

**MINUTES OF MEETING
FLEMING ISLAND PLANTATION
COMMUNITY DEVELOPMENT DISTRICT**

A meeting of the Board of Supervisors of the Fleming Island Plantation Community Development District was held on Tuesday, November 24, 2009 at 6:00 p.m. at the Splash Park, 1510 Calming Water Drive, Fleming Island, Florida.

Present and constituting a quorum were:

Mike Cella	Chairman
Eugene Clark	Vice Chairman
Don Christofoli	Assistant Secretary
Betty Murphy	Assistant Secretary
James A. Wiggins	Assistant Secretary

Also present were:

Janice Eggleton Davis	District Manager
Jason Walters	District Attorney (Via Telephone)
Margaret Alfano	Parks and Recreation Manager
Russell Bagg	Maintenance Manager
Ryan Stilwell	Prosser Hallock
Kimberly Robinson	Resident
Sandra Wiley	Resident

The following is a summary of the minutes and actions taken at the November 24, 2009 Fleming Island Plantation CDD Board of Supervisors meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Cella called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

Approval of the Minutes of the October 27, 2009 Meeting

Mr. Cella stated each Board member received a copy of the minutes of the October 27, 2009 meeting and requested any corrections, additions or deletions.

There not being any,

On MOTION by Mr. Wiggins seconded by Mr. Clark with all in favor the minutes of the October 27, 2009 meeting were approved.

THIRD ORDER OF BUSINESS

Guest Speakers

- A. Kevin Clark – The Florida Times Union**
- B. David Tate – Security Cameras**

The above referenced items will be discussed under the Recreation Report.

FOURTH ORDER OF BUSINESS

Consideration of RFQ for District Engineer

The following was discussed:

- Ms. Davis reported Prosser Hallock was the only engineering firm to submit a proposal by the November 6, 2009, 11:00 a.m., deadline posted in the RFQ notice.
- Mr. Walters indicated the Board has the option to reject all bids and go back out for RFQs. If there is a comfort level with the proposal submitted by Prosser Hallock, the Board can enter into an engagement with them as the new District engineer.
- All Board members agreed they were impressed by the proposal submitted.

On MOTION by Mr. Clark seconded by Mr. Christofoli with all in favor staff was authorized to engage Prosser Hallock in competitive negotiations in order to enter into a contract for District engineering services and to terminate the existing agreement for District engineering services upon the successful negotiations and contract with Prosser Hallock.

- Mr. Walters indicated staff will bring back a finalized agreement with any necessary work authorization at the next meeting.

FIFTH ORDER OF BUSINESS

Manager’s Report

Ms. Davis updated the Board on what was reported as a late receipt of payroll checks to the Supervisors for the September meeting. Mr. Wiggins W-2 information was finalized after the payroll checks went out for the rest of the Board for the September meeting. When Mr. Wiggins’ check was cut, a second check was accidentally cut for the rest of the Board. The second check will be counted as the payroll check for the October meeting. So Mr. Wiggins is the only one that should have received another check since the last meeting, as is reflected in the October check register.

SIXTH ORDER OF BUSINESS

Attorney’s Report

There being no report, the next item followed.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Maintenance

Mr. Bagg reviewed his status report and the following was discussed:

- The stadium court walls surrounding Court #1 need to be repaired. Four estimates were obtained and Mr. Bagg recommended G&L Paint Specialist for a total cost of \$3,000. Mr. Cella indicated it will have to come out of the maintenance line item. Ms. Davis stated staff recommends taking it out of *Miscellaneous Contingency* under *Parks and Recreation*.

On MOTION by Mr. Clark seconded by Ms. Murphy with all in favor the proposal from G&L Paint Specialist to repair the walls around Court #1 was approved.

- Three estimates were submitted for repairing the northeast corner of the Amenity Center pool deck. Mr. Bagg recommended Sauer Concrete for a total of \$3,725. Ms. Murphy asked whether Sauer Concrete and Jax Utilities felt a drain was needed as did Prime Builders. Mr. Bagg responded they did not feel it was necessary because there is a drainage system on the deck already. Ms. Davis indicated this repair was recommended by the previous District engineer and suggested Prosser Hallock inspect the area and give their opinion. Mr. Walters stated the Board can approve a work authorization with Prosser Hallock to review this prior to a contract being executed with them because the cost will be below the bidding threshold.

On MOTION by Ms. Murphy seconded by Mr. Clark with all in favor the Board authorized staff to negotiate and execute a work authorization with Prosser Hallock in order to facilitate the stormwater repairs at the Amenity Center not to exceed \$800.

On MOTION by Ms. Murphy seconded by Mr. Christofoli with all in favor the Board authorized proceeding with engaging Sauer Concrete to repair the pool deck if Prosser Hallock concurs with the recommended repairs.

- Three proposals were obtained for repairing the Margaret's Walk storm drain issues as recommended by Prosser Hallock. Staff recommended Grimes Contracting for a total of \$8,551.

On MOTION by Mr. Christofoli seconded by Mr. Wiggins with all in favor the proposal from Grimes Contracting to repair the Margaret's Walk storm drain issue as well as a work authorization with Prosser Hallock to monitor the repairs was approved.

- The water level in the River Hills Reserve retention pond is still too high to evaluate. It should go down within the next month, due to the dryer season. Then it can be addressed. Mr. Cella noted he read the River Hills Reserve HOA minutes and they expressed concern that the CDD was not going to take action on this issue. He requested Ms. Davis communicate to Ms. Donahue that she should not speak as to the intentions of the CDD Board.
- Mr. Bagg indicated there will be more proposals brought to the Board with regard to the wood at the Splash Park. Ms. Davis indicated staff is working with Mr. Walters to address Pulte/Centex on warranties to cover this work.

B. Recreation

Ms. Alfano reviewed her status report and the following was discussed:

- A copy of the December newsletter was provided to the Board.
- Lake Ridge North will be changed to a drop-off box community versus an every driveway delivery community due to the amount of vacant units.
- Mr. Clark from *The Florida Times-Union* addressed the Board and thanked them for the opportunity to work on this project as well as the opportunity to work with Ms. Alfano. He also reviewed plans for the newsletter in 2010. Ms. Murphy questioned why the first pages are always advertisements. Mr. Clark responded that rarely there will be no one who wants to take an opening to advertise in the front and content will begin on page two or three. Mr. Clark and Ms. Murphy noted they received two newsletters the last time they were delivered. Mr. Cella commented he feels the newsletter has been a successful partnership and he looks forward to continuing. The Board agreed.
- The Christmas concert is scheduled for December 11, 2009 and the Winter Festival is scheduled for December 12, 2009. There are 92 confirmed vendors for the Winter Festival.

- Mr. Tate did not attend the meeting to discuss the security cameras. Ms. Alfano reported that after further review she has determined it is a costly venture, but she will continue to research security camera options. Another vehicle was broken into at the Amenity Center at 11:30 a.m. Mr. Cella suggested handing out a notice at the Winter Festival regarding security and the opportunity for residents to participate in the VIPS program.
- Ms. Alfano looked into another website vendor. They are local and more cooperative with regard to verbiage in the agreement. They are also less expensive. They are currently looking at the proposed agreement sent to them. Ms. Alfano recommended using this vendor. The set up time will take a little bit longer and the website would have a scheduled run date of January 2010.

On MOTION by Ms. Murphy seconded by Mr. Christofoli with all in favor the Board approved changing the website vendor to Unicom pending District counsel's approval of legal documents.

- Staff is recommending the white directional signs throughout the community be revised to represent all the villages. Ms. Alfano contacted the original sign manufacturer to obtain a quote on redoing an individual slat and was quoted \$150 per slat. After further research she obtained a quote from Dogwood Signs for a cost of \$24 per slat. Ms. Murphy questioned how staff will determine where villages signs are placed and whether this can wait until the signs need to be redone. Ms. Alfano reiterated her request to have one Supervisor or their designee work with her on ensuring all villages are represented and on locations of directional signs for each. She also explained that, because of the materials used in making the signs, it is not expected that they will need to be redone.

On MOTION by Mr. Christofoli seconded by Mr. Clark with all in favor the Board authorized expenditures to update the community signage and requested Ms. Murphy work with staff to ensure all villages are covered.

- Ms. Alfano reviewed the lease agreement with the Supervisor of Elections to utilize the Amenity Center during the 2010 primary and general elections.

On MOTION by Mr. Clark seconded by Mr. Christofoli with all in favor the Board approved the lease agreement with the Clay County Supervisor of Elections.

- The Holiday Cocktail Party is scheduled for December 3, 2009 at the Splash Park.
- All the holiday decorations have been set up throughout the community.
- Ms. Murphy stated she is very proud to live in Fleming Island Plantation and commented on how beautiful it looks due to staff working hard on it everyday.
- Mr. Clark questioned whether the CDD or the county changed an end of school zone sign to a speed limit sign. It was the county who decided to change it. Mr. Clark questioned why they do not have an end school zone sign posted anymore. Mr. Bagg will look into it.
- Mr. Christofoli stated a resident claims two lights are out at the Margaret’s Walk bicycle path. Mr. Bagg is aware of one of them and is addressing the issue. A resident also mentioned the sidewalk needs to be pressure washed.

EIGHTH ORDER OF BUSINESS

Old Business/ New Business

There not being any, the next item followed.

NINTH ORDER OF BUSINESS

Supervisors’ Requests

There not being any, the next item followed.

TENTH ORDER OF BUSINESS

Audience Comments

The following comments were made:

- Ms. Robinson stated she is an Officer with the Green Cove Springs Police Department and she does programs throughout Clay County regarding children safety. She offered to assist in any programs and do presentations geared towards safety.
- Mr. Stilwell introduced himself to the Board and thanked the Board for the opportunity to serve as the District engineer.

ELEVENTH ORDER OF BUSINESS

Acceptance of October Financials and Approval of Check Register

The Board reviewed the financial statements and requested updated financials for September 2009 to be included in the December agenda package.

On MOTION by Mr. Christofoli seconded by Mr. Clark with all in favor the October financials were accepted and the check register was approved.

TWELFTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Mr. Clark seconded by Ms. Murphy with all in favor the meeting was adjourned.

Janice Eggleton Davis
Secretary

Mike Cella
Chairman