

**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, September 27, 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 (Via Telephone)
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)
Ryan Stilwell	District Engineer
Margaret Alfano	Parks and Recreation Manager
Russell Bagg	Maintenance Manager
Timothy Crowe	Resident
Alan Reese	Resident

*The following is a summary of the discussions and actions taken at the September 27, 2011 Fleming Island Plantation CDD Board of Supervisors meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Approval of the Minutes of the  
August 23, 2011 Meeting**

Mr. Clark stated each Board member received a copy of the minutes of the August 23, 2011 meeting and requested any corrections, additions or deletions.

There not being any,

On MOTION by Mr. Wiggins seconded by Ms. Murphy with all in favor the minutes of the August 23, 2011 meeting were approved.
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**THIRD ORDER OF BUSINESS**

**Attorney's Report**

Mr. Walters reported the following:

- He had conversations with Mr. Stilwell regarding the Autumn Glen pond, which will be discussed under the engineer's report.
- Ms. Murphy asked if Mr. Walters contacted Mr. Bachman's attorney to discuss whether Mr. Bachman was still engaged with him and if he was going against the agreement. Mr. Walters has reviewed the agreement and determined there was no breach of the agreement. He attempted to contact Mr. Bachman's attorney, but has not received a response.
- Mr. Christofoli asked if the letter responding to Mr. Bachman's letter was mailed to all residents. Ms. Davis reported the letter was sent out by Severn Trent Services at a rate of \$.68 each, including postage, to the residential owners living in the District. The total number of letters mailed was 1,844 and the total cost was \$1,253.92. Ms. Davis and her staff received other quotes, but Severn Trent Services was able to do it at the lowest cost. There was mostly positive feedback to the letter.
- Ms. Davis reported letters of apology were sent by two of the minors involved with the fire damage. They were not distributed because they are minors. Mr. Walters will draft a letter to send to the minors regarding a hearing with the Board at the October meeting.

**FOURTH ORDER OF BUSINESS**

**Engineer's Report**

▪ **Autumn Glen Pond Update**

Mr. Stilwell reported the following:

- An email from Pulte was distributed to the Board regarding the Autumn Glen Pond.
  - Mr. Stilwell met with Pulte representatives and the SJRWMD to discuss the construction work they did to the Autumn Glen Pond.
  - SJRWMD agreed with Pulte saying the ponds are in compliance.
  - Mr. Stilwell does not agree Pulte completed the construction the District agreed to with regard to sod.
  - Pulte agreed to pay for additional sod in the amount of \$4,060. Mr. Stilwell does not recommend installing the sod at this time. He suggested allowing the sod to

recover for a few months and getting through the winter freezes before replacing the sod.

- Pulte agreed to extend and lower the roof drain leaders further in the pond. This has already been completed.
- In exchange for the sod and extension of the roof drain leaders, Pulte is requesting the District move forward with a formal resolution accepting Autumn Glen Pond and to proceed with inspections on the remaining permit transfers for the other ponds.
- Ms. Davis and Mr. Walters agree this is a good solution.
- Ms. Davis noted additional rotor heads need to be installed for the irrigation system and can be covered under the \$4,060. If the District installs the additional rotor heads, the Autumn Glen HOA needs to agree to be responsible for the maintenance.
- Mr. Stilwell will request a certified letter from the SJRWMD stating the pond is in compliance.

On MOTION by Ms. Murphy seconded by Mr. Wiggins with all in favor, the Board accepted the recommendation made by Mr. Stilwell and will proceed with the remaining permit transfers, adopt a resolution accepting the Autumn Glen Pond contingent upon Pulte paying for additional sod in the amount of \$4,060 and extending the roof drain leaders.

On MOTION by Ms. Murphy seconded by Mr. Christofoli with all in favor Mr. Walters was authorized to draft a resolution accepting the Autumn Glen pond permit and Ms. Davis was authorized to draft a letter to the Autumn Glen HOA regarding maintenance of the additional rotors to the irrigation system.

- Ms. Alfano stated she attended the meeting with Pulte and SJRWMD and complemented Mr. Stilwell on how he handled the meeting. Mr. Clark, who also attended the meeting, concurred.

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

**A. Maintenance**

Mr. Bagg reviewed the following:

- Work started on the Village Square fountain pump and will hopefully be completed within the next two weeks.
- He reviewed the proposals for repaving the Amenity Center parking lot and recommended Duval Asphalt. He also requested the Board authorize doing the paving in one day instead of two. The parking lot will have to be closed for the day. The Golf Club is willing to allow cars to park on their lot for the day.

On MOTION by Ms. Murphy seconded by Mr. Christofoli with all in favor the proposal from Duval Asphalt to repave the Amenity Center parking lot in one day was approved.

- The proposals for security cameras at the Amenity Center pool were reviewed. After receiving references, Mr. Bagg recommended Vector Security.

On MOTION by Mr. Christofoli seconded by Ms. Murphy with all in favor the proposal from Vector Security was approved.

- Austin Outdoor provided a quote to repair the sidewalk near the Amberwood entrance. Mr. Bagg subsequently discussed this with Mr. Stilwell who recommended bringing this to the county because they are responsible for the sidewalks.

On MOTION by Ms. Murphy seconded by Mr. Christofoli with all in favor the Board authorized Mr. Stilwell to draft a letter to the county addressing the issues with the sidewalks near Amberwood at a cost not-to-exceed \$500.

- Mr. Bagg will provide the Board with a detailed list of items which need to be addressed to meet ADA requirements along with a timeline at the next meeting.
- Mr. Christofoli stated the park needs to be pressure washed as well as the bicycle trail in Margaret's Walk.
- Mr. Cella requested the date of the repaving be announced in advance and that the work be done on a "non-busy" day so residents are not inconvenienced.

- Mr. Cella asked to whom the letter regarding the sidewalks was going to be addressed. Mr. Stilwell responded the Clay County Engineer. It was recommended he copy the County Administrator and Commissioner.

**B. Recreation**

Ms. Alfano reviewed the following:

- A concert is scheduled for Friday, September 30, 2011. Mojo's Bar-B-Que restaurant will be there selling food.
- A new restaurant called Island Life Grill will be opening in December where the old Box Seats Restaurant used to be located behind the gazebo.
- A new store called Build a Dream is opening in the Village Square and the Cornerstone Church is moving into the old Orion Fitness building.
- Several Halloween events are coming up in October. The proceeds of the events will come back to the CDD to cover expenses; however, residents will be given a dollar off their ticket if they donate canned foods or a stuffed animal to help the Green Cove Springs Food Pantry.
- Two letters of apology were sent to the District regarding the Amenity Center fire and one of the families provided a \$2,000 money order to reimburse the District for damages.
- The lease agreement with the Clay County Supervisor of Elections to use the Splash Park as a voting precinct from January 1, 2012 through December 31, 2016 was reviewed.

<p>On MOTION by Ms. Murphy seconded by Mr. Christofoli with all in favor the lease agreement with the Clay County Supervisor of Elections to use the Splash Park as a voting precinct from January 1, 2012 through December 31, 2016 was approved.</p>
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- The carpet at the Amenity Center is wearing and needs to be replaced in several areas. The Board agreed this should be done in January.

**SIXTH ORDER OF BUSINESS**

**Manager's Report**

**A. Consideration of Engagement Letter with Grau & Associates to Perform the Financial Audit for Fiscal Year 2011**

The following was discussed:

- Ms. Davis reviewed the engagement letter with Grau & Associates. The cost proposed to perform the financial audit for Fiscal Year 2011 is \$6,700. The Board can approve, reject or ask for modifications to the engagement letter.
- Mr. Walters reported the requirements for audits changed. They now have to be completed within nine months of the end of the Fiscal Year. He would like to add language including a completion date.

On MOTION by Mr. Wiggins seconded by Ms. Murphy with all in favor the engagement letter with Grau & Associates was approved in substantial form with District Counsel to work with the audit firm and staff to include a due date.

**B. Implementation of GASB 54**

Ms. Davis reviewed the memorandum from Mr. Bloom regarding GASB 54 and how it affects the District's financial statements.

- The new requirements of GASB 54 need to be implemented by September 30, 2011.
- It will affect the appearance of the balance sheet in the financial statements because it changes the way the District reflects its fund balance.
- A fund balance policy needs to be established by the District. A sample fund balance policy is shown on page nine of the memorandum.
- The Board must determine who has authority to designate funds and how the funds will be designated. This can be done by resolution or motion.

On MOTION by Ms. Murphy seconded by Mr. Christofoli with all in favor fund balance designations will be made by the Board and not delegated to a third party and will be done so by motion.

- A fund balance policy will be prepared and brought before the Board at the next meeting for approval.

**SEVENTH ORDER OF BUSINESS**

**Old Business/New Business**

The following was discussed:

- Mr. Cella brought up the residents' request to keep the Amenity Center pool open late and asked about usage in August.
- Ms. Alfano reported in seven days there were 18 people who checked in after 8:00 p.m. and 19 people stayed until 9:00 p.m.

**EIGHTH ORDER OF BUSINESS**

**Supervisors' Requests**

There not being any, the next item followed.

**NINTH ORDER OF BUSINESS**

**Audience Comments**

The following comments were made:

- Mr. Alan Reese addressed the Board regarding erosion issues near his property line. He provided the Board with pictures. He stated his yard is basically falling into the creek.
- Mr. Timothy Crowe, the previous owner of 2821 Grande Oaks Way, stated the creek is now encroaching past the property line.
- Mr. Walters recommends Mr. Stilwell inspect the area. He also stated SJRWMD may have to become involved due to jurisdiction.

On MOTION by Ms. Murphy seconded by Mr. Wiggins with all in favor the Board authorized staff to contact Mr. Stilwell to do an inspection of the property at 2821 Grande Oaks Way.

**TENTH ORDER OF BUSINESS**

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

The Board reviewed the financial statements. The request was made to void check number 54589.

On MOTION by Mr. Christofoli seconded by Ms. Murphy with all in favor the financial statements were approved as presented.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

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

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Janice Eggleton Davis  
Secretary

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Mike Cella  
Chairman