

SOUTH VILLAGE  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the South Village Community Development District was held Tuesday, December 5, 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 (by telephone)
Grant Krueger	Vice Chairman
Kelly Hermening	Supervisor
Chris Payton	Supervisor
Bobby J. Poole	Supervisor (by telephone)

Also present were:

Jim Oliver	District Manager
Katie Buchanan	District Counsel
Keith Hadden	District Engineer
Matt Biagetti	Director of Aquatics & Recreation
Steve Andersen	Operations Manager
Corey Hamlin	Century Golf Partners
Josh Heintzman	Eagle Landing Golf Professional
Dan Steiner	Eagle Landing Golf General Manager
Andy Gaudet	Century Golf Partners
Jude Barwig	East West Communities
Rachel Welch	East West Communities

The following is a summary of the actions taken at the December 5, 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. and called the roll.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

A resident asked is item ten the idea of hiring a general manager?

Mr. Oliver stated the board will have that discussion as to whether or not it makes sense to have a fulltime general manager here.

Mr. Poole joined the meeting by telephone at this time.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the November 7,  
2017 Meeting and November 16, 2017  
Continued Meeting**

On MOTION by Mr. Hermening seconded by Mr. Payton with all in favor the minutes of the November 7, 2017 meeting and the November 16, 2017 continued meeting were approved as presented.

**FOURTH ORDER OF BUSINESS**

**Golf Update**

Mr. Hamlin gave an overview of the golf operations for the month of October and the status of membership offerings.

Mr. Steiner reviewed the events that took place during the past month and upcoming events.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2018-03  
Establishing a Golf Capital Reserve Fund**

Mr. Oliver stated Century Golf has established a golf capital reserve fund and this resolution sets the rules for the capital reserve fund. The capital reserve is primarily funded by two sources, operating surplus that the golf course generates and the assessments that are levied and the second part is the \$500 initiation fee that is charged as each home is sold. Recently the district transferred \$64,000 from the general fund account to the golf capital reserve account. The capital reserve is for two things, repairs and replacements of capitalized assets including the bunkers repairs scheduled to begin December 11<sup>th</sup> and the other is for capital outlay, for purchases of new equipment and other capital assets that you don't currently have. I suggest a change in the document from any expenditure over \$1,000 shall go before the board for approval to \$5,000 and a date change at the top of page 2.

On MOTION by Mr. Krueger seconded by Mr. Poole with all in favor Resolution 2018-03 was approved as amended.

**SIXTH ORDER OF BUSINESS**

**Update Regarding Capital Improvements**

Mr. Andersen stated the builder is coming in to repair one of the friendship tables, the plumber is doing additional work in the women's restroom and the additional outdoor furniture

was delivered. Inside the dining room we have temporary sound proofing in the ceiling to see if it works before we cover it with fabric. We still have a lot of panels left that we will put along the walls as well as the room separator. Security system cameras have been installed and are operational. The sound system is going in Thursday, the 55" televisions will be replaced with 65" televisions and the 55" TVs will go in the bar and dining room. The TV above the fireplace will be moved to the breezeway section. Three 55" TVs will be installed by the soft seating area outside as well as two back to back outside the bar door.

The driving range is done and Vallencourt is coming back out to look at the swale and the tennis courts are underway.

#### **SEVENTH ORDER OF BUSINESS**

#### **Review of Cost to Complete Schedule/Remaining Construction Funds**

There being no report, the next item followed.

#### **EIGHTH ORDER OF BUSINESS**

#### **Consideration of Series 2016 A1/A2 Requisitions**

On MOTION by Mr. Krueger seconded by Mr. Cross with all in favor requisitions 35, 36, 37 and 38 for the series 2016 A1/A2 Bonds were approved with the sales tax to be taken off once the requested tax exemption goes through.

#### **NINTH ORDER OF BUSINESS**

#### **Consideration of Fiscal Year 2018 Update to Agreement with Eagle Landing Amenities Management (ELAM)**

Mr. Oliver stated at your November 16<sup>th</sup> meeting you discussed the funding in the budget for FY18 amenities management and gave direction to Matt to work within those numbers. Matt has been working on that has his recommended final numbers for presentation to the Board.

Mr. Biagetti stated everything stayed the same except for adding as discussed the front desk position here at the Residents Club Monday through Friday during the off season and that added roughly \$10,000 to the total agreement bringing it to a total of \$524,783. There is a separate agreement in the general fund for the community appearance \$31,900 that is unchanged from what we budgeted.

On MOTION by Mr. Krueger seconded by Mr. Hermening with all in favor the fiscal year 2018 amendment to the Eagle Landing Amenities Management Agreement was approved.

**TENTH ORDER OF BUSINESS**

**Discussion of Process and Scope of Services  
for Purpose of Soliciting Proposals for  
Management Services**

**A. Discussion of Draft Organizational Chart**

A copy of the draft organizational chart was included in the agenda.

**B. Draft of GM Solicitation**

A draft of the general manager solicitation was included in the agenda package.

**C. Draft Amenities Management Solicitation**

A draft of the amenities management solicitation was included in the agenda package.

After discussion of each item staff was directed to go come back to the January meeting with a proposed notice that will be a hybrid of a request for proposals and solicitation for proposals for all three areas, food & beverage, golf course management and amenities management.

Mr. Oliver stated a decision on having a general manager does not need to be made tonight, but is something to think about as you go through the process.

**ELEVENTH ORDER OF BUSINESS**

**Update Regarding POS Systems Proposals**

Mr. Hermening stated there are discussions that have to take place between Arnold Palmer's IT folks and East West and John at Jonas before we can present a recommendation. Century Golf and GMS will review system requirements and specifications for connectivity, implementation and security of data.

**TWELFTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**THIRTEENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

There being none, the next item followed.

**B. Engineer**

Mr. Hadden stated we are continuing the process of the FEMA reimbursement.

**C. Manager**

There being none, the next item followed.

**D. Golf Course General Manager**

Mr. Hamlin stated we had the vice president of food and beverage from Dallas come in and evaluate our operation and we expect to have a new menu in a week.

**E. Director of Aquatics & Recreation**

Mr. Biagetti reported on the recent events and stated the lines in the gym have been painted and I have ordered the pickle ball equipment. The fitness equipment should be here December 15<sup>th</sup>. The carpet cleaner will be here next Wednesday, and we will be closed Wednesday, Thursday and Friday in expectation of receiving the equipment Friday.

**F. Operations Manager - Report**

Mr. Andersen stated our new landscaper, Tree Amigos started work today trying to make up for past mistakes by Duval Landscape. By the next meeting we expect to have proposals to reline or re-concrete the upper pond at the waterfall upfront as well as repair the pumps.

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

Mr. Krueger stated back to the golf financials. Can we have put in on a monthly basis the amount we get for what used to be called social dues? It is collected on the tax bill and we get it up front but we want to show it monthly.

Mr. Oliver stated my office can provide that breakout on the assessment receipts schedule included in the monthly agenda packets. Century Golf can add the same info to their financials, also.

Mr. Payton asked do we still have an effort underway for a push for golf management, for full members?

Mr. Hamlin stated yes we have been working with Mr. Hill and Mr. Smith to develop new membership offerings.

Mr. Payton asked does it make sense for us to include in our monthly update the number of full members we have so we can track that?

Mr. Hamlin stated we can.

Mr. Payton stated Matt, I just emailed you five minutes ago the diagram layout for the tennis court project. Can you put it on the board? This is an update to piggyback what Steve talked earlier about the court project. The top courts, 9, 10, 11 and 12 are the courts we are adding. Between courts 7, 8, 9 and 10 there is a new patio going in for viewing, the clay courts are in green and the two courts in the blue are hard courts, there are gazebos, patios in the middle of all the courts just on the existing courts there are lights. They will have fencing all around them. This will be posted at the athletic center as well.

Mr. Hermening stated we are meeting with Vallencourt and will coordinate with Jim so someone will be there. Did we enter into a printer lease?

Mr. Biagetti stated not yet.

Mr. Hermening stated our printer is on its last leg at the clubhouse and they are working on a new lease for that system and coordinating with Jim as to options of purchase or lease.

A resident stated I heard you were starting to do the bunkers. Is that correct?

Mr. Hamlin stated we have a date of December 11 to start that process. The issue is how well we can grow grass when we sod those areas. I have one more call to find out if that is viable. We don't want to sod then re-sod during the growing season.

A resident stated we hired a company to come in and we spent a lot of money redoing bunkers, putting in new drains, new sand and we didn't get the final bill before the first rain storm. I hope we don't make the same mistake.

Mr. Hamlin stated our current bunker situation is if we have a heavy rain the water pours into the bunker and that turns it into a pond. When it just rains in the bunker the proper drainage system is in there you are okay.

A resident stated I caution you to make sure they drain before you pay the bill.

Mr. Krueger asked do our drains drain into the bunkers?

Mr. Hamlin stated the bunkers that are being ruined, yes. That is part of the proposal to fix it.

A resident stated where you have a patio proposed by the tennis courts, golf carts drive through there all the time.

Mr. Payton stated there is a cart path up there going to 10.

A resident stated I'm surprised your financials worked out as well as they did and no mention of the fact that I don't think the members have been billed for the last two months for dues. How is that reflected in that report?

Mr. Gaudet stated I don't know that I can answer that clearly right now.

A resident stated my question is, it was ignored.

Mr. Gaudet stated the dues will be accrued, we just didn't charge for them. They are the same as in the past.

Mr. Krueger stated the financials are on an accrual system not a cash system.

A resident stated the members haven't been billed for the last two months.

Mr. Krueger stated that is what I'm hearing.

Mr. Gaudet stated we haven't collected last month, we are about 10 days behind on our target but we did know that every account has been collected through ACH 60 days ago. October 22<sup>nd</sup> we ran the ACHs.

Mr. Payton asked in situations like that where we skip a month for whatever reason, when we pick that up again do we notify people that we are about to take two months out? Because we had a problem on this a couple years ago where we didn't bill for quite a while and it was a large chunk of change to some people.

Mr. Gaudet stated I want to see how that is tomorrow. If it is a situation where it is \$38 per member I don't think I need to notify somebody but if it were \$500 we would notify them individually.

A resident stated on the GM discussion, it sounds to me that providing the management companies enough specific guidance as to what their limits are would give them the ability to operate on a 30 day basis without having to come back. I think that setup would be better and would eliminate the need to have an additional person hired. Give people guidance and hold them accountable within those guidelines. They are professionals and they all do their jobs and you could eliminate the need for a GM.

A resident stated I would like to request the board to seriously think about the proposals for the RFPs. The thing you need to think about is what is your evaluation criteria? What is it you want and how are you going to measure that to award a contract? If you figure that out then you are able to say that if a vendor provides a credit for everything they will get more credit than if you piecemeal it and it is one criteria. Think about the criteria of what you want and think about ways you can measure that and that evaluation criteria is really the heart and soul of our piece. I think you should consider adding to your requirements some sort of incentive base contract where if you expand a percentage or a revenue number then there is a means to provide an additional payment to the vendor. That may be what you can give as an incentive to the general manager and then the general manager and the vendors are all on the same page working towards the same thing.

Mr. Krueger stated we are going to look at this and we may have a second meeting in January to finalize things and my goal is to come out with a good product.

Mr. Hermening asked is there a way to expand on that? We are showing three criteria in here right now.

Mr. Oliver stated although each of those broad criteria have several elements.

A resident stated my grandchildren were here for a couple weeks and they really liked the playground and I wanted to thank Steve and the people involved in putting those in. In the summer they are going to need a sunshade. Is another playground still in the works?

Mr. Krueger stated outside of Wild Dunes, yes.

Mr. Hermening asked could we look into getting proposals for the shade done by March?

Mr. Andersen asked the CDD or HOA?

Mr. Hermening asked who is paying for it?

Mr. Krueger stated the HOA.

Mr. Andersen stated it will be taken care of. It won't be over the whole playground.

## **FIFTEENTH ORDER OF BUSINESS**

### **Financial Reports**

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

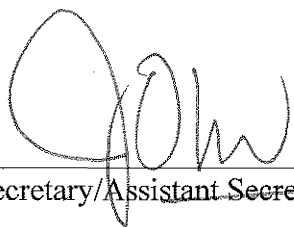
On MOTION by Mr. Payton seconded by Mr. Krueger with all in favor the check register was approved.

**SIXTEENTH ORDER OF BUSINESS**

**Next Meeting Scheduled for Tuesday,  
January 2, 2018 at 6:30 p.m. at Eagle  
Landing Residents Club**

Mr. Oliver stated the next meeting is scheduled for January 2, 2018 at 6:30 p.m.

On MOTION by Mr. Krueger seconded by Mr. Payton with all in favor the meeting adjourned at 8:30 p.m.

  
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Secretary/Assistant Secretary

  
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Chairman/Vice Chairman