

**MINUTES OF MEETING
FLEMING ISLAND PLANTATION
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Fleming Island Plantation Community Development District was held on Tuesday, August 23, 2016 at 6:00 p.m. at the Fleming Island Plantation Splash Park, 1510 Calming Water Drive, Fleming Island, Florida.

Present and constituting a quorum were:

Mike Cella	Chairman
Eugene Clark	Vice Chairman
Betty Murphy	Assistant Secretary
Rick Nelson	Assistant Secretary
James A. Wiggins	Assistant Secretary

Also present were:

Janice Eggleton Davis	District Manager
Jason Walters, Esq.	District Attorney (Via Telephone)
Ryan Stilwell, P.E.	District Engineer (Via Telephone)
Annette Brown	Project Manager
Marcia Weeks	Event Coordinator
Kyle Kubik	Yellowstone Landscape
Several Residents	

The following is a summary of the discussions and actions taken at the August 23, 2016 Fleming Island Plantation CDD Board of Supervisors meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Cella called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

**Approval of the Minutes of the
July 26, 2016 Meeting**

Mr. Cella stated each Board member received a copy of the minutes of the July 26, 2016 meeting and requested any corrections, additions or deletions.

The record will reflect Mr. Nelson joined the meeting at 6:05 p.m.

Changes were made, which will be incorporated into the amended copy of the minutes.

On MOTION by Mr. Clark seconded by Ms. Murphy with all in favor the minutes of the July 26, 2016 meeting were approved as amended.

THIRD ORDER OF BUSINESS

Audience Comments

Mr. Walters reviewed the District's policy for audience comments and the floor was opened to audience comments:

- Ms. Isley made the following comments:
 - She thanked Ms. Davis and Ms. Brown for addressing issues with the berm area and commented on how well the communication was going.
 - She asked if there are plans to replace buffers on the berm areas where the trees were damaged. Mr. Cella stated Mr. Kubik will address landscaping and she can make suggestions to him.
 - She suggested dog waste stations for Town Center Boulevard.
- Ms. Foster commented on the condition of the park and berm near Lake Ridge South. There are dead plants and it looks bad. Mr. Cella noted she can contact Ms. Brown with these concerns so they are addressed as soon as possible.
- Ms. Mackey made the following comments:
 - She requested some activity or acknowledgement in the newsletter in February for Black History Month.
 - She is interested in finding out about the new management team and commented on the new staff.
 - She feels thank you notes should be sent to residents who participate in events such as the Memorial Day Parade.
 - She suggested having the community garage sale at a central location.

FOURTH ORDER OF BUSINESS

Update on Refinancing of Series 2007 Bonds

There being none, the next item followed.

FIFTH ORDER OF BUSINESS

Public Hearing to Adopt Fiscal Year 2017 Budget

The following was discussed:

- Ms. Davis reviewed the budget and pointed out the changes made since the tentative budget was approved, including the changes requested to the reserves at the last budget discussion.
- There is no increase to the assessments.
- A proposal was received to perform a new full reserve study for \$5,200.

- Estimated expenditures for events are included in the budget narrative beginning on page 15.
- Ms. Brown and Ms. Davis reviewed changes to the events budget for the upcoming fiscal year.

On MOTION by Ms. Murphy seconded by Mr. Nelson with all in favor the public hearing was opened.

Comments and questions were received by the Board.

On MOTION by Mr. Clark seconded by Ms. Murphy with all in favor the public hearing was closed.

A. Resolution 2016-3, Adopting the Budget

Mr. Walters reviewed Resolution 2016-3.

On MOTION by Ms. Murphy seconded by Mr. Clark with all in favor Resolution 2016-3, adopting the budget for Fiscal Year 2017, was adopted.

B. Resolution 2016-4, Levying Non Ad Valorem Assessments

Mr. Walters reviewed Resolution 2016-4.

On MOTION by Ms. Murphy seconded by Mr. Clark with all in favor Resolution 2016-4, levying non ad valorem assessments, was adopted.

SIXTH ORDER OF BUSINESS

Attorney’s Report

There being no report, the next item followed.

SEVENTH ORDER OF BUSINESS

Engineer’s Report

Mr. Stilwell reported the following:

- The SJRWMD requires a letter for the permit modification for the Cypress Glen Weir. Ms. Davis has a copy of the letter for the Chairman’s signature. They had comments to the plans and revisions needed to be made. The revised plans will be submitted with the letter. Bids will be obtained for the next meeting.
- He is working with Ms. Davis to get the County to take action on potholes by the Lake Ridge North gate. Ms. Davis explained they are still trying to determine

ownership of the areas outside the gates of Lake Ridge North as we are getting different information from different County offices.

EIGHTH ORDER OF BUSINESS

Project Manager's Report

A copy of the Project Manager's Report was included in the agenda package.

- **Events Update**

Ms. Brown reviewed the following:

- The last Family Friday was held and there was a showing of *How to Train Your Dragon*.
- The Back to School Rock 'n Roll Bash was a success. There was a blood drive in conjunction with the event, but was not successful due to high temperatures.
- There will be an adults only Masquerade Ball on September 16, 2016.
- The Book Club is planning a trip to the Apna Bazaar after reading *I Am Malala*.
- The new Events Coordinator, Ms. Marcia Weeks, is working on new events for a variety of age groups and interests.

- **Maintenance Update**

Ms. Brown reviewed the following:

- The motor, impeller and stand, which were on back order, have been installed at the family pool.
- The pedestrian signs on Town Center Boulevard have been replaced. All the traffic signs for Town Center Boulevard received from the County are in the process of being installed.
- The light bulbs on the two floating fountains off of Fleming Plantation Boulevard will be replaced this week by Innovative Fountains. They will also repair the auto-fill function on the fountain at Village Square.
- Proposals are being obtained to refurbish the water slide structure at the Splash Park based on the structural engineer's recommendation. The work will be scheduled after the swim season ends.
- There was minor vandalism on Tennis Court #1. Pictures were carved into the clay and the score keeper was broken. Everything was repaired and a police report was filed.
- Prices were obtained for dog waste stations.

- She is looking into purchasing in-house equipment for events that usually need to be rented. Cost savings and feasibility need to be determined.
- Ms. Murphy noted she attended an event at the Splash Park where the DVD/television were not working.
- Mr. Nelson noted there were light bulbs out in the parking lot near the tennis courts. Ms. Brown stated Clay Electric is coming out to replace several light bulbs.
- Mr. Nelson asked for an update on the Amenity Center refurbishing. Ms. Brown responded they will be focusing on refurbishing the Amenity Center during the upcoming fiscal year.

- **Staffing Update**

Ms. Amy Bent is the newest Community Service Attendant. Mr. LaBrew is going to have a slow recovery after his accident so they are interviewing for a temporary maintenance technician position.

- **Follow Up Items**

The following was discussed:

- Mr. Kubik provided the Board with a landscaping update.
- Ms. Murphy stated there is dumping in the berm on the left hand side as you go into The Woodlands, past the fence along Town Center Boulevard.
- Mr. Nelson stated staff and the landscaping company should be noticing issues before the residents do. Ms. Davis explained the process that is being put in place to proactively address items.
- Ms. Brown stated the new staff was not aware of the policy put in place where landscaping issues under \$1,500 did not need Board approval, which was delaying some of the work. Going forward they will simply proceed with any items that cost less than \$1,500 and are still within the budget.
- The Amenity Center's wireless internet has been updated.
- The new maintenance technician is being trained on tennis court care.
- She discussed the official Facebook page for the CDD, *TheOfficialFIPCDD*. It is strongly suggested for residents to contact staff directly on any issues rather than posting on the page to ensure they are addressed in a timely manner.

- Staff has been reminded to play music at the Splash Park continuously. Staff suggest moving forward with ASCAP licensing and use their catalog of music. The yearly licensing fee is \$356.
- Staff is looking into shade solutions for the four hour block where there is direct sun over the swing area.
- All issues with the retention ponds discussed at the last meeting have been addressed.
- Proposals are being obtained for the Splash Pad flooring, which needs to be updated. The Board requested staff look into longer lasting alternatives.
- Temporary signs regarding the temporary food policy have been posted at the Amenity Center and Splash Park pools. The policy has also been posted on social media. There have been no issues so far.
- Mr. Clark and Ms. Murphy both complemented Ms. Brown on her report.

NINTH ORDER OF BUSINESS

Manager's Report

A. Consideration of Proposed Meeting Schedule for Fiscal Year 2017

Ms. Davis reviewed the proposed meeting schedule for Fiscal Year 2017. After further discussion the December meeting was changed to December 13, 2016 and the August meeting was changed to August 22, 2017.

On MOTION by Mr. Clark seconded by Ms. Murphy with all in favor the meeting schedule for Fiscal Year 2017 was approved as amended.

TENTH ORDER OF BUSINESS

Old Business/ New Business

The following was discussed:

- Mr. Clark asked for an update on the issue with use of the gazebo. Ms. Brown stated there is a new manager who is renting it out properly for private events. Ms. Brown was directed to reach out to the new manager to readdress the issue of parking if the District wants to rent the gazebo for events.
- Dog waste stations were discussed. The lowest cost Ms. Brown could find is \$199 per station. Each station comes with 400 bags. The cost for replacement bags is \$39 for 2,000.

On MOTION by Mr. Clark seconded by Mr. Nelson with all in favor the Board authorized the purchase of three dog waste stations to be placed on the north end, middle and south end of Town Center Boulevard at the discretion of staff for a total cost not to exceed \$750.

- There was discussion regarding tennis court shade structures and there was Board consensus to maintain the status quo.

ELEVENTH ORDER OF BUSINESS

Supervisors' Request

Mr. Nelson addressed the following:

- The fencing at the tennis courts need attention.
- He addressed the Halloween events and is disappointed some of the events are not being held.
- He addressed expenses incurred by the lifeguards for classes and uniforms.

TWELFTH ORDER OF BUSINESS

**Acceptance of July Financials
and Approval of Check Register and
Invoices**

The financials were reviewed.

On MOTION by Mr. Clark seconded by Mr. Nelson with all in favor the July financials were accepted and the check register and invoices were approved.

THIRTEENTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Mr. Clark seconded by Mr. Nelson with all in favor the meeting was adjourned.



 Janice Eggleton Davis
 Secretary



 Mike Cella
 Chairman