copy of the amenity manager’s report was included in the agenda package for the Board’s review.

**D.    Field Operations Manager - Report**

A copy of the operations report was included in the agenda package for the Board’s review.

Ms. Harden informed the Board of a vehicle accident that took out the security camera at the entrance. Staff is working to identify the owner of the vehicle.

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On MOTION by Ms. Waldhauer, seconded by Ms. Timmons, all members voted in favor of replacing the security camera at the entrance for a total of \$2,114 while staff works to identify the person responsible for the damage.

**NINTH ORDER OF BUSINESS**

**Supervisor    Requests    /    Audience  
Comments**

**Supervisor Requests**

There being none, the next item followed.

**Audience Comments**

Ms. Cathy Stepalavich, 16257 Dowing Creek, asked for clarification on how often district management services can be considered. Mr. Laughlin responded that most contracts have a 30- or 60-day termination clause and are considered at the Board’s discretion.

Ms. Stepalavich asked if the fee for the updating of the capital reserve has been budgeted. Mr. Laughlin responded that it’s not budgeted expense, but it’s a small amount and there are funds available in the budget to cover it.

Ms. Stepalavich asked if there is a budget for holiday decorations. Ms. Hopkins responded that they’re included as part of the special events budget.

Mr. Jay Hopkins, 16468 Tisons Bluff, asked if azaleas are the only options for the landscaping plan or if another shrub could be chosen since they’re only appealing when they’re blooming. Ms. Waldhauer suggested other types of azaleas that bloom throughout the year. Mr. Richardson explained that the types of azaleas recommended bloom in the spring and remain full the rest of the year. The annual plantings and jasmine will provide the pops of color.

**TENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – Thursday,  
November 10, 2022 at 6:00 p.m. at the  
Yellow Bluff Amenity Center**

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

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

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*Daniel Laughlin*  
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Secretary/Assistant Secretary

DocuSigned by:  
*Brandon Kirsch*  
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Chairman/Vice Chairman