

SOUTH VILLAGE  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the South Village Community Development District was held Tuesday, October 2, 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 (by telephone)
Chris Payton	Supervisor
Bobby J. Poole	Supervisor

Also present were:

Jim Hahn	General Manager
Jim Oliver	District Manager
Katie Buchanan	District Counsel
Keith Hadden	District Engineer
Matt Biagetti	Director of Operations
Josh Heintzman	Golf Professional, Honours Golf
Alan Slaughter	Honours Golf

The following is a summary of the actions taken at the October 2, 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. and called the roll.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the September 11,  
2018 Meeting**

On MOTION by Mr. Krueger seconded by Mr. Poole with all in favor the minutes of the September 11, 2018 meeting were approved as presented.

**FOURTH ORDER OF BUSINESS**

**Acceptance of Minutes of the September 11, 2018 Audit Committee Meeting**

On MOTION by Mr. Poole seconded by Mr. Krueger with all in favor the minutes of the September 11, 2018 audit committee meeting were accepted.

**FIFTH ORDER OF BUSINESS**

**Update Regarding Honours Golf Transition Process**

Mr. Hahn gave an overview of the transition, staffing, progress on development of revised financial reports and budget for FY19 and the proposed business and marketing planning for FY19.

**SIXTH ORDER OF BUSINESS**

**Ratification of Execution of Resolution and Related Golf Maintenance Equipment Lease Documents**

Mr. Oliver stated at the September meeting the board authorized the lease of about \$195,000 for golf maintenance equipment. Staff prepared and submitted the required lease documents and the equipment has been received. I am asking the board to ratify those actions, to include the resolution authorizing the lease.

On MOTION by Mr. Cross seconded by Mr. Krueger with all in favor the execution of resolution and related golf maintenance equipment lease documents was ratified.

**SEVENTH ORDER OF BUSINESS**

**Ratification of Staff Actions to Issue Audit Services RFP**

Mr. Oliver stated next is ratification of staff's actions to issue the audit services RFP. Following the last meeting there was a brief audit committee meeting in which the audit committee approved the evaluation criteria to be used to evaluate proposals for audit services. Staff issued an RFP for audit proposals and we are asking the board to ratify those actions. We

will bring those proposals to the November meeting for the audit committee to rank the audit proposals.

On MOTION by Mr. Krueger seconded by Mr. Poole with all in favor issuance of the notice for audit services was ratified.

## **EIGHTH ORDER OF BUSINESS**

### **Discussion Items**

#### **A. Reformatting of Fiscal Year 2019 Budget**

Mr. Oliver stated Mr. Hahn is going to reformat the budget so that it will be more user friendly and be a better management tool.

#### **B. Discussion of Procedure for Conducting Public Comment Period**

Mr. Oliver the CDD has always had public comment at the end of the agenda. A few years ago, the board adopted a resolution to have an additional public comment period at the top of the meeting so members of the audience would have an opportunity to comment on on agenda items before the board voted on them.

There was a request submitted by a resident to be able to bring new ideas to the board during the open comment period. I emailed that request to you and it included a brief synopsis of that suggested framework.

Ms. Buchanan stated the question is if you want to revise the way you handle the public comments. Any member of the community can reach out to the chairman or Jim Oliver, those two under our rules of procedure set the agenda so if the chairman determined that something should be put on the agenda in advance that would be the way to do it. We do have a public comment period at the beginning so anyone can comment on items before we vote on it and if you change that I need to make sure that we retain that ability so you wouldn't want to start adding new items without having additional public comment on new items.

The proposed structure was discussed, but not approved. Residents who are unable to stay for the entire meeting may make comments at the beginning of the meeting. Comments taken at the meeting will be acknowledged by the board and staff will be directed to add items to a future agenda, if appropriate.

## **NINTH ORDER OF BUSINESS**

### **Consideration of Proposals**

**A. Revised Lake Doctors Proposal**

Mr. Oliver stated at the last meeting Matt noted that the previous proposal had 28 lakes on it and there are 30 lakes and the proposal has now been revised.

On MOTION by Mr. Krueger seconded by Mr. Cross with all in favor the revised proposal for all 30 lakes from Lake Doctors in the amount of \$2,166 per month was approved.

**B. Proposal for CDD Website Compliance for Accessibility for Visually Impaired Persons**

Mr. Oliver stated recently there have been several lawsuits filed in South and Central Florida by someone who is finding certain websites to not be ADA compliant regarding accessibility for the visually impaired. Not only have CDDs been sued, other companies such as Winn Dixie and Dunkin' Donuts have been sued with some success. We had a conference call with the District's insurer and counsel. Two actions were recommended. . First is to mitigate Districts risk to being sued by acknowledging that we are taking appropriate steps to become compliant. Second is implementing the remedial action to become compliant. Part of the problem is there are so many PDF documents on these websites are not accessible to the visually impaired through the reading devices that they use. There is a proposal in the agenda package to convert all those documents so they are accessible to the visually impaired. The proposal cost is \$1,750. The proposal for subsequent website maintenance is not recommended, as we will be able to maintain the CDD website in the future using formats which meet ADA guidelines.

The southvillagecdd website will be compliant, but once you get on Eagle Landing Online or its eventual replacement site, a similar conversion process will be needed. Conversion of marketing information such as photos and videos will be more challenging than pdf documents. The CDD website is more simple and geared toward meeting statutory requirements of posting certain prescribed documents. We really want to skinny down this site to what is specifically required by statute. When we start included non-required documents on the site, there is a cost to that. Anyone who wants a CDD document not posted on the site can contact my office. We will provide it to them promptly. For more extensive records requests, we will follow process outlined in the CDD's Rules of Procedures. The staff is very responsive when someone asks for a document.

Mr. Hermening stated who owns the Eagle Landing online domain? If that is our means of communication to the community then the new management company should own that domain. Something needs to happen to transfer that ownership to our new management company.

Mr. Cross stated once we own it we have to become ADA compliant on that website.

Mr. Oliver stated we will put that on the next agenda for discussion.

On MOTION by Mr. Poole seconded by Mr. Cross with all in favor the proposal from VGlobalTech for a one-time charge of \$1,750 was approved.

### **C. Proposal for Cart Path Repairs**

Mr. Oliver stated there is a proposal in your agenda package and we received another one today.

Mr. Slaughter stated we submitted one prior to today for the front nine on the golf course, to grind down a number of areas while they are removing and rebuilding a number of sections throughout the golf course. These are areas that have been damaged by root systems from trees. The front nine is \$13,468 and the back nine is \$11,844. These areas have needed repair for a long time and are causing damage to the golf carts.

On MOTION by Mr. Poole seconded by Mr. Cross with all in favor the proposal from Roche's, Inc. in the amount of \$13,468 for the front nine and \$11,844 for the back nine was approved with the money coming from the golf capital reserves.

## **TENTH ORDER OF BUSINESS**

### **Update Regarding Capital Projects**

#### **A. Review of Cost to Complete Schedule**

#### **B. Status of Remaining Projects**

Mr. Oliver stated you will see there remains about \$51,000 and Steve Andersen emailed an invoice to be approved by Board in advance of preparation of a requisition for renovation of

the tennis center furniture. I had a conversation with Supervisor Payton late last week and he told me this job was not yet completed and some furniture needed to be returned. Is that still the case?

Mr. Payton responded yes, we got an email from the vendor that they were going to send replacement furniture. The problem with this stuff is it is paid by staff from their personal money so it is not like the vendor invoiced us and we were holding payment to the vendor. We are just holding the money from staff, Steve.

Mr. Poole stated going forward from a purchasing standpoint I think these are the kinds of things we need to clean up.

Mr. Cross stated I think it will be cleaned up because Steve is not going to be here and we are going to have a new management company. I don't think Honours Golf is going to operate that way. I agree with you 100% but I think it will clean itself up.

Mr. Payton stated for this item, this is the same company we ordered furniture from at the clubhouse and the athletic center patio. Both those shipments had broken pieces when they arrived and there were no issues with the company they replaced all of it in a timely manner and told us to keep the broken ones and I think we were able to fix most of those so we had some bonus furniture out of it.

Mr. Oliver stated you could approve this subject to receipt of all the furniture.

On MOTION by Mr. Payton seconded by Mr. Poole with all in favor the repair/upgrade to the tennis facility was approved in an amount not to exceed \$12,000 subject to receipt and inspection of all the furniture.
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Mr. Oliver stated although there is only \$50,000 left of the proceeds you can mandate no more advance payments by individuals. Goods and services need to be funded through the district.

### **C. Ratification of Series 2016 A1/2 Requisitions**

#### **ELEVENTH ORDER OF BUSINESS**

#### **Other Business**

There being none, the next item followed.

**TWELFTH ORDER OF BUSINESS****Staff Reports****A. General Manager**

Mr. Hahn stated we are starting to get some projects done and as an update on the decking in the back what looked to be a couple boards that needed to be replaced when we pulled them out we found that underneath it was rotted and it will all have to be repaired. We are also doing some training in the food and beverage department at the club as well as staff training over the next two weeks, which again is focused on trying to improve overall service and quality at the club.

Mr. Cross stated one of the things I wanted to get done since I came on the board is the landscape lighting that is in horrible condition. I think we need to look at the overall aesthetics of it including the lighting at the waterfall, which I was told was going to be fixed when the waterfall wasn't working but it wasn't fixed. Also where we can I would like to see if we could get LED lighting in areas that would be an overall benefit.

Mr. Hahn stated we are taking the approach that when replace lights we go to LED.

Mr. Poole stated we have talked about a mechanism for tracking work orders for repairs so there is a certain amount of visibility. Will you share your thoughts on a work order process that your maintenance people would need or your director of operations? Do you have this or is it at other properties?

Mr. Hahn stated I have not worked with work orders. We don't have work orders for projects.

Mr. Cross stated I think probably what would benefit the board and you also, I don't care about you having work orders if you are repairing something that is something you know that needs to be done write that up and it would be on the computer and that way we know the status of that project. I think that would probably be more beneficial than you having a work order on what you are doing because you know what you are doing but this would help the board and if it is not a priority and know it will be taken care of later in the year at least we know that.

Mr. Hahn stated we talked about doing that with the website you have where residents can go online and list a complaint or issue they may see that they want repaired or make comments and create a list of upcoming projects on that website that may be what you are

talking about and list those major projects the board would like to see completed and have it listed so there is a tracking of that item.

**B. Director of Operations - Report**

Mr. Biagetti discussed the items on the monthly operations report that was included in the agenda package.

**C. District Counsel**

Ms. Buchanan stated the new supervisors will assume office on the second Tuesday following the election and that would be near Thanksgiving. Right now you are scheduled to meet November 13<sup>th</sup> because this is a polling place on November 6<sup>th</sup> and rather than October being your last meeting it will be November.

Currently the chairman is the district's named representative on the alcohol license and he will need to come off that license and we will need a replacement.

Mr. Cross stated put Grant on there he will be here another four years.

Mr. Poole asked is there a process for that or do we just deal with it as it comes up?

Ms. Buchanan stated that's right, it just has to change. Honours is in the process of transferring their portion of the application process from Century to Honours.

On MOTION by Mr. Cross seconded by Mr. Poole with all in favor Mr. Krueger was authorized to sign the alcohol license.

**D. District Manager**

There being none, the next item followed.

**E. District Engineer**

Mr. Hadden gave an update on the retaining wall around the vault and stated unfortunately, you are still looking at \$100,000 and it was \$160,000 for a new vault. There has to be a cheaper way to do that and I'm still looking.

Mr. Krueger asked did you get a price to move the pipes to the maintenance shed?

Mr. Hadden stated no, I did not ask for a price to take it all the way over there.



Mr. Hermening stated I suggest we give it to our director of operations and general manager and our new maintenance manager to identify the issue and find some way to fix it.

**THIRTEENTH ORDER OF BUSINESS      Supervisor's Requests and Audience Comments**

Mr. Payton asked Matt, are you working on swim at your own risk hours at the pool?

Mr. Biagetti responded we are still discussing it and I had two companies out for the access reader system. I don't have a price yet or what we have to do structurally with the fence, but we are working on it.

Mr. Cross asked what are we looking at for access to the tennis courts?

Mr. Biagetti stated the first quote was \$10,000 and another card reader on the gate before you get to the door.

Mr. Cross stated I don't see any reason to put an access card reader there until we get all the other areas patched up so nobody can get in.

Mr. Payton stated there are other areas and it is mostly because it is a poorly designed facility. No one here designed it.

Mr. Cross stated maybe we need to look at the design. I think we ought to put it on hold until we have it resolved.

Mr. Krueger stated \$10,000 for a card reader seems like a lot.

Mr. Biagetti stated what we have is old stuff for the access control system. We had upgrades here and there but it is registered for a one-door reader. If we want to add onto the system it will take software upgrades. I'm trying to get a better understanding of where this number is coming from.

Mr. Krueger stated when we were looking at POS systems some of the POS systems we were looking at had a security feature to it that you could plug the card readers or whatever into and know who is coming in and going out. Do we need to upgrade the POS before we do this?

Mr. Biagetti stated we got a quote last year for \$8,000 to repair all the issues in the existing fencing, replace a lot of chain link sections, what wasn't included was increasing the height to match the new side and we have had other things happen since then. I don't know if we can do an approval not to exceed \$12,000 we can work with Supervisor Payton on fence repairs and possibly have it done before the next meeting. We know it is going to be more than \$8,000.

Mr. Payton moved to authorize staff to contract for the fence repairs and upgrades on the existing tennis courts in an amount not to exceed \$12,000 and Mr. Poole seconded the motion.

Mr. Poole asked is that going to include upgrading the section you talked of before?

Mr. Cross stated yes.

On voice vote with all in favor the motion passed.

Mr. Payton asked did you talk to Tree Amigos to make sure all the district grounds were covered under the contract?

Mr. Biagetti responded yes and there were some areas that it seems like there was no oversight.

A resident stated at the beginning of the meeting Jim was talking about what the new management team has done so far. I'm in all the facilities as much as anyone in the neighborhood and I am seeing changes. They are small changes not large, but I have seen progress and I'm impressed. We need to give the man time to get the job done.

A resident stated I thought we had a plan to put a folding, dividing wall in the restaurant, and I don't know if that is still in the plans and I'm curious as to where that stands.

Mr. Hermening stated that was in the plans, it is in the plans but at the time it was cost prohibitive, but we have a new management team and it is something we are going to revisit.

#### **FOURTEENTH ORDER OF BUSINESS      Financial Reports**

##### **A. Balance Sheet as of August 31, 2018 and Statement of Revenues and Expenses for the Period Ending August 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. Krueger seconded by Mr. Poole with all in favor the check register was approved.

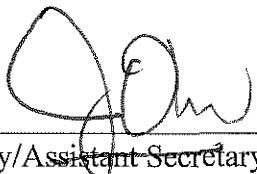
**D. Golf Report**


**FIFTEENTH ORDER OF BUSINESS**

**Next Meeting Scheduled for Tuesday,  
November 13, 2018 at 6:30 p.m. at Eagle  
Landing Residents Club**

Mr. Oliver stated the next scheduled meeting is November 13, 2018 at 6:30 p.m., the second Tuesday.

On MOTION by Mr. Krueger seconded by Mr. Payton with all in favor the meeting adjourned at 9:00 p.m.

  
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Secretary/Assistant Secretary

  
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Chairman/Vice Chairman