

Minutes of Meeting  
Durbin Crossing  
Community Development District

The regular meeting of the Board of Supervisors of the Durbin Crossing Community Development District was held Monday, July 24, 2017 at 6:00 p.m. at the Durbin South Amenity Center, 145 South Durbin Parkway, Jacksonville, Florida.

Present and constituting a quorum were:

Peter E. Pollicino	Chairman
Tim Brownlee	Vice Chairman
Sarah Gabel Hall	Supervisor
Jason Harrah	Supervisor
Debbie Driscoll	Supervisor

Also present were:

Dave deNagy	District Manager
Mike Eckert	District Counsel
Stephen Howell	Vesta/Amenity Services Group
Margaret Alfano	Vesta/Amenity Services Group
Daniel Laughlin	GMS
Scott Clark	Clark & Albaugh by telephone
Nick Powell	Dream Finders Homes

The following is a summary of the minutes and actions taken at the July 24, 2017 meeting. A copy of the proceedings can be obtained by contacting the District Manager.

**FIRST ORDER OF BUSINESS**

**Pledge of Allegiance**

Mr. deNagy called the meeting to order at 6:00 p.m. and led the pledge of allegiance.

**SECOND ORDER OF BUSINESS**

**Roll Call**

Mr. deNagy called the roll.

**THIRD ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**FOURTH ORDER OF BUSINESS      Discussion of Matters Related to U.S. Bank  
Litigation**

This item taken later in the meeting.

**FIFTH ORDER OF BUSINESS                      Approval of Consent Agenda**

- A.    Approval of Minutes of the June 26, 2017 Meeting**
- B.    Balance Sheet and Statement of Revenues and Expenses**
- C.    Assessment Receipt Schedule**
- D.    Impact Fee Summery Report**
- E.    Check Register**

On MOTION by Mr. Brownlee seconded by Mr. Pollicino with all in favor the consent agenda items were approved.
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**SIXTH ORDER OF BUSINESS                      Discussion of the Fiscal Year 2018 Budget**

Mr. deNagy stated item six is a placeholder for discussion of the fiscal year 2018 Budget. A copy of the budget is included in your agenda packet and I will ask if there are any questions at this time on the budget? I did receive the mailed notice and we are getting ready to process that in the next week or so. We have language in there that explains the offset of the debt assessments to the increase to O&M assessment we hope will be sufficient to explain what is going on. If someone reads it I believe they will understand there will be a net zero impact to their annual assessment when they see their property tax bill in November.

Mr. Clark joined the meeting by telephone at this time.

Mr. Pollicino asked will you send the proposed letter to the board?

Mr. deNagy stated I will get it out to you tomorrow.

Mr. Brownlee asked will you put a note in the letter to those people who have paid off in part or in whole their bonds that it will be an increase to them?

Mr. deNagy stated that is in there as well.

Ms. Alfano asked do you want us to draft something for the August newsletter or have that letter appear in the August newsletter?

Mr. Pollicino stated once Dave and Mike work on the verbiage in the letter we can put that in the newsletter and say you will be getting this in the mail.

Mr. Eckert stated the letter is done unless anyone has comments but it can be tweaked slightly because it does reference what's above and I wouldn't put the whole letter in the newsletter. I would just put the general goal of the board. If you want to run that by us that would be fine and just make it a couple paragraphs.

**FOURTH ORDER OF BUSINESS      Discussion of Matters Related to U.S. Bank  
Litigation**

Mr. Clark appeared by telephone and gave a brief update on the litigation and stated on September 5<sup>th</sup> there is a case management conference in Orlando. A representative from the CDD is required to attend. At that point I think we will be talking about scheduling of the trial. I decided not to schedule a shade meeting at this time. It expends more money for me to travel personally and I think we will wait until there is something more significant to be discussed or decided just as a cost savings matter. I would invite any of the board members who want more details, things that relate to strategy and my view of the case that I would not want to say in a public forum I invite you to let me know that and we can set up a time to talk by phone and I can try to answer your questions.

Mr. Clark left the conference all at this time.

**SEVENTH ORDER OF BUSINESS      Ratification of Proposal from Environmental  
Services, Inc. for Water Quality Monitoring**

Mr. deNagy stated we have a requirement for water quality monitoring and it will continue until we have full build-out in Durbin Crossing. We do budget for it and I have already authorized the monitoring.

On MOTION by Mr. Harrah seconded by Mr. Brownlee with all in favor the proposal from Environmental Services, Inc. for water quality monitoring for a fixed fee of \$1,500 was ratified.
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**EIGHTH ORDER OF BUSINESS      Consideration of Adjustment to the  
MDP/PUD for the Preserve at St. Johns**

Mr. Powell stated the St. Johns County land building code was amended in April to allow if a property backed up against an upland buffer that was outside the platted lot the 25 foot

setback could be reduced to a 10 foot setback. That affects about 40% of the lots in our development and since the county knows that you signed off on the plat an owners authorization needs to be signed as well for us to submit this small adjustment to the PUD.

Mr. Eckert stated we have looked at this issue, we looked at it on the map to try to determine if this would have any impact on CDD residents and there is only one lot out of all those that looks like it backs up to another property and that property is not within the district. From our perspective we didn't have any objections at a staff level in terms of accommodating this request.

On MOTION by Mr. Brownlee seconded by Mr. Harrah with all in favor the chairman was authorized to execute the documents necessary that are required by the county for the changes to the setbacks in the MDP/PUD for the Preserve at St. Johns.

**NINTH ORDER OF BUSINESS**

**Ratification of Proposal from R&D Landscape & Irrigation, Inc. for Additional Areas of Service**

Mr. deNagy stated item nine is ratification of a proposal from R&D Landscape & Irrigation for additional areas of service. This agreement in your package I have signed off on and is similar to the annual agreement that we included in our budget for the maintenance on 2209 from Russell Sampson north of Racetrack Road. This is for the balance of the fiscal year July through September totaling \$2,766.

On MOTION by Mr. Brownlee seconded by Ms. Driscoll with all in favor the proposal from R&D Landscape & Irrigation, Inc. for additional areas of service in the amount of \$2,766.00 was ratified.

**TENTH ORDER OF BUSINESS**

**Discussion/Consideration of Use of CDD Property by Developer for Longleaf Center Office Project**

Mr. deNagy stated you have a handout for item ten for discussion and consideration of use of CDD property by developer for Longleaf Center office project. I will note for the record that I received an email from George and this proposal is way down on our list of options and they are not looking for any action at this time. I suggest you table this item until it is necessary

for the board to take any action. If you have any questions I will be happy to take those back to George.

Mr. Eckert stated they are basically asking the district to give up one of its property rights and you have to look at that request if in fact it is made. When we received notification of this issue it was right around the time of the agenda deadline and we didn't know what they were actually asking for at that point so we put it on the agenda. It is a discussion item, there is no action required at this point, there has not been a formal request for you to give up that property right.

Mr. Harrah stated it is making another intersection just like the one we have that we have been trying to get a stoplight for so you would have two of them in close proximity.

Ms. Hall stated the other thing is the sidewalk is so close to the road would that turn lane go into the sidewalk? Would we lose sidewalk?

Mr. Eckert stated I don't know. That is the kind of thing that once they make the request they are going to have to submit engineering drawings and we would have to evaluate all those issues.

Mr. Pollicino stated we will address it when we receive the formal request.

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

Mr. Eckert stated there are a few items I'm working on and until they are formal requests there is no board input needed. If anybody has any questions let me know. Our next meeting we will need to be prepared to talk about the budget in terms of the notices. We write those notices to be as friendly as they can be but there is a lot of legal requirements in terms of what has to be in there and sometimes people have a lot of questions on those notices.

**B. District Engineer**

There being none, the next item followed.

**C. District Manager**

There being none, the next item followed.

**D. General Manager - Report**

Ms. Alfano gave an overview of the general manager's report and presented options resulting from research done on the parking lot expansion.

The board asked that Ms. Alfano come back with updated estimates and layout of potential parking lot expansions without using the athletic field.

**E. Operations Manager - Report**

Mr. Howell gave an overview of the field operation manager's report, copy of which is attached hereto and made a part hereof.

**TWELFTH ORDER OF BUSINESS                      Other Business**

There being none, the next item followed.

**THIRTEENTH ORDER OF BUSINESS            Supervisor's Requests and Audience Comments**

Mr. Harrah stated back on the budget on page 6 we are paying \$37,000 annually for the amenity center for the water and sewer. We are paying \$30,000 for electric. Did we see a decrease due to the installation of the lights? Are we projecting any substantial decrease due to the new lights we put in?

Mr. Howell stated in two years they are supposed to pay for themselves.

Mr. Harrah stated on page 10 are those the individual lights?

Mr. deNagy stated the description is on the bill we get from JEA.

Mr. Harrah stated you would think all the bills would be similar but they are not.

Mr. deNagy stated I will take a look and see what is causing it.

Mr. Brownlee stated it may be the number of lights on that particular street.

Mr. Harrah stated it would be nice to do an audit to be sure we are paying what we are supposed to be paying. Have we gone through the irrigation system and is there a better way to manage that?

Mr. Howell stated the company is new and they are going through and changing heads and fixing breaks. Are these irrigation bills in line with other districts?

Mr. deNagy responded generally speaking, yes.

July 24, 2017

Durbin Crossing CDD

**FOURTEENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – August 28, 2017 @  
6:00 p.m. at the Durbin South Amenity  
Center**

Mr. deNagy stated the next meeting is our public hearing for the adoption of our FY 2018 budget and that will be August 28, 2017 at 6:00 p.m.

On MOTION by Mr. Brownlee seconded by Ms. Driscoll with all in favor the meeting adjourned at 7:06 p.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman