

SOUTH VILLAGE  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the South Village Community Development District was held Tuesday, March 2, 2021 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	District Engineer (by telephone)
Jason Merritt	Hopping Green & Sams (by telephone)
Jim Hahn	General Manager, Honours Golf
Matt Biagetti	Director of Operations, Honours Golf
Dean Vincent	East West

The following is a summary of the actions taken at the March 2, 2021 meeting. An audio 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 taken out of order.

**5B Update on Purchase of Cottages Parcel**

Mr. Merritt stated for all intents and purposes we are basically closed. I'm waiting to receive tomorrow morning documents from the seller. I have received a Fed Ex confirmation that they are in transit. In all other respects all necessary items are properly closed and I have the

district executed documents and I have sufficient funds from both the district as well as the Owners Association. A little bit of miscommunication on the part of the seller in terms of the timing and execution of the documents, which is why I'm speaking to you tonight. I think we are almost closed and in conversation with developer's counsel they have assured us that they are prepared and ready to close upon delivery of the documents tomorrow.

Mr. Payton stated thank you, Jason.

**THIRD ORDER OF BUSINESS**

**Discussion of Interim Suspensions for Amenity Violations**

Mr. Oliver stated you have in your agenda packet two notifications of interim suspensions. The suspension became effective when the letters were mailed on February 16, 2021. The letters informed the recipients of this meeting so that this board could hear the facts of the case and also give any other persons involved in the incident an opportunity to address the board. This is related to the arson at the trailer that burned the pine straw and portions of the trailer. We were awaiting completion of that case by the state's attorney's office before the board considered any action.

Mr. Hahn stated we were waiting for all the information to come back from the state's attorney office and that information has been shared with us and we understand that the young men involved are going to be serving community service hours, the judge had ordered restitution to be paid and that may take some time. As has been done in past serious violations management's position is to continue the suspension for one year's time for the two individuals involved that were arrested in the case.

Mr. Oliver stated we sent letters to the parents of the two minors and they can address the board at this time.

A resident apologized for his part in the incident and stated I will accept whatever punishment the board feels is necessary.

After discussion the board took the following action.

On MOTION by Mr. Payton seconded by Mr. Randy Smith with four in favor and Mr. Warren abstaining due to a conflict of interest the one-year suspension as recommended by staff was approved with the exception of participation in golf team related activities supervised by one of the club professionals.

Mr. Payton stated for the second person I accept the one-year suspension as recommended by staff.

Mr. Hahn stated we will take a different action on that one, if we find him on property, he will be trespassed.

On MOTION by Mr. Krueger seconded by Mr. Payton with all in favor the second person who does not live in South Village will be trespassed if he comes on property.

Mr. Hahn stated the police investigation showed that two were inside the trailer that lit the fire, jumped out and there were other kids around a cart, one that was identified logo because the kids were in the cart and everyone just fled. Nobody else was in that trailer according to the police report.

After discussion the board took the following action.

On MOTION by Mr. Payton seconded by Mr. Randy Smith with all in favor the three individuals present at the vandalism incident will be put on probation for a period of time and Supervisor Warren will work with staff on drafting the letters.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the February 2, 2021 Meeting and the February 16, 2021 Continued Meeting**

On MOTION by Mr. Payton seconded by Mr. Krueger with all in favor the minutes of the February 2, 2021 meeting and the February 16, 2021 continued meeting were approved as presented.

**FIFTH ORDER OF BUSINESS**

**Update Regarding Open Items**

**A. Ratification of Agreement with D. Armstrong Contracting, LLC for Weir Repairs**

Mr. Oliver stated this agreement has been sent to D. Armstrong Contracting and it is under review by them right now.

Ms. Buchanan stated we did include a warranty period as discussed and it is time to look at the approach to the site.

Mr. Oliver stated we don't need to take any action. The Chairman as the authority to execute it and once it is executed we will bring it back for ratification at the next meeting.

Mr. Acree outlined a modification to the repair plan for the weir.

Mr. Payton stated I want to ensure that the modification is included in the agreement for documentation purposes so that the documents match what they are going to build.

Ms. Buchanan stated the agreement has the right exhibit.

Mr. Randy Smith asked are we expecting the contractor to do the mitigation?

Mr. Oliver responded the contract as written does, with an allowance depending on the approach they use to reach the project area. They may not use the entire allowance.

Mr. Randy Smith stated part of my concern is who performs the work and if we are contractually committing to Armstrong doing the work where we thought we could contract with Tree Amigos or our maintenance guys.

Ms. Buchanan stated we did include in the contract a proposal for Tree Amigos to do the work.

**B. Update on Purchase of Cottages Parcel**

This item taken earlier in the meeting.

**C. Update on Signs and Equipment**

Mr. Biagetti stated we have received the soccer goals and we are gauging the weather and conditions of the field. We will get the first cut on the Bermuda then get this gentleman to come out to line the field for us and we will get the goals up.

The signage is installed around the lake park, we have the signs to put in the pocket parks and notifying that it is residents and guests only.

**D. Update on Golf Course Improvements**

Mr. Hahn stated the golf course improvements are completed, the bunker work, curbing, and all the work has been completed on the staging area. There are a few small areas that need sod and rain to get it open. On the driving range, we fixed the irrigation and heads and we can fertilize and water that driving range. All the work has been completed and within the scope of contract they gave us.

**E. Update Regarding Phase 5 Construction Matters**

Mr. Oliver stated as you will recall before the last regular meeting there was a walk through with staff and the chairman as well as members of the Dream Finders team.

Mr. Biagetti stated we reached out to them and the Dream Finders response is on the table in front of you. The big thing is the monument signs for the neighborhood and they are saying 3-4 weeks for a permit and 3-4 weeks for sign installation and landscape. Based on this by the end of April we will have monuments signs. We are preparing for the second lift of asphalt to raise it to the gutters. The big items for us the pocket park by the mailbox cluster and once they get that second lift in they will start working on that landscape project. Also in early March the 12 signs with the decorative posts will be installed. I think by the end of April we will see all of these projects complete.

Mr. Payton stated I don't know how much stock we should put into the timelines, but the important part is that they accepted ownership of all those items and agreed to pick them up.

**SIXTH ORDER OF BUSINESS**

**Update Regarding Phase 6 Construction Matters**

**A. Update Regarding West Bank Construction**

Mr. Vincent stated we update the sales every two weeks and of the 162 lots in Phase 6 they have sold 90. That is a year and a half and we had projected this would be built out at the end of 2023. Most of the construction is on the north end working their way to the south. In terms of other construction matters streets are all in, I did an updated punch list today on the parks and it will be completed tomorrow, but we are down to 10 little items, all of which are Tree Amigos related and half of those are tied to the reseeding and it could be less than that after I visit tomorrow. The biggest issue is the reseeding, which Matt and I talked to them about for the end of this month or the first of next month. As a reference point in bringing closure to everything on the common space areas the total number was right at \$840,000 for the improvements and there is still about \$19,300 left of the bonds to cover the \$18,900 in reseeding. All the bills have been paid by us except for about \$3,000 we just received today and I have already processed it. When they reseed we will need to do a requisition to cover that and the bonds will cover it.

**B. Consideration of Series 2019 Requisitions**

There being none, the next item followed.

**SEVENTH ORDER OF BUSINESS**

**Discussion of Lease Agreement for Early Voting**

Mr. Oliver stated they have been using this facility for early voting for several election cycles and this is a renewal of that agreement.

On MOTION by Mr. Payton seconded by Mr. Krueger with all in favor renewal of the lease agreement with the Supervisor or Elections for use of the clubhouse as an early voting site was approved.

**EIGHTH ORDER OF BUSINESS**

**Discussion of ACH Billing Process**

Mr. Hahn stated obviously it is not as consistent as we want and we looked at everything with Honours and what we can do better to assure that this gets out in a timely basis and is as accurate as possible. A couple of issues were brought up about folks not being able to view their statement at any time whether it be on the website or on the phone. There were questions of why we couldn't email or send everybody a statement at the end of the month so you can view it that way. We have been sending out tutorials on the website and by email showing people how to go in and check their statement at any time. We are going to continue to send those out every 30-days because there are people moving in all the time. We also worked with Jonas and we will be sending out an email blast with everyone's statement at the beginning of every month when we start reviewing them. Anyone who is charging will have the opportunity to view it on the website and on the phone and we will be sending out statements to everybody within the first few days of every month when we are reviewing statements here at the property. The process will remain the same between the 1<sup>st</sup> and 6<sup>th</sup> we are looking at all charges. I'm going to get involved with that process, this has been handled by Josh before and having two sets of eyes on it can't hurt. They will go to Honours between the 7<sup>th</sup> and 16<sup>th</sup> they review everything and then it will be submitted to the bank between the 17<sup>th</sup> and 20<sup>th</sup> of every month and start withdrawing money from everyone's bank.

Mr. Randy Smith stated I want to know that all the members have been charged and it has been paid by the banks.

Mr. Hahn stated we have asked for those bounce backs so we can contact people directly and staff will review delinquencies. I will get a bounce back report of those that bounced back

that they haven't collected; the ones with insufficient funds or a hold on their account we try to deal with.

**Beverage Cart**

Mr. Oliver stated next is the resolution adopting the addition of a new beverage cart, referred to as a utility vehicle, to the master cart lease. This addition of a beverage cart was directed by the board. We are looking for the board to adopt the resolution shown on page 4 of the lease document.

On MOTION by Mr. Payton seconded by Mr. Krueger with all in favor the resolution adding the new beverage cart to the existing master lease agreement with TCF National Bank was approved.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. General Manager**

**1. 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.

**2. Proposals for Retractable Screens**

Mr. Hahn stated I have been working with four companies for the screening and have two bids back that were included in the agenda packets. Both quotes came in very close to each other, Fentex came in a little less and they seemed to have a quality product. I would like to move forward with a not to exceed amount and finalize the numbers with them. We are looking to screen in on the patio the three large areas in the back of the clubhouse that would cover some non-smoking areas as well as two large areas by the pro shop and the bar. There are two other small sections by the non-smoking area that could be done.

After board discussion, Mr. Hahn will provide pictures of the proposed installation along with additional bids at the next meeting for board consideration.

**B. District Counsel – E-Verify Memo and Memorandum of Understanding**

Mr. Buchanan stated a state law went into effect in January that required CDDs as a government entity to register with the E-Verify System so that if we have employees we would be required to confirm the immigration status in that system. We do not have employees. We are going to start updating our maintenance agreement and other types of contracts to include this requirement.

**C. District Manager**

There being none, the next item followed.

**D. District Engineer**

Mr. Acree stated the only other things I wanted to discuss was the TV inspection of the drainage system line. We have gotten three proposals.

Mr. Hahn stated this is Tract E, the resident feels that our drainage is causing his pool to sink that we need to track that and take picture of that so that we verify whether our drainage or his construction around the pool is causing that and this is the cost to have someone come in and run a camera up there, take pictures of everything and make sure it is not us or if it is us before we consider offering work to be done on his property that he is claiming our drainage is causing. It doesn't seem that likely that it is us but we need to have some proof. It is the back tee at no. 7, right before the lake. The cost is around \$2,200.

Mr. Warren stated if our guys don't think it is our leak, that is \$2,200. Are we doing it to be good neighbors or do we want to go to the owner and say, split this 50/50 and if we find out it is our responsibility we will accept the whole expense. Why is the homeowner coming to you and saying I think it is your drainage? Do we spend money every time someone says it is our responsibility?

Mr. Payton stated if the engineer says it is not us then it is not us. We can tell them that we will split the cost and TV the line, we don't think it is us; I went out there with Matt and there is no junction that could be leaking.

It as the consensus of the board to have staff approach the owners and tell them we don't think it is our responsibility, but we will split the \$2,200 cost of TVing the line and if it is our responsibility, we will reimburse them.

**TENTH ORDER OF BUSINESS                      Supervisor’s Requests**

Supervisors brought up and discussed with staff the following: landscaping and flowers look beautiful, plan to clean up the cottage lots after the weir project is done, clean up sand in parking lot once it is dry enough to move, straighten the curve out the cart path between 12 and 13, security patrol car and cart, update on residents using clubhouse deck area after facility is closed, and St. Patrick’s Day events.

**ELEVENTH ORDER OF BUSINESS                      Audience Comments**

There being none, the next item followed.

**TWELFTH ORDER OF BUSINESS                      Financial Reports**

**A. Balance Sheet as of January 31, 2021 and Statement of Revenues and Expenses for the Period Ending January 31, 2021**

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. Total collections for the fiscal year 2020/2021 are at 94.39%.

**C. Approval of Check Register**

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

**THIRTEENTH ORDER OF BUSINESS                      Next Meeting Scheduled for Tuesday, April 6, 2021 at 6:30 p.m. at Eagle Landing Residents Club**

Mr. Oliver stated the next meeting is scheduled for April 6, 2021 at 6:30 p.m. in the same location.

On MOTION by Mr. Payton seconded by Mr. Rick Smith with all in favor the meeting adjourned at 8:03 p.m.

March 2, 2021

South Village CDD



Secretary/Assistant Secretary



Chairman/Vice Chairman