

SOUTH VILLAGE
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the South Village Community Development District was held Tuesday, June 2, 2020 at 6:30 p.m. at the Eagle Landing Residents Club, 3975 Eagle Landing Parkway, Orange Park, Florida.

Present and constituting a quorum were:

Chris Payton	Chairman
Grant Krueger	Vice Chairman
Kelly Hermening	Supervisor
Randy Smith	Supervisor
Rick Smith	Supervisor

Also present were:

Jim Oliver	District Manager
Katie Buchanan	District Counsel (by telephone)
Keith Hadden	District Engineer (by telephone)
Jim Hahn	General Manager, Honours Golf
Matt Biagetti	Director of Operations, Honours Golf
Dean Vincent	East West (by phone)

The following is a summary of the actions taken at the June 2, 2020 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 stated we are at the Eagle Landing Residents Club. With limited seating available due to social distancing guidelines, we have six residents present and others are participating by conference call. Mr. Oliver 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 May 5, 2020 Meeting

On MOTION by Mr. Payton seconded by Mr. Krueger with all in favor the minutes of the May 5, 2020 meeting were approved as presented.

FOURTH ORDER OF BUSINESS

Update Regarding Open Items

A. State Attorney Investigation Regarding Fire Destruction of Trailer with Stored Pine Straw

Mr. Hahn stated we have been in contact with the state attorney’s office speaking with their records specialist numerous times. The case is still pending and they wouldn’t even give us an estimated time by which they felt it may be reviewed. We will continue to follow-up with them.

Mr. Randy Smith stated I would like Katie to try to push this along.

B. Phase 5B Park

Mr. Oliver stated at the May 5th meeting the board directed staff to ask Dream Finders Homes to halt any improvements to that park. I contacted them the next day, as did the district engineer, also. DFH agreed to stop any improvements. They did ask us to help them in making sure they had all their clearances and closeouts from the county so they can finish the Phase 5 project. The engineer is aware of that and we have asked him to coordinate with Clay County so they understand DFH didn’t construct or install any additional improvements to 5B Park at the request of the CDD.

Mr. Krueger asked didn’t we have a request and they agreed to put in a playground?

Mr. Oliver responded I’m not aware of the request and I’m not aware of any document or agreement with the CDD to do that.

Mr. Payton stated there is a park location, I don’t think we specifically detailed that they had to put in equipment.

Mr. Randy Smith asked how do we verify that there was not a requirement of Dream Finders to do a playground?

Mr. Oliver stated I will check with Katie offline. I’m not aware of any such document. For some CDDs such as Two Creeks, required park improvements in the Branan Field area are pretty minor, such as installation of a picnic table. If there is a requirement for a playground, it would be in writing. We will check.

C. Sidewalk Repairs/Completion

Mr. Oliver stated a day or so after the last meeting Keith Hadden got on that. Is that moving?

Mr. Hadden stated I have reached out to find out which cable company and which phone company. I reached out to people I work with for new construction and they all said they would get with the appropriate people to get those relocated.

Mr. Randy Smith asked is no one taking responsibility that it is theirs?

Mr. Hadden responded the utility put it where they were supposed to back when they built it a year or so ago. I have to convince them that it is not in the right place and I'm trying to convince them to move it from the sidewalk. They have not given me a timeframe, but they are probably going to work it into their crews that are in the area. If the supervisors can give to Matt a list of where there are other areas like this that need to be relocated, I can reach out to the appropriate utility and ask them to relocate their pedestal and associated lines.

Mr. Biagetti stated we will do an inventory.

Mr. Hadden stated the sidewalk is built by the homebuilder at the time each home is constructed. They are shown on my plans, the utilities are supposed to locate their equipment where it does not interfere with the sidewalk as shown on my plans so it would either be between the curb and the sidewalk or preferably behind the sidewalk. The utilities are put in at the same time as the roads and water and sewer or shortly thereafter before the sidewalks. Then the guy puts the sidewalk 8 feet off the back of the curb but if the pedestal is in the middle, the sidewalk guy keeps paving and keeps on going. Clay County requires the homebuilder to put sidewalks in, but they don't inspect them and they don't inspect the utilities. This is a couple years later but maybe we will get it accomplished.

Mr. Payton stated I will get with the resident HOA guy and maybe we will do a combined letter to the utility companies.

D. Security Company Options

This item deferred.

FIFTH ORDER OF BUSINESS

Update Regarding Phase 6 Construction Matters

A. Update Regarding West Bank Construction

Mr. Vincent stated in terms of the subdivision plat on the east side it has been recorded and as of Friday we could close on the first 13 lots of the 85. Between now and the end of 2022 that will take us to the 162. By the end of 2020 it is reasonable to close 75 lots, 31 on the east side and 44 on the west side. In terms of completion of work Keith will have a change order for an extension of time for a 45-day contingency. Based on previous change orders it will take substantial completion through June 25th with final completion around August 1st. Paving is scheduled for June 25th and that is considered substantial completion.

In terms of the park and pocket parks, not much has been going on since last month except that I finally got the Basham & Lucas plans last night, I'm reviewing them tomorrow and assuming they are okay they will be taken to the county so we can pull permits on the restroom building. As far as the sidewalk construction and the work by Baylor on the park that is under their contract, most of the work is done, there are still some punch list items that we will be going over with them on Thursday.

Mr. Hermening asked are we able to see the plans for the dog park?

Mr. Vincent stated Basham Lucas plans don't have anything to do with the dog park. They are basically updating the restroom building to be current with the current code. As far as the dog park the scope of that hasn't changed since we presented it in December. If an individual supervisor wants to go with Matt, Matt has the information and we have pricing on the fencing and the owner liked the benches and doggie stations and that stuff and it is also in the Southern Recreation bid that I furnished in December.

B. Consideration of Series 2019 Requisitions

Mr. Oliver stated there are three requisitions, one for Baker Constructors in the amount of \$186,188.20, the second is for engineering services England Thims & Miller in the amount of \$3,539.31 and the third is for River City Advertising for signage \$3,564.47.

On MOTION by Mr. Payton seconded by Mr. Krueger with all in favor the series 2019 requisitions as outlined above were approved.

C. Ratification of Change Orders 5, 6, and 7 with Baker Construction

Mr. Oliver stated change orders 5, 6, and 7 with Baker Construction were included in the agenda package.

On MOTION by Mr. Payton seconded Mr. Krueger with all in favor change orders 5, 6, and 7 with Baker Construction were ratified.

SIXTH ORDER OF BUSINESS

Update Regarding Opening of District Facilities and Programs

Mr. Hahn stated since our last meeting we have opened the pool and aquatic center as well as the fitness center. The usage of the pool has been comfortable, with a max load of 200 to allow 6-foot distancing between every group. We have been open a little more than three weeks and average 125 – 150 per day. Residents have been very respectful of not moving chairs, table sand lounges, they are leaving them where we are asking them to leave them. The team has done a very good job of sanitizing. The fitness center has been open a couple weeks and it has not been heavily used with 3 – 5 people at a time and 15 at peak times.

Mr. Krueger stated I suggest we go with wrist bands at the pool, with a different color for adults and minors.

Mr. Biagetti stated we issue our residents one band and non-resident guests another. We set up the system with lifeguards and the aquatic staff because right now we have more kids sanitizing so they can keep an eye on that situation where minors are using the adult pool; some adults bring their kids to the adult pool. Give us a week for our staff to manage that and if we are still having issues then we will go to the 18+ band.

Mr. Payton asked do we have a summer camp plan?

Mr. Hahn stated we haven't started our summer camp plan. We are trying to hire staff. We have looked at options with spacing to keep spacing in line, we have looked at this room to be used for summer camp, we have looked at the kids club; we can fit 8 – 9 kids max in any of these rooms. We are looking to have two people per group to staff and help manage those kids. We haven't put out a request in the community; we have to have staff before we can move forward with the camps.

SEVENTH ORDER OF BUSINESS

Ratification of Addendum to Tree Amigos Agreement

Mr. Oliver stated next is ratification of the addendum to the Tree Amigos agreement for the Tynes Boulevard Extension. The annual cost is \$18,623.28. and a copy of the addendum is in the agenda package.

Mr. Randy Smith asked is this for all of Phase 6?

Mr. Biagetti stated it is not for all of Phase 6, this is specifically Tynes Boulevard from Two Creeks on Tynes to right past the Drees model before you enter Greyhawk.

Mr. Hermening asked is that a shared responsibility with Middle Village?

Mr. Biagetti responded no, that is a separate agreement, there is a shared cost from Oakleaf Plantation Parkway with Armstrong Commercial and Armstrong CDD with Greyhawk, but South Village doesn't have a shared agreement.

Mr. Randy Smith asked does this include any work around the ponds or parks?

Mr. Biagetti stated the park we received a separate cost of \$41,000 to include all the pocket parks within West Bank or Phase 6 and all the common areas including the big park. In total it is around \$60,000 for all of Phase 6.

Mr. Randy Smith stated this is agreement that commenced January 1, 2020.

Mr. Biagetti stated yes, they started work about then. This is a maintenance agreement.

Ms. Buchanan stated the expectation is that the district will start paying June 1st.

Mr. Biagetti stated we will be back paying; I just got the invoice with a starting date in January and I have had that discussion with them. They needed to maintain it and it took until now to get the addendum.

Mr. Randy Smith stated I don't know when the grass was installed, it certainly wasn't installed in January this year. When did the trees and grass get planted on Tynes?

Mr. Hadden stated they were there before January 2020, they have been there more than 6 months; it seems like a year ago.

Mr. Randy Smith stated before we go forward with this I would like to see some validation that if there is anything we should pay for from January 1st to now. Certainly some months ago but I don't feel like 6 months ago without some sort of supporting information.

Mr. Payton stated we just want to know when the grass went in and the trees went in just to verify. I don't feel like it was that long ago either.

Mr. Biagetti stated looking back at an email on November 1st we had an issue that Tree Amigos actually installed a certain caliper trees on the bank and that was after the sod and other trees were put in along Tynes Boulevard. That was for the pond by the other Drees model. It has been summer or early fall on the install.

Ms. Buchanan stated Dean confirmed that he believes that is the correct date since the roads were accepted by the county at the December board meeting.

On MOTION by Mr. Payton seconded by Mr. Hermening with all in favor the addendum to Tree Amigos agreement was ratified.

EIGHTH ORDER OF BUSINESS Consideration of Proposals

A. Installation of Additional Streetlights

Mr. Biagetti stated we requested Clay Electric to have a team come out and see where the streetlights need to be installed and put a proposal together. As soon as we get that we will send it to the board. It should be under \$5,000 for three lights.

B. Fencing Around Tennis AC Unit

Mr. Biagetti stated I think this is a good community project for the looks and functionality of our system, \$1,800 to install soundproofing fencing around the AC units that are completely exposed where we have tennis players playing. That should be finished by the end of next week.

C. Card Access System at Tennis Courts

Mr. Biagetti stated we talked about this over the years. We are working on getting the second quote updated. I have one quote to extend the current card reader system to go upstairs into the athletic center and on the front gate to the left of the front door. We have one quote that is under \$11,000 to add an additional reader on that gate so that our residents could have access when we are not open to go through the gate securely and then through the building to go upstairs to the gym. This would update our software for extended card readers to that gate to allow that secured access.

Mr. Payton asked is it time to update the system?

Mr. Biagetti stated to go to an updated system is in the six figures.

Mr. Payton stated I would like to know what an up to date system really costs. We are looking for two options for access to the gates. We also have a dog park that is going in soon that will have some sort of access restriction.

Mr. Biagetti stated we are talking about is the push combination lock to get into the dog park.

Mr. Payton asked if we are comfortable doing that, why don't we do the same thing here?

Mr. Hahn stated we can do the same, have the keypad in front.

Mr. Payton stated I'm good with a keypad instead of spending \$10,000.

NINTH ORDER OF BUSINESS

**Consideration of Resolution 2020-07
Approving the Proposed Budget for Fiscal
Year 2021 and Setting a Public Hearing
(8/4/20 at SVDCC @ 6:00 p.m.)**

Mr. Oliver stated Resolution 2020-07 approves the proposed budget for fiscal year 2021 and setting the public hearing for August 4, 2020 at 6:30 p.m. We are required by statute to approve a budget by June 15th each year and set a public hearing no sooner than 60 days after approval.

Mr. Oliver gave an overview of the general fund budget and debt service fund budgets and the amortization schedules for each bond issue. This proposed budget does not anticipate any increase in assessments but if the board wanted to increase assessments you would need to send mailed notice at least 20 days prior to the public hearing.

Mr. Hahn reviewed the recreation fund budget and the golf enterprise fund budget.

On MOTION by Mr. Payton seconded by Mr. Krueger with all in favor Resolution 2020-07 approving the proposed fiscal year 2021 budget and setting the public hearing of August 4, 2020 was approved.

TENTH ORDER OF BUSINESS

**Consideration of Resolution 2020-08 Election
of Officers**

Mr. Oliver stated Resolution 2020-08 is to add two other GMS district managers to serve as assistant secretaries for the district so they can execute documents between meetings. Those persons are Ernesto Torres and Daniel Laughlin. The resolution lists all the officers,

On MOTION by Mr. Payton seconded by Mr. Krueger with all in favor Resolution 2020-08 was approved.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. General Manager

A copy of the operations report was included as part of the agenda package and included the operations of the amenity center, athletic center, tennis facility, golf and clubhouse operations, common areas and retention ponds and landscaping.

B. District Counsel

Ms. Buchanan stated I want to give you a heads up about one item related to Phase 5. As you will recall several years ago we did impose a special assessment on Phase 5, which included a capital assessment that was the \$10,000 per lot assessment to ensure that the 5B infrastructure would have sufficient funds to be installed. I understand that Dream Finders and Keith are working together to finalize and close out that project. I anticipate at the next board meeting I will bring back a resolution, which essentially will accept those improvements as improvements for value and in lieu of the payment of special assessments we no longer need to collect that \$10,000 per unit once we get the improvements because we don't have anything to spend it on. It was always designed for the 5B infrastructure, which Dream Finders has come out of pocket for.

C. District Manager

Mr. Oliver stated the qualifying period for seats 2 and 4 is officially next Monday through Friday, the 8th through the 12th. For more information residents can contact clayelections.gov. If a seat has no one qualify for it, the remaining board members will appoint someone to the seat after the general election in November.

D. District Engineer

Mr. Payton asked where are we on documents for Dream Finders?

Mr. Hadden responded my hope is to have everything completed and submitted by the end of this week to both Clay County Engineering and CCUA.

Mr. Payton asked who has the documents right now?

Mr. Hadden responded I do.

Mr. Payton stated my understanding is that Dream Finders has been waiting for a while and they have homeowners who are waiting to close on their properties waiting for our documents. I would like that process to be expedited through you.

Mr. Hadden stated sure not a problem.

TWELFTH ORDER OF BUSINESS Supervisor's Requests

Mr. Rick Smith asked what is happening to holes 11 and 17?

Mr. Hahn responded it has been cut down and when you cut it down it is going scalp it down a little bit, but it will recover. Aerification will help everything and we are going to get heat and moisture.

Mr. Randy Smith stated I experienced what I thought was uncomfortable situation in the restaurant Monday. There were 6 – 10 teenagers sitting at the community table, they don't pay for anything, the staff was nice enough to provide free ice water for them. They don't tip. I would like us to consider charging just to discourage them from hanging around there. You make the decision that you can't hang around there without buying something, you charge them for water. We know who those kids are and we can't solve the earlier problem and they continue to flaunt that. They are taking up time and space with no compensation for us or the staff.

Mr. Payton stated none of the five of us manage a restaurant. I would go to the management team; we hired Troon to not only manage this but for the expertise in their network. I would look for a solution from the management team as to what changes we can make.

Mr. Biagetti stated we will work with staff, but here at the pool area we have always charged 50¢ and we always have disposable stuff so it costs the community money to issue a drink. They could come and purchase their water and hang out.

Mr. Hahn stated I talked to Joe about this and I made it clear that especially under these circumstances we have limited seats, we cannot leave kids sit in there. You cannot let kids come in there, not buy anything and take up 6 of the 24 chairs we have in the bar.

Mr. Krueger asked are we charging the same for a burger and fries here and at the clubhouse?

Mr. Biagetti responded no, we charge less here.

Mr. Payton asked is it a different burger and fries

Mr. Biagetti responded yes, a smaller patty and smaller bun.

Mr. Hahn stated we have a different mindset for the residents using the pool than people using the restaurant.

THIRTEENTH ORDER OF BUSINESS Audience Comments

A resident asked have you thought about changing the menu?

Mr. Hahn responded we changed the menu last fall. There are certain items we will keep and we will do a menu analysis of how many items we sell of each product and keep our top sellers. We will make a change in the fall when we will have a better understanding of what the meat prices are going to do. We do change our dinner menus every week.

FOURTEENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet as of April 30, 2020 and Statement of Revenues and Expenses for the Period Ending April 30, 2020

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.

FIFTEENTH ORDER OF BUSINESS

Next Meeting Scheduled for Tuesday, July 7, 2020 at 6:30 p.m. at Eagle Landing Residents Club

Mr. Oliver stated the next meeting will be here, with a 6:00 p.m. budget workshop followed by the CDD meeting.

On MOTION by Mr. Payton seconded by Mr. Krueger with all in favor the meeting adjourned at 9:10 p.m.

June 2, 2020

South Village CDD



Secretary/Assistant Secretary



Chairman/Vice Chairman