

SOUTH VILLAGE
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the South Village Community Development District was held Tuesday, December 1, 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
Randy Smith	Supervisor
Rick Smith	Supervisor
Glenn Warren	Supervisor

Also present were:

Jim Oliver	District Manager
Katie Buchanan	District Counsel (by telephone)
Alex Acree	Matthews Design Group
Chris Butttermore	Matthews Design Group
Andre Gandionco	Matthews Design Group
Michael Russo	Matthews Design Group
Matt Biagetti	Director of Operations, Honours Golf
Jim Hahn	General Manager, Honours Golf
Dean Vincent	East West Partners
Kirk Lingle	Eagle Landing Homeowners Association

The following is a summary of the actions taken at the December 1, 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 called the roll.

SECOND ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Oath of office for Newly Elected Supervisors

Mr. Oliver being a notary public of the State of Florida administered the oath of office to Mr. Payton and Mr. Warren.

B. General Information for New Supervisors

Mr. Oliver stated Glenn and I met earlier and talked about the general information for new supervisors. Glenn is a practicing attorney and is aware as an elected official, he is subject to the Sunshine Law as well as Florida’s broad Public Records law.

C Election of Officers, Resolution 2021-01

On MOTION by Mr. Randy Smith seconded by Mr. Rick Smith with all in favor Resolution 2021-01 was approved reflecting the same slate of officers with Mr. Warren being designated an assistant secretary.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the November 10, 2020 Meeting

On MOTION by Mr. Payton seconded by Mr. Krueger with all in favor the minutes of the November 10, 2020 meeting were approved as presented.

FIFTH ORDER OF BUSINESS

Ratification of Agreement with Matthews Design Group for Engineering Services

Mr. Oliver stated two meetings ago the Board directed staff to issue a request for qualifications for engineering services. The Board considered those qualifications at the November meeting and authorized the chairman to negotiate with the top ranked firm. Matthew Design Group provided their rate schedule, staff reviewed that with the chairman, and the chairman has since executed that agreement.

Mr. Kreuger stated I would like to know what it is going to cost us in addition to what we have been paying.

Mr. Payton stated I requested the rate schedule from our previous engineer and they provided a single rate of \$125 per hour. Matthews Design Group provided us with a list of various rates some higher, some lower, not easy to compare when the old firm had one rate. I spoke to

them and staff and suggested that we advise Matthews Design Group of our budget amount for engineering services and asked them to be aware that is where we want to be and staff appropriately.

Mr. Krueger asked are we looking at maintaining two engineering firms?

Mr. Payton stated that is a board decision. You will notice Mr. Hadden signed off on the requisition last month and he is still doing work. We could keep the option of having Hadden Engineering continue to work with the development of the new space and the lake park. Mr. Oliver suggested Mr. Hadden could bill his West Bank construction related services to be paid from the Series 2019 construction fund, instead of the the general fund. We can use the new engineering group for anything going forward or we could terminate the previous engineer altogether.

Mr. Oliver stated without terminating Hadden Engineering, but recognizing Matthews Design Group as the new district engineer, the district could still reserve the right to use Keith Hadden for consulting services on an hourly basis, especially regarding projects where he has institutional knowledge due to his engineering work since the inception of the District..

Ms. Buchanan stated we would just request that Hadden Engineering provide a work authorization with a cost every time we have a specific task that we wanted him to complete.

On MOTION by Mr. Payton seconded by Mr. Warren with all in favor the agreement with Matthews Design Group was ratified.

SIXTH ORDER OF BUSINESS

Update Regarding Open Items

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

Mr. Hahn stated we will have more to report after the December 16, 2020 hearing.

B. Weir Repairs

Mr. Payton stated we met earlier this evening at the weir with Matthews Design Group and told them it has been six months and we would like to move forward as soon as possible.

Matthews Design Group will review the plans and permits with the water management district, present a plan of action at the January 5th meeting for board consideration, continue the meeting if necessary, so that bids could be brought to the February meeting for board action.

C. Playground Equipment Proposals

Mr. Biagetti presented a proposal for playground equipment for the play area by the kids club and was directed to develop options to obtain cost savings and present proposals at the next meeting for board consideration.

D. Update on Purchase of Cottages Parcel

Ms. Buchanan stated we are continuing due diligence that includes a new survey.

SEVENTH ORDER OF BUSINESS

Discussion of HOA Proposal Regarding Funding for Pocket Park Improvements

Mr. Lingle stated we approved assistance to help fund the pocket parks. When we did that we didn't have a mechanism identified to get the money to do the improvements. Recently, we made amendments to the covenants so we can give money to the CDD. There will be a vote to help fund the cottage lot purchase. We approved \$95,000 to help with the development of the pocket parks. Two reasons we would like your help with that is, one the optics of the HOA giving money to the vendors or developer for pocket parks when we are not going to own any of that property; we would like to give the money to the CDD and let you pay the vendors. The HOA attorney would like option 1 to be for the CDD board to consider accepting money from the HOA to build these parks. I know we have done improvements on parks before, the HOA helped fund the playgrounds and such on CDD owned property. The land was leased to the HOA for \$1 the improvements were made then the property was unleased. This is the developer's property.

Mr. Randy Smith stated the pocket parks are the developer's responsibility not the CDD's responsibility. I attended the HOA meeting when they agreed to fund the parks and you have to recognize the CDD was not requesting that money at that time.

Mr. Lingle stated the improvements the parks are getting, the canopies, sod and all that is above and beyond the requirement. The requirement is probably a grass lot with nothing on it. We want the parks to be as good as they can be, the intent was to be able to make these parks a little nicer so it freed up funds to build the main park as nice as it can be. There were cost increases on the main park and it wasn't going to be as great as it was intended to be. If that is the position of the board then we will do what we need to do with Option B. I don't know if you need to consider it and vote on it, but the vendors are asking to be paid. Some of the vendors have been done for a while with the canopies.

Mr. Vincent stated we had four of the five invoices and they are under the \$95,000 threshold and I think the oldest invoice I have from any of them is a couple weeks old. It would be tough to put this off to next month's meeting if you are going to take action on it. The previous experience was that the CDD already owned the park and improvements were done and it was made very clear, do not convey this to the CDD until the work is done. Also the HOA is not going to be reimbursing the developer. That is how we structured this whole thing and we discussed this all along the way. My concern would be the delay in paying the vendors.

Mr. Payton stated I have similar concerns as Randy, we did tell the developer when we were deciding on funds for pocket parks that the pocket parks can remain grass, we prefer that money be moved to the main park so we can have more things there because the pocket parks are right across the street from it. Then the next thing we know the developer has gone to the HOA, although the developer is the HOA, and now we are being asked to take the money and pay vendors we didn't hire. I had no idea you had made an agreement with the developer to pay them \$95,000.

The board denied the HOA's request to flow the funding for the pocket parks to the CDD on property owned by the developer. The HOA will pay vendors directly for park improvements to be made without CDD approval.

EIGHTH ORDER OF BUSINESS

Update Regarding Phase 6 Construction Matters

A. Update Regarding West Bank Construction

Mr. Vincent stated we had the county final walk through on the roads in section 2 today and just had very minor items that should be resolved by the end of next week. We did get all the signposts swapped out and I dropped off 12 newly refurbished posts so you can use them in Phase 5. The plan is to go to the Board of County Commissioners this month for acceptance of the streets.

I have updated the punch list on the lake park construction and am down to 21 items. The contractors have items to be done and they should be close to being punched out this week. I will do one final walk through with Matt the day of the next board meeting.

In terms of pocket parks, all the shade structures are in and all the benches look good. They are installing irrigation now and the goal is to have the pocket parks done the week of Christmas. We will still come in and punch those out.

The board designated Randy Smith to do the final walk through of Phase 6 improvements with Matt and Dean Vincent.

B. Consideration of Series 2019 Requisitions (80)

Mr. Oliver stated you have requisition #80 payable to River City Advertising in the amount of \$2,229.49 for neighborhood signs. We also have three additional invoices to be paid from the construction fund, for which requisitions have not yet been prepared. Included in your agenda packets are an invoice from Tree Amigos for landscape installation that Dean suggested we pay 85% of the invoiced amount, and two invoices from Bing Brothers for final payment for construction and also the change order that was approved at the last meeting.

On MOTION by Mr. Randy Smith seconded by Mr. Krueger with all in favor requisition 80 from the series 2019 bonds was approved along with the invoices outlined above.

C. Consideration of Change Orders

There being none, the next item followed.

NINTH ORDER OF BUSINESS

Consideration of Policies and Signage for West Bank Recreational Park and Dog Park

Mr. Payton stated in the agenda package are the proposed updates to the amenities policies and signage for West Bank recreational park and the dog park. We are still waiting for management to provide a summary of resident registration process. We added the section on the dog park and there will be a sign at the dog park with these rules on it. We also revised the section entitled “pets” because our previous policy was that pets were not allowed on district owned facilities and now that we have a dog park we changed the terminology somewhat. It does give an exception when people are participating in a special pet themed event to allow us to use any facility and we added language that includes the dog park.

Mr. Krueger made grammatical changes that will be incorporated into the final version of the policies.

The following changes were suggested: have two stickers for golf carts with a number on it, one for trail fee, one for registered cart, management to work with counsel to amend verbiage

on fishing rule, revise fee schedules, add pickleball under tennis, add golf lessons. Management and staff will work with district counsel on the items listed above.

On MOTION by Mr. Payton seconded by Mr. Randy Smith with all in favor the policies and signage for West Bank Recreation Park and the Dog Park were approved to include corrections to grammatical errors.

TENTH ORDER OF BUSINESS Consideration of Landscape Maintenance Proposal from Tree Amigos for Phase 6 Maintenance

Mr. Biagetti stated I brought this to you before and we are at the point now that we are going to have to start maintaining this month the lake park property. This proposal covers that for the year and it is an add-on to their agreement similar to what we did for the Tynes Extension.

On MOTION by Mr. Rick Smith seconded by Mr. Payton with all in favor the proposal from Tree Amigos for Phase 6 maintenance in the annual amount of \$40,707.91 was approved.

ELEVENTH ORDER OF BUSINESS Staff Reports

A. General Manager - Report

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.

Mr. Hahn suggested moving the timing of some of the budgeted capital projects around and to contract with MacCurrach Golf Construction for the golf course projects rather than waiting to 2021. It will be at or under budget to get all the projects done.

On MOTION by Mr. Randy Smith seconded by Mr. Krueger with all in favor staff was authorized to contract with MacCurrach Golf Construction for the golf course capital projects.

B. District Counsel

Ms. Buchanan stated I have been working with Matt and Randy as well on all the open items that we have with Dream Finders Homes and between now and the next meeting we will

give them a list of our expectations and what we would like to see them resolve and also finalize the true-up for the amount of capital funds they paid versus the amount of improvements that have actually been installed. I am not recommending that we withhold any money from them. We are trying to resolve all the issues we have on the table to discuss with them.

C. District Manager

There being none, the next item followed.

D. District Engineer

There being none, the next item followed.

TWELFTH ORDER OF BUSINESS Supervisor's Requests

Mr. Payton asked are there any suggested changes to the board oversight? Mr. Hermening is gone so we have golf open.

Mr. Smith will swap landscape maintenance with golf oversight and Mr. Warren will take on golf oversight.

Mr. Kreuger asked has security given any notices to golf carts that don't have stickers on them?

Mr. Biagetti stated starting in January they are going to assist us in getting everybody registered. We will also put out an email blast in January that security will be assisting us.

Mr. Kreuger asked does the website and app meet our needs or do we need to do anything different?

Mr. Payton asked do we get reporting on app usage and website usage?

Mr. Hahn stated the website hasn't been utilized as much as we would like but we haven't had anything to promote. Jonas is offering all the reports we need from an administrative and operational standpoint and it gives the reports we need very quickly. You have to have a number of things to promote to make a website look good and when there is not a lot to promote it makes it challenging.

Mr. Biagetti stated I believe we were above the national average on open rates; the website traffic was considerably low, but the email blasts seem to be effective.

Mr. Payton asked will you see if we have the capability to report on app usage and how many hits the website gets?

Mr. Biagetti stated we can provide the operations report. Are there specific things we are looking at or just logging into the website?

Mr. Payton stated they should be able to provide us with unique visits to the app, to the website versus logins to the app.

Mr. Rick Smith stated I thought the new rates kicked in December 1. What was the comment earlier about January?

Mr. Hahn responded the public rates kicked in December 1st, the dues increase is scheduled to be January 1st. I would like a little more time to discuss that with the board individually before we recommend a rate increase.

Mr. Rick Smith asked with the new rates, do you see a break-even point?

Mr. Hahn asked do you mean with the payroll increase? It won't absorb it all, but I think there are other things we can do to manage it a little differently that might save us some.

I have been looking into a UV machine, which will kill 99.9% of any virus, both portable and units that go in the ceiling. If there is any interest to explore that it is anywhere from \$25,000 to \$30,000.

Mr. Randy Smith stated I will express my thoughts on the rate increases that I have shared with Jim. I don't think we can pay for the sins of the past because we haven't had a rate increase for some time. I think we need to increase prices by a smaller amount than anticipated, annual increase in following years rather than taking it up to where people are going to rebel.

Mr. Hahn asked are you referring to the dues portion?

Mr. Randy Smith responded yes, member dues and trail fees. Do we have a social dues program for non-residents?

Mr. Biagetti stated we offer an annual passholder membership.

Mr. Randy Smith stated a non-resident was moving into the community, buying a house, and there was a question if they paid a \$500 initiation fee for a social membership. It was pretty short lived as I understand it.

Mr. Warren stated that was for years. I joined the club the day it opened and paid \$500, that was a social membership, I paid \$25 a month and in 2016 because I still didn't live in the neighborhood you booted me out and I never got a letter to tell me. The club kept me as a social

member for another year. When I bought in here I came to you and said I don't want to pay my initiation fee again because you didn't give it back to me. They agreed to that and I didn't have to pay the initiation fee again for social.

Mr. Randy Smith stated there is a person with the same situation and is buying in here now. Is that our decision?

Mr. Oliver stated just a little background. The initiation fee wasn't a CDD program. It was administered by the HOA before the CDD bought the golf course. When the CDD purchased the golf course, the CDD decided to collect \$500 for each home sale or re-sale, but for the purpose of making a capital reserve contribution rather than an initiation fee. The policy at the time in the summer of 2016 was that if the current resident sold their property and moved to another property within Eagle Landing, they would not have to pay that fee again. That situation is a little different than what we were just talking about. Whatever the HOA used to have, this is a capital reserve contribution to the CDD. The board can come up with whatever policy you want.

Mr. Payton stated I don't know that we were aware of that policy that non-residents were paying social dues.

Mr. Oliver stated The District was not aware, as we weren't not part of that transaction prior to purchase of the golf course. Moving forward, I don't think it would cost the district materially to waive a second \$500 payment for new homebuyers who previously paid the \$500 initiation fee collected by the HOA prior to June 2016.

Mr. Randy Smith stated I will forward the email to Jim that I received from a real estate agent.

We should receive a regular report on the \$4,000 we receive on the Phase 6 bills. What is that called?

Mr. Hahn stated please look on the capital reserve fund in the financials that Honours Golf sends us every month. At the very top it should have annex fees with a total.

Mr. Randy Smith stated I understand UPS pays for drop points. We have a UPS bin in our parking lot that we don't receive any compensation for. We should ask because they pay this routinely. How do we initiate that?

Mr. Oliver stated Matt has already initiated the request to UPS.

Mr. Biagetti stated I talked to the guy who called me again this year and brought that up to him and his boss reached out to me via email and I will have that conversation tomorrow.

Mr. Warren stated last week I was playing and it looked like someone was playing in soccer cleats. Somebody in my group called the pro shop and said maybe one of the rangers could go out there and tell them to change back into whatever shoes they should be on the golf course in. The answer from the pro shop was, we don't have a policy about cleats so we can't do anything about it. Nothing was done and they played the whole round.

Is there any word on the awnings?

Mr. Hahn stated we had two companies out and another company that should bid this week. One company that came out passed on the job and didn't want to do it.

Mr. Warren asked is there any chance we can get more than a three-prong fan or is that too expensive. You can't feel any air flow with the three-prong fan.

Mr. Hahn stated I can look at another size fan.

Mr. Krueger stated we don't have a lot of parking space out there. Maybe on weekends we could find a way to relieve some of that. There is no place to expand.

Mr. Payton stated at the last meeting Grant had asked about the possibility of squeezing a park behind the mail boxes. Matt and I walked that area and spoke to the neighbor and she seemed very opposed to trying to squeeze in a park. It is also very thin. We spoke to the playground company and they would feel uncomfortable because you need buffer space.

I know as a board we said back in the woods we aren't going to do anything. I don't know if the board wants to reconsider putting something in there or in the future making a plan for it. Right now we are looking at plantings and closing off the area. The cul-de-sac size lot in the back is still going to be there and it is big. Even if we put a large playground there it is going to look very small.

Did you have a conversation with the kids in the kids club? Last month we talked about finding some solutions to move them from the bar area to another area. You said you would have a discussion with them.

Mr. Biagetti stated right after the meeting I approached three different groups and asked if there was anything we could do to make this experience better for you or more enjoyable. One kid said, do you not want us here and I said I didn't say that but how can we make this more enjoyable. I don't think we got any valuable information.

Mr. Payton stated it seems like the opinion of the board based on previous comments is that we not use the parking lot for dumping of anything.

Mr. Hahn stated I agree, we have pine straw at our main building and everything is being stored out there and nothing should be delivered here anymore.

Mr. Payton stated we haven't bought the cottage lots yet but it seems like someone is using that to store clippings; there are piles of tree clippings and stuff and I assume that is Tree Amigos.

Mr. Biagetti stated it is a combination of a lot of people and we will work with Tree Amigos, they have a guy with a claw truck and we will start moving that. We are under pressure to get it cleaned up.

THIRTEENTH ORDER OF BUSINESS Audience Comments

A resident stated I have an idea to potentially increase revenue. At the last meeting we talked about the beverage cart generates roughly \$7,000 to \$8,000 a year. The cost of the rental of the carts is \$5,000 a year or less. Is there any consideration while we still have the rental cart to keep it for a couple extra months and try to run two beverage carts and see if we can generate extra revenue?

Mr. Hahn stated that is a good point and two carts are a good option especially when you have a big turnout and that is generally when we would run two beverage carts. There is some merit to it but you won't increase it that much.

A resident stated try it for a couple months and see if it works.

FOURTEENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet as of October 31, 2020 and Statement of Revenues and Expenses for the Period Ending October 31, 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,
January 5, 2021 at 6:30 p.m. at Eagle Landing
Residents Club**

Mr. Oliver stated the next meeting is January 5th at 6:30 p.m.

Mr. Payton asked can we talk about if we are going to continue that meeting? Are the board members available two weeks later or do you prefer to discuss that at the January 5th meeting?

It was the consensus of the board that they would be available January 19th for the continued meeting.

On MOTION by Mr. Krueger seconded by Mr. Rick Smith with all in favor the meeting adjourned at 9:20 p.m.



Secretary/~~Assistant Secretary~~



Chairman/Vice Chairman