

MINUTES OF MEETING
SOUTH VILLAGE
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the South Village Community Development District was held Tuesday, August 9, 2022 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
Randy Smith	Vice Chairman
Rick Smith	Supervisor
Glenn Warren	Supervisor
Allan Brink	Supervisor

Also present were:

Marilee Giles	District Manager
Katie Buchanan	District Counsel
Alex Acree	District Engineer by telephone
Matt Biagetti	Director of Operations, Honours Golf
Jim Hahn	General Manager, Honours Golf
Joe Halifco	Operations, Honours Golf

The following is a summary of the discussions and actions taken at the August 9, 2022 meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Giles called the meeting to order at 6:30 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Audience Comments

Ms. Brown stated I have continuing concerns about upkeep of the property. I have been here almost six years and am recently retired as a licensed clinical social worker for 22 years of recruitment, staffing, and marketing and if you need my help, I am willing to help. My main issue is the cleanliness as we are growing and more people use the amenities the more we have to grow with it. I contacted other communities and found out what they were doing and many have the same operational procedures they follow, they have a dedicated housekeeping staff and

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maintenance staff and are able to sanitize everything daily and keep it up throughout the day. I counted 15 bathrooms that we have and we may have more, but I don't know that each of them are getting cleaned every day. I know we are understaffed and with me being in the staffing industry know that the residents are an untapped resource. Get us involved, maybe there is something we can do that would be of help to each of you. One of the things we can do in addition to recruiting us as residents, we can do a job fair. We can use the newsletter to let the residents know that you need someone for a certain position and profile the staff so everyone knows who you are. If staffing is the big thing, maybe I can help with that.

Mr. Randy Smith asked where do we stand on staff?

Mr. Halifco stated the only issue we have had recently is COVID protocol issues. I added another server and runner today to replace staff that is leaving to go back to school. In the clubhouse we are staffed.

Mr. Randy Smith asked Matt, what about your area?

Mr. Biagetti stated we are staffed right now.

Mr. Randy Smith stated I know one of the issues was the bathrooms.

Mr. Hahn stated primarily we have two full-time maintenance people, Scott who deals with various things and Johnny who does most of the cleaning for us. We have just taken Johnny to a full-time position, seven-days a week and for the last 20 days he has worked in the rec center on a daily basis. His focus is to clean the bathrooms at the clubhouse then comes over here to clean all the bathrooms, he does various other jobs throughout the day but he always comes back to check the bathrooms here as well as the club before he leaves at 5:00 p.m. That was never the case before, we had a cleaning service. Johnny does a better job than most cleaning services will and he is there throughout the day. We kept the cleaning service at the clubhouse on the weekends and we are evaluating the need to continue that or do away with the service.

Mr. Biagetti stated part of the lifeguard's closing duties is to clean the bathrooms, the same with the front desk staff at the athletic center that is still part of their responsibilities to check the toilet paper, paper towels, cleaning.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the June 7, 2022 Meeting

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On MOTION by Mr. Payton seconded by Mr. Randy Smith with all in favor the minutes of the June 7, 2022 meeting were approved as presented.

FOURTH ORDER OF BUSINESS

Update Regarding Open Items

A. Update on Phase 5 Construction

Mr. Biagetti stated Dream Finders is working on getting updated proposals for the monument signs and hope to have the contractor start in August. They should also have the street sign installation completed in August or early September.

The first stage of the second lift of asphalt is the curb repair and they have started repairing the curbs. I don't have an exact timeline, but the work has started.

FIFTH ORDER OF BUSINESS

Acceptance of Fiscal Year 2021 Audit Report

Ms. Giles stated there were no deficiencies in internal controls, there were two findings that have been corrected, the district has submitted the annual financial report and the second finding was corrected in the current year. I expect we will see those on next year's audit also as a prior year finding. Under additional matters there is a finding for this fiscal year and that was the purchase of the cottage lots was recorded in the general fund and not budgeted so the expenditures exceeded the budgeted amount. Although there were a couple findings listed, I feel this is a good audit report.

On MOTION by Mr. Payton seconded by Mr. Randy Smith with all in favor the fiscal year 2021 audit report was accepted.

SIXTH ORDER OF BUSINESS

Consideration of Revised 2022 Standard Billing Rates with Matthews Design Group

Mr. Acree stated this is our first rate increase in two or three years.

Mr. Payton stated we use them as needed; we currently don't have any projects involving engineering services.

On MOTION by Mr. Payton seconded by Mr. Warren with all in favor the revised 2022 billing rates with Matthews Design Group were approved.

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SEVENTH ORDER OF BUSINESS

Discussion of Fiscal Year 2023 Approved Budget

Ms. Giles stated item seven is a placeholder for the FY23 approved budget. Our public hearing is at our next meeting on September 6, 2022. I added a summary of O&M assessments on page 72 that makes it more clear to me.

Ms. Buchanan stated I ask that you ratify district staff’s action in doing the re-notice, we did it after conferring with Chris to make sure we stayed on time and schedule.

On MOTION by Mr. Payton seconded by Mr. Randy Smith with all in favor staff’s action in re-noticing the budget hearing was ratified.

EIGHTH ORDER OF BUSINESS

Consideration of Interlocal Agreement with Viewpoint Security

Mr. Biagetti stated this agreement reflects an increase in the rate, but the hours remain the same and we will be within budget for next year.

On MOTION by Mr. Payton seconded by Mr. Randy Smith with all in favor the interlocal agreement with Viewpoint Security was approved.

NINTH ORDER OF BUSINESS

Consideration of Interlocal Agreement with Middleburg High School Swim Team

On MOTION by Mr. Payton seconded by Mr. Randy Smith with all in favor the interlocal agreement with the Middleburg High School Swim Team was approved.

TENTH ORDER OF BUSINESS

Discussion of Suspension Letter

Mr. Payton asked is anyone here tonight to speak on behalf of themselves or anything mentioned in the letters?

There was no one present to speak on this item.

Mr. Payton asked do you have a recommendation on behalf of the management team?

Mr. Biagetti stated this most recent suspension involved a bike theft on district property and we recommend a six-month suspension.

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On MOTION by Mr. Brink seconded by Mr. Payton with all in favor a six-month suspension of the individual from the date of the incident 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 along with an evaluation report from Troon on their site visit.

B. District Counsel

Ms. Buchanan stated given how Dream Finders seem to be moving forward on some projects for Phase 5, it is time to bring you our analysis on making sure we close out the financial side of that process. As you will recall we have some money we need to turn over.

C. District Manager – Discussion of Fiscal Year 2023 Meeting Schedule

Ms. Giles stated I think the November 1st date is the only one we need to consider another location for.

Mr. Payton stated November 1st this room is being used for early voting. Our option to move it one week and that is voting day, the easiest option is to have it across the street at the golf club and we will make sure we include notice of that.

Mr. Hahn stated the clubhouse is available.

On MOTION by Mr. Payton seconded by Mr. Brink with all in favor the fiscal year 2023 meeting schedule reflecting meetings on the first Tuesday of the month was approved.

D. District Engineer – Public Facility Report

Mr. Acree stated we do have a draft of the public facilities report that outlines the facilities owned and maintained by the CDD and what if any potential repairs or improvements needed within the next five-year period or any planned expansions in the next five-years. We have the report drafted and I will send my construction team out to have a drive through to evaluate the roadway system and some of the stormwater systems to see if there is anything that looks like they

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need improvements within the next five-years. I will coordinate with Chris and Marilee if there are any other improvements that are planned.

TWELFTH ORDER OF BUSINESS Supervisor's Requests

Other items discussed: Staff to notify the early morning swimmers that early morning swim will go through August only, sod on 17 looks good, options for due diligence on golf course other than Troon, pool pump for competition pool, café staffing, a/c will be up and running within 10-days, Jim to be point of contact for resident complaints/suggestions, weekly staff meetings to be in various locations, sound system in clubhouse, rental rate flexibility, conservation area turnover, send eblast with information to residents when things break down, golf course looks great, plan later hours for next spring.

THIRTEENTH ORDER OF BUSINESS Audience Comments

Other items discussed: Stockpile parts for ongoing maintenance issues, possibly increase rate for classes, residents willing to pay to stock their own ponds, waiting period for benefits, live streaming to Sheriff, need golf professional, kids swimming in ponds, contact Sheriff for misbehavior when golf course is closed.

FOURTEENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet as of June 30, 2022 and Statement of Revenues and Expenses for the Period Ending June 30, 2022

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. Randy Smith with all in favor the check register was approved.

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FIFTEENTH ORDER OF BUSINESS

**Next Meeting Scheduled for Tuesday,
September 6, 2022 at 6:30 p.m. at Eagle
Landing Residents Club**

Ms. Giles stated the next meeting is scheduled for Tuesday, September 6, 2022 at 6:30 p.m. at the same location.

On MOTION by Mr. Payton seconded by Mr. Brink with all in favor the meeting adjourned at 8:09 p.m.

DocuSigned by:
Marilee Giles
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Secretary/Assistant Secretary

DocuSigned by:
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Chairman/Vice Chairman