

**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, May 26, 2009 at 6:11 p.m. at the Splash Park, 1510 Calming Water Drive, Orange Park, Florida.

Present and constituting a quorum were:

Mike Cella	Chairman
Eugene Clark	Vice Chairman
Don Christofoli	Assistant Secretary
Betty Murphy	Assistant Secretary
Gina Polseno	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
Robert Machala	NAC, President
Madelyn Christofoli	Resident
James Wiggins	Resident

The following is a summary of the minutes and actions taken at the May 26, 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 April 28, 2009 Meeting

Mr. Cella stated each Board member received a copy of the minutes of the April 28, 2009 meeting and requested any corrections, additions or deletions.

Ms. Murphy made a couple of changes to page 5, which will be incorporated in the amended copy of the minutes.

On MOTION by Ms. Murphy seconded by Mr. Clark with all in favor the minutes of the April 28, 2009 meeting were approved as amended.

THIRD ORDER OF BUSINESS

Manager's Report

A. Report on Number of Registered Voters – 3,948

This item is for informational purposes only. Ms. Murphy requested a count of how many residents voted in the November 2008 General Election.

B. Distribution of the Proposed Budget for Fiscal Year 2010 and Consideration of Resolution 2009-3 Approving the Budget and Setting the Public Hearing

The Board reviewed the proposed budget and Ms. Davis distributed a handout. The following was discussed:

- The proposed date of the public hearing is for July 28, 2009.

The record will reflect Ms. Polseno joined the meeting.

- The projected fund balance for the end of fiscal year 2009 is \$1,486,066, \$95,524 of which is designated reserves. This is more than enough to cover the first quarter operating expenses.
- The revenues and expenditures will balance out at \$2,325,217.
- The proposed budget shows a decrease of 4% in operation and maintenance assessments and no change in the debt service assessment. This means the total assessments per unit will decrease anywhere from 2.1% and 2.5%.
- *Interest – Investments* under *Revenue* was decreased to \$7,000 due to the current economic situation.
- *Other Miscellaneous Revenues* was increased to \$14,500.
- *Legal Services* was increased to \$35,000.
- *Management Consulting Services* was increased by 3% to \$47,607.
- *Special Assessment Services* was increased by 3% to \$7,725.
- *Trustee Fees* was increased to \$8,700.
- *Auditing Services* is \$7,250.
- *Communication – Telephone* was increased to \$250.
- *Postage and Freight* was decreased to \$4,500.
- *Insurance and General Liability* was decreased to \$29,000.
- *Printing and Binding* was decreased to \$5,250.
- *Legal Advertising* was increased to \$5,800.

- Mr. Walters noted that due to the fact there is no increase in assessments, only the public hearing will have to be noticed and it is not necessary to publish the assessments or the District map.
- *Property Taxes* were decreased to \$146.
- *Assessment Collection Fee* is based on what the District expects to collect through the property appraiser. The proposed budgeted amount is \$95,988.
- *Office Supplies* was decreased to \$1,500.
- *Landscaping* was increased to \$680,000 as a precaution due to the fact the contract with Austin Outdoors is up for renewal in July.
- *General Electricity* was increased to \$60,000.
- *Utility – Water* was decreased to \$85,000.
- *R&M Electrical* was added as a line item in the amount of \$8,000.
- *R&M Common Area* was increased to \$30,000.
- *Operating Supplies – General* was decreased to \$5,000.
- *Professional Services – Field Management under Parks and Recreation* was increased to \$295,250.
- *Lifeguard Services* was decreased to \$83,900.
- *Janitorial Services* was decreased to \$10,000.
- *Gazebo Internet* is for a contract with AT&T. A modem is necessary at the gazebo for the security camera. This item is budgeted for \$1,440.
- *Security Services* was decreased to \$47,000.
- *Postage and Freight* was decreased to \$1,000 due to the fact the newsletter does not need to be mailed out.
- *Electricity* was decreased to \$35,000.
- *Utility - Water and Sewer* was decreased to \$14,000.
- *R&M for Equipment* was increased to \$3,200.
- *R&M for Fire Suppression System* was increased to \$400.
- *R&M for Pest Control* was increased to \$600.
- *R&M for Tennis Courts* was increased to \$5,000.

- *Event Expense* was increased to \$21,000. Ms. Alfano noted other communities charge an additional fee for special events where Fleming Island Plantation does not.
- The line item for *Newsletters* was eliminated. The current fiscal year was budgeted at \$14,976.
- The line items under *Community Center* are related to the Splash Park.
- *Lifeguard Services* was decreased to \$88,950.
- *Janitorial Services* was decreased to \$7,140.
- *Security Services* was increased slightly to \$50,000.
- *Communication-Telephone-Field* was increased to \$3,600 based on what the actual expenses have been.
- *Utilities* were brought down based on the history of actual expenses. *Water and Sewer* was decreased significantly to \$11,000.
- *Contingency* was decreased to \$8,000.
- *Operating Supplies* was decreased to \$4,000.
- Mr. Clark questioned whether the District has to comply with the St. Johns River Water Management District's watering regulations. Mr. Walters will look into it.
- The Board made no changes to the budget as presented.

On MOTION Mr. Christofoli seconded by Mr. Clark with all in favor Resolution 2009-3, approving the proposed budget as presented and setting the public hearing for July 28, 2009 at 6:00 p.m. at the Splash Park, was adopted.

FOURTH ORDER OF BUSINESS

Attorney's Report

Mr. Walters reported the following:

- The Austin Outdoors contract is set to expire in July with the option for renewal.
- The District can either negotiate with Austin Outdoors and renew for another year or go out for bids.
- It will cost a lot of money to go out for bids.
- Mr. Walters recommends trying to negotiate with Austin Outdoors.

On MOTION Mr. Clark seconded by Ms. Polseno with all in favor staff was authorized to negotiate a third year on Austin Outdoor's contract.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Maintenance

Mr. Bagg reported the following:

- Staff is working with the engineer to resolve the River Hills Reserve retention pond sedimentation issue. There is a list of vendors to get quotes from to remove the sedimentation, but the water is currently too high to assess. Ms. Davis will send a letter to the River Hills Reserve HOA updating them on the status.
- A PGIT representative came out to do a full inspection of the property. There were only a few minor issues to correct and they were taken care of the same day of the inspection. The representative was very happy with the property.
- Staff is very happy with the services being provided by Austin Outdoors.

B. Recreation

Ms. Alfano distributed a handout and reported the following:

- The Memorial Day parade was inspiring and, although the events had to be changed due to the weather, everyone had fun.
- The newsletter delivery will be delayed to June 2 or June 3, 2009 due to the Memorial Day photographs.
- The computer is still being worked on with regard to the Photo ID Card System. The SK Net portion of the system has been installed and staff is waiting for a portion of the system from California to be installed. Staff is issuing residents temporary IDs.

C. NAC

Mr. Machala reported the following:

- There have been some big changes due to the Master HOA Board elections, which has prompted the NAC to reassess its role in supporting the residents.
- It has been decided the NAC as an entity will cease to exist, but the Village representation is not going away. They will directly support the Master HOA with resident input.
- There will no longer be a Budget Committee; however, Mr. Machala requested a copy of the proposed budget.

- The Pool and Recreation Committee will submit a proposal to the Board next month as to how they wish to interact with the CDD. Ms. Davis requested they submit their proposal nine days prior to the meeting so it can be placed on the agenda.
- The following items were brought up by the Pool and Recreation Committee:
 - Requests have been made to put a table in the tennis court area.
 - There was discussion of adding a ping pong table at either the Splash Park or in the Amenity Center. Mr. Cella requested the people who are interested in a ping pong table work with staff to come up with parameters and guidelines.
 - Because there are enough residents interested in joining the tennis teams it was recommended that the Board look into restricting the tennis teams to allow residents only. Mr. Cella noted the Board cannot dictate what the teams do when they do not play at the District's tennis courts.

SIXTH ORDER OF BUSINESS

Old Business/ New Business

There not being any, the next item followed.

SEVENTH ORDER OF BUSINESS

Supervisors' Requests

There not being any, the next item followed.

EIGHTH ORDER OF BUSINESS

Audience Comments

The following comments were made:

- Ms. Christofoli stated it is too hard for residents to get information to staff when needed. She is concerned that phone calls and emails are not being returned in a timely manner. She also questioned who is responsible for overseeing the deputies to make sure they are doing their job.
 - Ms. Davis noted staff is looking to hire two part-timers.
 - Ms. Murphy suggested there should be a policy for responding to residents. Ms. Davis stated there is a policy in place and she will address this issue as she was not aware of it. Severn Trent's policy is that phone calls be answered within an hour and emails be responded to within 24 hours.
 - Ms. Murphy requested an update regarding the Deputy involved in the incident brought up at the April meeting. Ms. Alfano stated because they work on a rotating six day a week schedule, a Deputy was not working the evening of the incident.

- Ms. Alfano is responsible for managing the contract with the deputies. The Amenity Center officer patrols everything from the bridge at the golf course to the tennis courts with the exclusion of the pool deck. The officer at the Splash Park is responsible for monitoring the parking lot, the facility, the Splash Park activity grass and circulates between the Splash Park facility and the gazebo.
- Ms. Christofoli asked if any changes were made to put safeguards in place with regard to the incident at the tennis courts brought up by Ms. Hoffer at the April meeting. Ms. Murphy noted that Ms. Hoffer was told at the last meeting she should have contacted the Deputy on duty and if there was no staff in the office, she needed to contact them via phone or email to notify them of the incident. Ms. Murphy requested all deputies be notified that they must request to see everyone's identification cards and residents' guests provide identification as well. Ms. Alfano will communicate this to the deputies.
- Mr. Machala asked who is responsible for a guest's behavior when using the District's facilities. Mr. Cella stated the resident who invites the guest is responsible. Mr. Machala stated if a security report is made, it should include the resident's name as well as the guest's name. He questioned what the procedure is if a guest is a repeat offender. Mr. Cella stated disciplinary action would need to be taken with both the resident and the guest. Ms. Alfano addressed an incident which occurred with the Christofoli's at the tennis courts with both the Deputy as well as the resident who invited the guest. Mr. Cella noted that Ms. Alfano will make sure that going forward anytime there is an incident where staff and/or the Deputy has to investigate, it will be written up and the people involved will be specified. If the same name keeps showing up, it will be addressed by staff and/or the Board.

NINTH ORDER OF BUSINESS**Acceptance of April Financials and Approval of Check Register**

The following was discussed:

- Mr. Clark noted there is still an outstanding check in the amount of \$20. Ms. Alfano is attempting to contact someone in Elite Tec's accounting department. Mr. Clark asked if the District's checks have an expiration date. Ms. Davis stated the standard is either 90 days or 180 days; however, if a bank is presented with a check, they will cash it.

- Ms. Davis reported there have not been any further assessment collections. The District has collected 96.9% of its assessments.
- More information was put in the *Cash and Investment* report explaining the different accounts.

On MOTION by Mr. Clark seconded by Ms. Polseno with all in favor the April financials and check register were approved.

TENTH ORDER OF BUSINESS Adjournment

There being no further business,

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

Janice Eggleton Davis
Secretary

Mike Cella
Chairman