

SOUTH VILLAGE
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the South Village Community Development District was held Tuesday, October 3, 2017 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 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
Rob Dugan	Arnold Palmer Golf
Josh Heintzman	Arnold Palmer Golf
Corey Hamlin	Arnold Palmer Golf

The following is a summary of the actions taken at the October 3, 2017 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

A resident stated one thing I would like covered under the golf update is what we are going to do to keep our restaurant from appearing on the list of worst 25 restaurants in the area over and over again.

THIRD ORDER OF BUSINESS

**Approval of the Minutes of the September 5,
2017 Meeting**

On MOTION by Mr. Krueger seconded by Mr. Payton with all in favor the minutes of the September 5, 2017 meeting were approved as presented.

FOURTH ORDER OF BUSINESS

Discussion of Space for Additional Fitness Classes

Mr. Biagetti stated at the last meeting Monica Fitzpatrick was here and we talked about adding an additional class for the residents, a spin class that we have never had and we feel that would be an improvement to the fitness offerings. We discussed spacing and timing at the last meeting and I think the lake house was brought up by one of the board members and after the last meeting we looked at the lake house, which is near the canoe area and is currently used as storage. We keep life jackets, oars and Christmas decorations in there and it is almost a wasted space. Monica and her husband went in there and feel it would be a great fit for the spin class. They have already purchased some spin bikes and I recommend doing a year trial basis at no charge so they have the ability to gauge the interest here and be able to recoup some of the cost associated with making that purchase for our Eagle Landing residents. This is not an expense to the district by purchasing equipment they are doing it themselves.

Mr. Kruger asked since that is used as a storage space is there room to put all that stuff?

Mr. Biagetti stated I think it is a good time to clear out some items that we don't need that have been put in that space because we don't use them. We have storage closets in the back of the gym for some of the items as well as a lifeguard room in the back and we do have some attic space left as well for the items we need to hold onto. The major thing that I would do on a staff level is move the life jackets and oars to an outside location.

Mr. Poole asked what are the dimensions of the space we are talking about?

Mr. Biagetti stated it is about 15 feet wide by 30 feet long.

Ms. Fitzpatrick stated I'm hoping to get 12 to 15 bikes and expand to a maximum of 20. There is a restroom in there so that we don't have to go back over to the gym. I would like to offer it to the Eagle Landing residents since there is a max of 20 bikes and hold demo classes for holidays to try to gauge interest. If Eagle Landing doesn't have a big turnout I will come back to the board to see if it is okay to start social media. We are ready to have morning and afternoon classes.

Mr. Cross stated with the minimum cost involved and the fact that she is willing to invest more than we are investing to help the residents of Eagle Landing and prospective residents we might pull in from people coming to the classes I don't have a problem with it.

Ms. Fitzpatrick stated the floor is concrete and I would like to paint it and maybe put up a couple mirrors.

Ms. Buchanan stated I guess we want to put some sort of agreement in place that authorizes the use of the building and hold the district harmless should there be any damage to the equipment that we have no control over.

Mr. Cross stated I agree.

On MOTION by Mr. Cross seconded by Mr. Hermening with all in favor the request to use the lake house for spin classes was approved and district counsel was directed to prepare an agreement for the use of that space at no charge for one year and the chairman was authorized to execute the final agreement.

FIFTH ORDER OF BUSINESS

Ratification of Lease Agreement for Golf Course Maintenance Equipment

On MOTION by Mr. Cross seconded by Mr. Krueger with all in favor the lease agreement for golf course maintenance equipment was ratified.

Mr. Oliver stated this is Resolution 008-07-98528-103 authorizing the negotiation and execution and delivery of lease number no. 008-07-98528-103 dated September 6, 2017 between South Village CDD doing business as Eagle Landing Golf Club and TCF Equipment Finance, a division of TCF National Bank. To expedite the lease process, I signed this resolution as the secretary of the district.

On MOTION by Mr. Payton seconded by Mr. Cross with all in favor Resolution Lease No. 008-07-08528-103 was ratified.

SIXTH ORDER OF BUSINESS

Update Regarding Staffing Plan for Fiscal Year 2017 Agreement with Eagle Landing Amenities

This item tabled until the next meeting pending further discussion with the developer.

SEVENTH ORDER OF BUSINESS

Consideration of Waste Management Service Agreements

Mr. Oliver stated this was an effort by the Rob Dugan and Matt Biagetti to consolidate waste disposal services to realize a cost savings for the district.

Mr. Dugan stated we currently have twice a week pickup and recycling and we have a big dumpster at maintenance. We reached out to Waste Management and we have a one year agreement with a savings of about \$500 to \$600 per month.

On MOTION by Mr. Cross seconded by Mr. Krueger with all in favor the Waste Management Service Agreements were approved.

Mr. Krueger stated we have people taking their personal trash and dumping it in the dumpsters. I confronted an individual and he didn't care when I told him it was for the facility and not residents. We need some sort of accounting for using these things. If we have cameras that can see the license plate number of who did it suspend their privileges for a while.

A resident stated the project manager told us to use them until we got trashcans.

Mr. Krueger stated they shouldn't tell you that.

Mr. Cross stated if a board member has identified a person doing that and you want to bring it to the board to suspend them for improper use of the facilities i.e. the dumpster then you can move to do so and the board could vote on it. As to getting tag numbers I don't know how you would run that tag. It is a crime for someone to use someone else's dumpster so it is a theft of service but I don't think you would get a state attorney to prosecute it. I think any resident or board member has the right to come forward just like the incident we had at the pool a resident came forward and the board took action. Any resident can ask the board to take an action and it would be up to the board and the circumstances surrounding it whether it was an ongoing issue.

Mr. Poole asked staff do you consider that to be a problem?

Mr. Biagetti stated from my perspective it is an issue. A lot of times people pull up and just throw their trash over the dumpster gates and it creates a mess and animals get into it. It is not a huge additional cost but we have people bringing in large TV boxes, futons, mattresses,

tires and during our busier times we are charged if we are over our capacity on the dumpster. I think signage and notification so that we can keep it for facility use only would be a good start.

Mr. Cross stated bringing that awareness would work towards the board approving some suspension later on. I will ask the off-duty officers to watch for people illegally dumping also.

Mr. Biagetti stated I will get a sign made for both sites and send out an email blast or include it in the next newsletter.

Mr. Poole stated with the debris from the hurricane still sitting on our streets I would like to have somebody after these kinds of situations who could reach out to the county or Waste Management because they contract with the county to see if we can facilitate the movement of debris.

Mr. Cross stated I spoke with Commissioner Cella at length about this and he has been posting updates. They are working in different areas and they are slowly picking up the debris. The problem is getting people in to do it because so many people needed them.

EIGHTH ORDER OF BUSINESS

Golf Update

Mr. Dugan reviewed the golf operations, budget and restaurant inspection and restaurant operations along with various golf membership packages.

NINTH ORDER OF BUSINESS

Update Regarding Capital Projects

A. Series 2015 A1/A2 Projects Status

Mr. Andersen updated the board on the progress of the renovations and indicated that the tennis court construction would begin October 23, 2017 with a projected four-month completion. New furniture for the clubhouse will be delivered no later than October 13th. The bathroom vanities were delivered but were damaged. If a ship date isn't provided by Friday, he will find another source. Everything is onsite except the vanity tops.

B. Review of Cost to Complete Schedule and Remaining Funds

A copy of this report was included in the agenda package.

C. Series 2016A3 Project Status (Phase 5)

Mr. Hadden stated Phase 5A is complete, we have a requisition from Vallencourt for their retainage. They still have to come back and put in a second 1" lift of asphalt and that is handled under a separate contract and they put up a separate bond for that. I don't know when 5B will be started. The West Bank development will be coming on and you will start to see stuff pretty soon.

D. Ratification of Series 2016 Requisitions

On MOTION by Mr. Krueger seconded by Mr. Poole with all in favor the series 2016 A3 requisitions in the amount of \$99,500.45 to Vallencourt was approved.

TENTH ORDER OF BUSINESS

Update on POS System Proposals

Mr. Hermening updated the board on his further investigation on the POS systems the board reviewed at a prior meeting. Matt and Corey will work with Mr. Hermening to determine if the credit card processors can service the POS system for both golf and amenities.

ELEVENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TWELFTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being none, the next item followed.

B. Engineer

Mr. Hadden stated I have reached out to FEMA for reimbursement for repair of the damage to the weir caused by Hurricane Matthew.

C. Manager

Mr. Oliver stated the District filed a request for tax exemption on the property taxes on the golf course that the district purchased in June 2016. In 2016, the property tax on the entire golf course and clubhouse was \$38,000. Clay County did grant the property tax exemption for

2017, reducing the tax liability from \$38,000 to the range of \$13,400 to \$13,900, depending upon the millage rate to be determined by the Board of County Commissioners. We budgeted \$12,000, so are tax estimate is in the ballpark.

D. Golf Course General Manager

Mr. Dugan stated we want to work with the members and tournament committee to look at different ways to grow the membership.

Mr. Cross stated in full disclosure of the sunshine law Mr. Poole passed me a note that we need to reprimand the management company for the poor performance of the clubhouse restaurant and I agree. I want their upper echelon aware of the problems we are having.

Mr. Oliver stated I will draft a letter for your signature.

E. Director of Aquatics & Recreation

Mr. Biagetti stated when we had the presentations on the POS systems, Mike Talbot of TAI made it clear that we did have the current capability of emailing statements. That has been in the works for the past month or so. It is a possibility we will see an email statement for swim and tennis at the latest in November I don't want to promise that we will have it this week.

Tonight is National Night Out and there seemed to be a large group out there. We provided free hotdogs, chips and drinks. Our Neighborhood Watch team had planned to have a meeting tonight and I suggested they have an informal meeting on the green for National Night out.

Mr. Cross stated the Sheriff has an engagement team and you can go to claysheriff.net you can join the Neighborhood Engagement Team under community affairs.

Mr. Biagetti stated before and after the storm we had quite a bit of help on the swim deck from Middleburg Swim Team and they helped us last year during Matthew. Supervisor Payton and his tennis friends and kids helped tremendously getting the windscreens back up. It is a lot of work to get everything broken down and put back and we had a lot of helping hands.

Mr. Krueger stated I talked with Matt and Karen, Holly and Sandy did quite a job getting this place ready and back up and I would like to acknowledge all the extra work they did and authorize a bonus of \$100 each.

Mr. Payton asked is anybody else deserving of that?

Mr. Hermening stated I would say our entire maintenance people.

Mr. Poole stated these guys have people who manage those folks and my expectation would be if you felt there was work above and beyond the call of duty then you should be make the recommendation for those kinds of situations. You know now you have support at the board level for that kind of activity but from a management standpoint my expectation would be that you would do that.

Mr. Oliver stated I would like counsel to look at this to see if this governmental body can even do that.

Mr. Cross stated let's table it for this meeting, get with Katie to see if it can be done and if it can then Matt can give you the names of the people that he believes should be recognized and we can bring it back to the next meeting.

Mr. Oliver stated we dealt with this at another district several years ago and Florida Statutes is pretty specific on what the criteria is for bonuses. They have to be established in advance and they have to be available to anyone that meets that criteria. We haven't established that criteria in advance and that is why I want to get with Katie to determine if there is any other process.

Mr. Cross stated if they get the names to Jim he can prepare a resolution of appreciation.

F. Operations Manager

Mr. Andersen stated I sent you a draft request for proposals for landscape maintenance, the scope of services remain the same, the map was increased in scope to include the area going into Phase 5. That will be done by a landscaper until homes are built in there then the homeowners will do it and that will be done at no additional charge to the district, Dream Finders will do it or our landscaper will do it. We have done this for the last ten years. This contract is well below the threshold so we can advertise it in the Clay County paper and I will contact companies directly and I will have the responses to you a week prior to the meeting.

THIRTEENTH ORDER OF BUSINESS Supervisor's Requests and Audience Comments

Mr. Cross asked can you give us a report on the roof leaks? The gymnasium has several leaks and the one here.

Mr. Andersen stated we have had two companies come out for this roof and there is a company in Georgia that will look at it at no cost and I will get a proposal. We had a company come in and do some work on the air conditioning system and they redid a tremendous amount of the piping.

Mr. Payton asked where are we in repairing storm damaged items?

Mr. Andersen stated Vallencourt has been contacted they were supposed to be out this week.

Mr. Payton stated we do have a couple of trees that need work going into Wild Dunes one of the oaks was fine a week after but now it is half brown so something is wrong.

Mr. Andersen stated we trimmed a few but if you see damaged trees let us know.

Mr. Payton stated it is apparent we don't have a comprehensive list of things in the district that require maintenance and replacement. I drive past things all the time and I assume you are aware and have them on a list. I feel like I'm harassing you by emailing and saying a coach light is not working. The board should have a list of everything in this district that needs repair or replacement so if nothing else we can prioritize those items for repair or replacement for the staff. If our staff doesn't have that today I suggest they work together over the next few weeks with the golf course. We should have a list and that list should possibly be published on our district website so that residents know it is on our list.

Mr. Cross stated I don't have a problem with that.

Mr. Hadden asked are you asking for things that we see that are broken and need repair or are you saying this building should be repainted every five years?

Mr. Payton responded things that are broken and need repair or missing and need to be replaced.

Mr. Hermening stated there is a light that is laying on its side.

Mr. Payton stated I believe that was reported to Clay County Electric.

A resident stated I think we are in the final year of the contract to manage the amenities and manage the golf course. I haven't heard us talking recently about the RFP process and I think that needs to be on the agenda every month.

Mr. Cross stated I think we put that to start in January for discussion.

Mr. Krueger stated if we start that in January we may have to have workshops.

A resident stated I made a request a few meetings back about the shrubbery.

Mr. Cross asked did you get with Steve?

A resident stated I haven't heard from anybody.

Mr. Cross stated I told you to get with Steve Andersen. Get with him before you leave tonight.

A resident stated there are a lot of issues here because recently eating at the restaurant I got food poisoning.

Mr. Cross stated we covered that before you came in.

A resident stated Arnold Palmer will continue to operate the beverage and food operation. Why?

Mr. Cross stated until we find someone else to do it we have no one else to do it at this point.

A resident stated all we have heard are the horrible results of their operation. How much worse can it be? There is nothing positive about their operation in terms of food and beverage. Why continue for another year?

Mr. Hermening stated I disagree, we have an experienced chef on board now.

A resident stated it is not the chef but the management. We need a manager in there. The manager is not managing. I would like the board to get something in writing from them to say what they are going to do because I go there daily and they run out of bacon, they run out of sausage, someone's not here, somebody is not there, it is management, that is where the problem is. That has to be addressed and I would like the board to get in writing what they are going to do with the management.

Mr. Cross stated I will get with Jim on our letter and we will discuss that part of it.

A resident stated we need to start the conversation about having an in-house Eagle Landing General Manager, fulltime. I sent all of you an email, we have 1,100 homes now and in the next few years we will approach 1,500.

Mr. Payton stated we have discussed that as a board before and I agree with you. We have current contracts in place and when those contracts expire we move to the next phase of management for this area and we are going to talk about a number of different plans.

A resident stated there must be something in the contract about failure to perform and we go through this at every meeting. There is a failure to perform. Maybe at this point the contract has been breached and we need to go in a different direction.

Mr. Cross stated I will get with our manager and attorney and we will discuss our options but at the same time we have to realize we just can't close the doors and say we are going to get a new management company.

A resident asked is there a system in place such as work orders to get things done?

Mr. Cross stated that is a good point and we could have it online so if residents have an issue they can list it. We will look at that.

A resident stated there are programs that are online accessible for work orders and work request. Work requests are made by us work orders are made by you. You would have that capability, Steve would get the information he needs to facilitate repairs.

FOURTEENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet as of August 31, 2017 and Statement of Revenues and Expenses for the Period Ending August 31, 2017

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. Payton seconded by Mr. Poole with all in favor the check register was approved.

FIFTEENTH ORDER OF BUSINESS

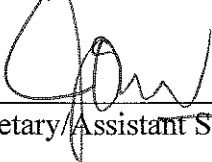
**Next Meeting Scheduled for Tuesday,
November 7, 2017 at 6:30 p.m. at Eagle
Landing Residents Club**

Mr. Oliver stated the next meeting is November 7, 2017 at 6:30 p.m.

On MOTION by Mr. Cross seconded by Mr. Poole with all in favor the meeting adjourned at 9:05 p.m.

October 3, 2017

South Village CDD



Secretary/Assistant Secretary



Chairman/Vice Chairman