

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

The regular meeting of the Board of Supervisors of the Fleming Island Plantation Community Development District was held on Tuesday, August 23, 2011 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 (Via Telephone)
James A. Wiggins	Assistant Secretary

Also present were:

Janice Eggleton Davis	District Manager
Jason Walters	District Attorney
Ryan Stilwell	District Engineer
Margaret Alfano	Parks and Recreation Manager
Russell Bagg	Maintenance Manager
George Allen	Resident
Madelyn Christofoli	Resident
B. Frances Kinney	Resident
Barbara Richards	Resident
Jim Rogers	Resident
Kenneth R. Snyder	Resident
Cathy Streiner	Resident
Sandra Wiley	Resident

*The following is a summary of the discussions and actions taken at the August 23, 2011 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  
July 26, 2011 Meeting**

Mr. Cella stated all Board members received a copy of the minutes of the July 26, 2011 meeting and requested any corrections, additions or deletions.

There not being any,

On MOTION by Mr. Christofoli seconded by Mr. Clark with all in favor the minutes of the July 26, 2011 meeting were approved.

**THIRD ORDER OF BUSINESS**

**Public Hearing on the Adoption of the Budget for Fiscal Year 2012 and Levy of Non-Ad Valorem Assessments**

The following was discussed:

On MOTION by Mr. Clark seconded by Mr. Wiggins with all in favor the public hearing was opened.

- A handout was distributed to the residents in attendance of the proposed operating budget for Fiscal Year 2012.
- There are no proposed increases in assessments.
- The revised proposed budget document has actual figures through July 31, 2011 and the following changes:
  - *R&M General* under *Field* was decreased to \$9,000.
  - *Contracts-Janitorial Services* under *Parks and Recreation-General* was decreased to \$8,000.
  - *Utility-Cable TV Billing* under *Parks and Recreation-General* is now budgeted at \$900.
  - *Utility-Refuse Removal* under *Parks and Recreation-General* was increased to \$2,450.
  - *R&M – Air Conditioning* under *Parks and Recreation-General* was increased to \$1,000.
  - *Contracts-Janitorial Services* under *Community Center* was increased to \$8,000.
  - *Utility-Cable TV Billing* under *Community Center* was decreased to \$960.
  - *Utility-Water and Sewer* under *Community Center* was increased to \$15,000.
  - *Operating Supplies-Pool Chemicals* was increased to \$10,000.
  - The debt service budget was updated with actual figures through July 31, 2011.
  - A description of ADA compliance expenditures was added to the budget narrative.

- Mr. Cella explained to the audience the Board reduced the operations and maintenance expenses by approximately \$30,000 when they approved the tentative budget in May; however, due to ADA compliance issues they had to place those funds back into the budget.
- Ms. Kinney asked if the Board was reviewing the same budget which was provided to the audience because she does not see the figures being discussed. Ms. Davis clarified it is the same document and she was just going over changes made to the tentative budget approved in May.
- Ms. Kinney asked if the changes necessary for ADA compliance will be made this year. Mr. Cella responded they already started looking into quotes. Ms. Davis stated the changes need to be made by March 15, 2012.
- Ms. Richards asked how the decision is made of how much money is allocated to each line item. Mr. Cella responded some of it is based on historical figures. District staff may have specific requests to cover events or programs. Mr. Clark serves as a liaison for the Board and met with staff as well as Severn Trent Services to put the budget together.
- Ms. Richards asked if residents have input on recreational activities. She feels the activities are focused on families with young children and senior citizens, but not for people who fall in the middle. Mr. Cella stated residents can either contact Ms. Alfano with suggestions or bring them up at the monthly Board meetings. Ms. Richards suggested the District do a survey of what kind of activities residents would like.

There being no further questions or comments,

On MOTION by Mr. Wiggins seconded by Mr. Clark with all in favor the public hearing was closed.

**A. Consideration of Resolution 2011-2, Annual Appropriation and Adoption of FY 2012 Budget**

There being no questions or comments,

On MOTION by Mr. Christofoli seconded by Mr. Clark with all in favor Resolution 2011-2, adopting the budget for Fiscal Year 2012, was adopted.

Mr. Cella thanked District staff and Mr. Clark for their work on the budget.

**B. Consideration of Resolution 2011-3, Levy of Non-Ad Valorem Assessments**

Mr. Walters reviewed Resolution 2011-3.

On MOTION by Mr. Clark seconded by Mr. Wiggins with all in favor Resolution 2011-3, levying the District's non-ad valorem assessments, was adopted.

**FOURTH ORDER OF BUSINESS**

**Attorney's Report**

The following was discussed:

- Mr. Walters distributed a draft letter formally responding to the letter previously distributed by Mr. Bachman to the community. The first paragraph states the purpose of the letter. The following three paragraphs provide a history of what happened. This is followed by clarifications to the inaccuracies made by Mr. Bachman in his letter.
- The Board discussed distributing the letter via US Postal Services. Ms. Davis estimates it will cost approximately \$1,900 to \$2,000 to mail out. The Board requested Severn Trent Services obtain other quotes to see if it can be done at a lower cost.

Mr. Wiggins MOVED to approve the response letter for distribution to the residents by US Postal Service at an amount not to exceed \$1,900 and Mr. Clark seconded the motion.

- Mr. Wiggins asked if Mr. Bachman's attorney needs to be informed about this letter. Mr. Walters responded it is not necessary, but he will forward him a copy as a courtesy.

On VOICE vote with all in favor the motion as previously outlined passed.

- Mr. Walters updated the Board on the Autumn Glen ponds. There are some issues with the work which was done and those issues are still pending. They are in the process of setting an onsite meeting with representatives of SJRWMD and Pulte to

review the items not performed to specifications. Mr. Stilwell explained they will hold off on the permit transfers until these issues are resolved.

**FIFTH ORDER OF BUSINESS**

**Manager's Report**

▪ **Meeting Schedule for Fiscal Year 2012**

The following was discussed:

- The Board reviewed the proposed meeting schedule for Fiscal Year 2012. There was consensus to change the December meeting to the second Tuesday, December 13, 2011.

On MOTION by Christofoli seconded by Mr. Wiggins with all in favor the meeting schedule for Fiscal Year 2012 was approved as amended.

- Ms. Davis distributed a letter from Yuro & Associates amending the ADA Final Report. The amendment indicates the water play equipment at the Splash Park does not have a transfer station and they recommend the District install one in order to be compliant with ADA requirements.
- Mr. Cella distributed a handout with information on ADA requirements.

**SIXTH ORDER OF BUSINESS**

**Engineer's Report**

**A. 2011 Engineer's Certificate**

The Board was provided with the Consulting Engineer's Report for 2011. A copy of the report will be submitted to the trustee.

On MOTION by Mr. Christofoli seconded by Mr. Clark with all in favor the Consulting Engineer's Report was accepted.

**B. Public Facilities Report**

Mr. Stilwell distributed hard copies of the Public Facilities Report. Under Chapter 189, Florida Statutes, the District is required to have this report done every five years. Page four summarizes the proposed improvements to be made within the next five years.

On MOTION by Mr. Clark seconded by Mr. Wiggins with all in favor the Public Facilities Report for 2011 was approved.

Mr. Stilwell reported he will meet with Pulte and SJRWMD on Thursday morning to review the Autumn Glen ponds.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Maintenance**

Mr. Bagg reported the following:

- The computer for the Village Square waterfall pump was ordered. The work will be completed in September.
- The sidewalk contractor is working on removal and preparation for the new cement. It should be completed by the end of the week.
- He met with Ms. Alfano and Mr. Peterson to review the hurricane preparedness plan.
- At next month's meeting Mr. Bagg will be proposing cameras for the Amenity Center pool as well as proposals for sealed coating and striping for the parking lot.
- Mr. Bagg discussed some of the proposals he is receiving for ADA work.

**B. Recreation**

Ms. Alfano reported the following:

- She discussed the various charitable gestures made by residents.
  - Residents along with the Plantation Girl Scouts and Brownies donated personal care items for US Troops in Afghanistan.
  - Over 75 pairs of glasses were donated through the Lions Club.
  - Over 2,200 pounds of pop tops were donated to the Ronald McDonald House.
  - Residents donated gently used backpacks, school supplies and cash to the Quigley House of Orange Park.
- The Back to School Bash, which was held on August 11, 2011, was a huge success.
- There is a Labor Day concert scheduled for September 5, 2011.
- The last concert of the year will be on September 30, 2011.
- She has been working with the golf course to provide one adult event per quarter. The Oktoberfest event is coming up.
- The third offender of the Amenity Center fire went to court and was issued the same sentence as the previous two offenders. They have been sent to the Youth Offender

Program. They will be required to do community service, possibly write a letter of apology and the parents are to pay all restitution.

- The Supervisor of Elections is interested in moving the elections location from the Amenity Center to the Splash Park. A new lease will be brought before the Board at the next meeting.

**EIGHTH ORDER OF BUSINESS**

**Old Business/New Business**

Mr. Cella asked about the Fairway Village request for a sign. The proposed sign will be on the county's right-of-way. They will have to go to the county for permission.

**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. Richards commented on the change in pool hours at the Amenity Center and lack of notification to the residents. She also does not feel there is a need for three lifeguards. Mr. Cella noted the schedule is the same as it was last August. Attendance from last August was tracked and there was more attendance with the early opening of the pool than there was between 8:00 p.m. and 9:00 p.m. A monthly calendar has been posted at the window facing the pavilion with the picnic table, on the website and in the newsletters, with the exception of August due to an error.
- Ms. Kinney suggested arranging a meeting between the residents and Ms. Alfano before the next pool season to discuss pool hours.
- Ms. Richards suggested closing one of the pools earlier next year and keeping the other one opened.
- There were more comments about keeping the Amenity Center pool open until 9:00 p.m.

On MOTION by Mr. Christofoli seconded by Mr. Clark with all in favor the Amenity Center pool will remain open until 9:00 p.m. for the remainder of August.
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- Ms. Wiley commented on the residents in attendance. She attends most meetings and notices some residents only attend certain meetings to discuss specific issues. Many

issues raised by residents have been addressed, discussed openly and decided on in previous meetings where few residents were in attendance. She encouraged residents to attend meetings on a regular basis.

- Mr. Rogers noted he cannot attend most meetings because of his schedule. He stated there are a lot of people who use the pool in the evenings. He also commented on the sidewalks. There are several sections of sidewalk near Amberwood which are slippery and may result in an injury. The irrigation system makes the conditions of the sidewalks worse. Mr. Bagg acknowledged it has been an issue for a long time and has been looked at on several occasions. He is working with Austin Outdoor on a solution to the problem.
- Mrs. Christofoli expressed concern regarding Clay County's plans to split the District, which will result in different Clay County Commissioners and Clay County School Board representatives for the District's residents. She asked for support from the Board and the attendees to voice their opposition to this plan at the public hearing and through emails.
- Ms. Kinney requested the meeting agendas be posted on the website. Ms. Alfano will post the meeting agenda by the Thursday prior to each meeting.
- Ms. Kinney also requested the pool hours be posted on the website. Ms. Alfano explained the entire pool season schedule is already posted on the website.

**ELEVENTH ORDER OF BUSINESS**

**Acceptance of July Financials and  
Approval of Check Register**

The Board reviewed the financial statements.

On MOTION by Mr. Clark seconded by Mr. Christofoli with all in favor the financials were approved.
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**TWELFTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

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

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Janice Eggleton Davis  
Secretary

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Mike Cella  
Chairman