

SOUTH VILLAGE
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the South Village Community Development District was held Tuesday, March 6, 2018 at 6:30 p.m. at the Eagle Landing Residents Club, 3975 Eagle Landing Parkway, Orange Park, Florida

Present and constituting a quorum were:

Gary Cross	Chairman
Grant Krueger	Vice Chairman
Kelly Hermening	Supervisor
Chris Payton	Supervisor
Bobby J. Poole	Supervisor

Also present were:

Jim Oliver	District Manager
Katie Buchanan	District Counsel (by telephone)
Keith Hadden	District Engineer
Matt Biagetti	Director of Aquatics & Recreation
Steve Andersen	Operations Manager
Corey Hamlin	Arnold Palmer Golf
Josh Heintzman	Arnold Palmer Golf
Dan Steiner	Century Golf Partners
Jude Barwig	Webmaster

The following is a summary of the minutes taken at the March 6, 2018 meeting. A copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 6:30 p.m.

SECOND ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

THIRD ORDER OF BUSINESS

**Approval of the Minutes of the February 6,
2018 Meeting**

On MOTION by Mr. Krueger seconded by Mr. Poole with all in favor the minutes of the February 6, 2018 meeting were approved as presented.

FOURTH ORDER OF BUSINESS**Consideration of Proposal to Update Capital Reserve Study**

Mr. Oliver stated this item was presented last summer when we were at the early stages of the renovations that will be finished very soon. The idea is to have a capital reserve study in time to impact the FY19 budget process to help determine your capital reserve contribution. This update will add the golf clubhouse, golf maintenance and golf course to the study.

On MOTION by Mr. Cross seconded by Mr. Krueger with all in favor the proposal from Community Advisors to update the reserve study in the amount of \$5,600 was approved.

FIFTH ORDER OF BUSINESS**Update Regarding Management Proposal Process (bids due 3/29/18)**

Mr. Oliver stated as you will recall the bids are due March 29, 2018 and February 20th and 22nd we had pre-bid meetings for four different categories, amenities, food and beverage, operations and golf. I put in front of each of you a matrix showing the 11 companies that were represented at those meetings and several of those companies are planning to bid on all categories with the understanding that they may only be contracted for one or two categories assuming they are successful. The companies that participated in the meetings are: Eagle Landing Amenities Management, Vesta Property Management, Century Golf Partners & Management, Riverside Management Services, Wingfield Golf Management, Kemper Sports, Elite Golf, Hampton Golf, Cypress Golf, Hurricane Grill & Saucy Taco (for food and beverage only) and Truman Honors Golf.

We will receive bids on March 29th and bring them to the meeting the following Tuesday. I suspect since we are getting both a hard copy and electronic copy that as soon as we get those on Thursday, we will email those to the board members so you can start looking at those. You can have a discussion of the proposals at the meeting on Tuesday and at that time you can consider if you want to continue that meeting to have more time to review those proposals.

SIXTH ORDER OF BUSINESS**Golf Update**

Mr. Hamlin reviewed the golf update, including rounds of golf, revenues, food and beverage and membership growth and reported that a grand opening will be planned in conjunction with completion of renovations with a tentative date of April 6th.

SEVENTH ORDER OF BUSINESS

Update Regarding Capital Projects

Mr. Hadden gave an update on the efforts to complete the driving range.

A. Review of Cost to Complete Schedule

Mr. Andersen gave an overview of the cost to complete schedule, copy of which was included in the agenda package.

B. Remaining Construction Funds – Obligated and Unobligated

C. Status of Remaining Projects

Mr. Andersen stated the bar is on schedule and slightly below budget and due to open April 6th.

Mr. Steiner gave an overview of the sound abatement options under review.

Mr. Andersen gave an update on the tennis courts, sand volleyball court and stated that the new pumps for the fountains are in.

D. Consideration of Series 2016 A 1/2 and Series 2016 A3 Requisitions

Mr. Hadden stated in the agenda package are requisitions 48 through 52. Requisition 53 totals \$58,907.63 a lot of it is for the beer and wine stuff that Steve just talked about, 54 is 35% payment on the asphalt tennis court and 35% payment on the Har-Tru tennis courts and they have all been reviewed and approved for payment.

On MOTION by Mr. Cross seconded by Mr. Poole with all in favor requisitions 48 – 54 in the total amount of \$181,702.38 were approved.
--

EIGHTH ORDER OF BUSINESS

Update Regarding POS Systems Proposals

There being no update the next item followed.

NINTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being none, the next item followed.

B. Engineer

Mr. Hadden stated things next door are progressing where the new Tynes Road will be tying in and that entire roadway will be open by the end of this calendar year. The 200 lot subdivision is under construction and the next 172 lots are in the process. Eagle Landing Phase 5B Dream Finders has pulled the trigger on that and has started the reprobating of those 100 lots.

C. Manager

Mr. Oliver stated I wanted to bring up the initiation fee of \$500. A transaction came up recently where a non-resident member had previously paid the \$500 fee and has since moved into South Village and he asked that he not be required to pay the second \$500 fee. That is consistent with the way the developer managed those fees in the past. It makes sense to me that if you have paid the initiation fee once there has been no break in membership or if you paid it once as a homeowner and moved to another property within Eagle Landing it makes sense that you don't have to pay that a second time. I wanted to have board clarification that it is okay to continue that practice and it would represent a small number of transactions.

It was the consensus of the board to continue the policy of collecting the initiation fee once.

Mr. Poole stated earlier you gave us a report on the number of new homes that had closed and paid the \$500 fee. Was that something you can share with us on a quarterly basis as we move forward?

Mr. Oliver stated I can do that. I looked at those numbers today and since October 1, we have had 34 homes closed that we collected the \$500 from and we also have 39 homes in various stages of the process but not everyone makes it all the way to closing. We will research the

records on those 39 homes to see which of those actually closed and send collection letters to them if they are now an owner. Not every real estate transaction involves an estoppel letter, which is the smart thing to do, where the district will say in writing everything that comes with that property including any liens, what the assessment obligations are. When we get that request we already know that there was a sale that is pending, although it may be canceled and in some cases there could be a sale without a request for an estoppel letter and in that case we find out after the fact and we can go back and send a letter to collect the \$500.

D. Golf Course General Manager

Mr. Steiner stated last Friday we had dogs running on the property.

Mr. Oliver stated I spoke with the vice chairman about it and also Katie Buchanan and most of our districts do not allow pets in the recreational areas including food and beverage areas. Obviously, there is an exception by law for service animals. If the district wants to adopt that policy you can certainly do it and Katie can draft that. It can be threatening to other residents to have animals around not to mention some people don't want to eat and drink around animals.

Mr. Steiner stated that is what happened, I had several complaints last Friday and there were five animals at one point on the balcony.

Ms. Buchanan stated we have a policy that says pets are not allowed in the Village Green facilities, but they are allowed at parks.

Mr. Cross asked what about the amenity facilities?

Ms. Buchanan stated it really only speaks to the Village Green facilities. We can clarify that in the policy if it is the desire of the board.

After discussion the board took the following action.

On MOTION by Mr. Cross seconded by Mr. Poole with four in favor and Mr. Hermening opposed staff was directed to write a policy of no pets in any of the amenity facilities.

Mr. Steiner stated I have two a/c units being replaced on an emergency basis and the recommendation was to replace the others as needed in the approximate amount of \$50,000 for all six systems.

Mr. Poole asked is this something that can be paid out of the capital reserve?

Mr. Oliver stated it can be and it will be for the first two units. It is such a big bill for all six and we have discussed that it is going to take a while to build reserves for the golf course. As we look at the bond proceeds the report earlier was that there was roughly \$20,000 surplus right now and it could be that you need to reserve those if we need them if a third or fourth unit goes down suddenly.

Mr. Steiner stated I'm getting pricing on doors, door hardware to replace everything on the exterior of the building, dining, golf shop, interior and exterior doors is around \$10,000 for hardware and we are pricing doors.

E. Director of Aquatics & Recreation

Mr. Biagetti gave an overview of the amenity center report.

Ms. Barwig stated I am trying to coordinate with Century Golf information to keep the website updated. We average over 500 individual IP addresses every day at the Eagle Landing online site.

F. Operations Manager

Mr. Andersen gave an overview of the operations manager's report.

Mr. Krueger asked can you give us an update on the clubhouse that has some rotted wood and needs painting?

Mr. Andersen stated that will be taken care of. There is brickwork going on at the cabana bar, pavers will be stated next week and the pump house still needs to be cleaned, pressure washed and painted. The baby slide has been repaired and should be back in our hands tomorrow.

ELEVENTH ORDER OF BUSINESS

Supervisor's Requests and Audience Comments

Mr. Poole stated up and down Eagle Landing Parkway we just experienced a tremendous amount of mailbox destruction. I know what those mailboxes cost, the total is in excess of \$500 but a lot of them have been damaged. I don't know what we can do about that but someone is coming in carrying a large load and damaging them or it could be vandalism. There must be 15 damaged mailboxes.

Mr. Hermening stated add to that the number of tire ruts in yards and common areas it is worse than I have ever seen it.

Mr. Cross stated I don't think the problem is oversized loads I think it is drivers not paying attention and speeding. I don't know what we can do other than get the police out here to write tickets.

Mr. Payton stated I need some data from the athletic center, I don't know who to speak to about operations at the front desk about checking in tennis players. Can we start doing that? I will send a note out to the ones that I know to let them know but we really need to have everybody check in that is using the facility. Sometime in the next couple of months we will have it fully fenced so they should be in the habit of checking in anyway and the second part of that is I'm asking for reports from you or whoever on, resident, non-resident, who is taking clinics, how many clinics there are and things like that.

Mr. Biagetti stated I get those from our check-in process.

Mr. Payton stated it wouldn't be accurate today, tennis players don't check in even though we put signs all over the courts last year.

Mr. Hermening stated they don't check in for the gym classes either.

Mr. Payton stated the second part of that is since we don't have full time security yet I would like the staff to occasionally walk around and if they recognize someone on the courts that they didn't check in to have them come check in.

Mr. Biagetti stated I will reiterate that because that has been discussed time and time again. We will work with you Chris because right now we don't have a check-in process for tennis, we have resident tracking as they come in the building. Do we want to track usage of basketball, do we want to check usage of work-out, tennis, we can do that.

Mr. Payton stated at some point Steve will have to figure out where you drive the carts in the back from the upper level, we are going to make that the "staff only" entrance and put signs because when the facility is done there will be an opening into the tennis facilities only there should be no foot traffic, residents, golfers, anybody through that area should be golf cart drivers only, employees only. We will figure out some signage but we will need help from the golf staff to keep an eye out at that entrance and make sure nobody is coming through there to get access to this building.

Mr. Hermening asked have we had any further discussions of coming up with a non-cart owner trail fee?

Mr. Hamlin stated we have not. We will make that a priority.

Mr. Hermening stated I talked to Dan today about tidying up the member practice area.

A resident stated I talked to Dan and Corey and I want to bring to the board's attention the cart paths randomly throughout the golf course have tree roots buckling the cart path. Apparently there is something that can be done to cut those roots to mitigate the buckling.

Mr. Hamlin stated you can cut the root structure so it doesn't get any worse. Eventually we have to price out grinders to grind them off as they do on city streets and things like that.

A resident stated one concern is the damage that has already been done and secondly how many more places where there are trees along the cart path and are we going to see more buckling.

Mr. Hamlin stated I can price that but that is going to be a big deal.

Mr. Hermening asked is that something that the capital reserve study would take a look at?

Mr. Oliver stated we can put that in the capital reserve study.

Mr. Cross asked what do the other golf courses do?

Mr. Hamlin stated sometimes you have to replace certain pieces that are bad. Sometimes you have to pour new concrete.

Mr. Biagetti stated there are other common areas with that we have so let's work together on that.

A resident stated the stretch of concrete that we poured across from hole #3 fairway that is just a bare hunk of concrete and we haven't done anything with the grass. Is it the intent to plant grass there?

Mr. Cross stated we will look at it. I was unaware of it.

TWELFTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet as of January 31, 2018 and Statement of Revenues and Expenses for the Period Ending January 31, 2018

The balance sheet and income statement were included as part of the agenda package.

B. Assessment Receipt Schedule

The assessment receipt schedule was included as part of the agenda package.

C. Approval of Check Register

On MOTION by Mr. Poole seconded by Mr. Cross with all in favor the check register was approved.

THIRTEENTH ORDER OF BUSINESS Next Meeting Scheduled for Tuesday, April 3, 2018 at 6:30 p.m. at Eagle Landing Residents Club

Mr. Oliver stated the next scheduled meeting is April 3, 2018 and we will email to you in advance the proposals that we will discuss at that meeting and likely you will continue that meeting with the idea of inviting proposers to address the board in mid to late April.

Mr. Poole asked can you get some tentative dates?

Mr. Oliver stated I looked at some dates today and you could meet on the 3rd and continue the meeting to two nights later on the 5th. Looking more forward in the future my next available date would be April 16th, which would be almost two weeks after our April 3rd meeting.

Mr. Cross stated I have a conference that weekend so I won't be here.

Mr. Oliver stated another thing to look at is we typically meet at night but if we need to have a long day meeting we can do that too if that is what it takes to keep the ball moving.

Mr. Cross stated we could meet on the 11th.

Mr. Krueger stated I'm looking at possibly after we get the packages in to ask some people from the community here to give us evaluations of these things.

Mr. Oliver stated there was some discussion that these proposals would not be public record until we have actually made a selection because we don't know when they are going to be appearing to make the presentation. It is something we can talk about.

On MOTION by Mr. Cross seconded by Mr. Poole with all in favor the meeting adjourned at 8:45 p.m.

March 6, 2018

South Village CDD



Secretary/Assistant Secretary



Chairman/Vice Chairman