

Minutes of Meeting  
Durbin Crossing  
Community Development District

A special meeting of the Board of Supervisors of the Durbin Crossing Community Development District was held Monday, August 3, 2015 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
Austin Chapman	Supervisor
Sarah Gabel Hall	Supervisor
Jason Harrah	Supervisor

Also present were:

Dave deNagy	District Manager
Mike Eckert	District Counsel
Louis Cowling	GMS, LLC
Jim Perry	GMS, LLC
Roy Deary	Vesta/Amenity Services Group
Dan Fagan	Vesta/Amenity Services Group
Leah Tincher	Vesta/Amenity Services Group
Jeff Branch	Vesta/Amenity Services Group
Angi Palmieri	Elite Amenities, Inc.
Sal Palmieri	Elite Amenities, Inc.
Rich Whetsel	Riverside
Danielle Simpson	Riverside
Several Residents	

The following is a summary of the minutes and actions taken at the August 3, 2015 special meeting. A copy of the proceedings can be obtained by contacting the District Manager.

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. deNagy called the meeting to order at 6:00 p.m.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Supervisors Requests**

Mr. deNagy stated we have talked about putting a vending machine in the amenity center and I wanted to talk to the board about putting one in temporarily to see how it does.

Mr. Cowling stated I met with a vendor with a machine that would carry Pepsi products and they have one available and if we wait until the meeting it will take two to three weeks to order one from Pepsi. I told him we could authorize him to do that and see how it works by the next meeting and we can go into a formal agreement at that time. We propose to put it at the corner of this building on the outside, the poolside.

Mr. Eckert stated we have a form of a license agreement we have used in other districts and I know you are talking about temporary but it addresses things such as insurance and vandalism and who is responsible and things like that. I suggest if you approve something even temporarily that you do a license agreement and it is terminable at will by the district but at least it has protections in it.

On MOTION by Mr. Harrah seconded by Mr. Chapman with all in favor the temporary installation of a vending machine was approved and district counsel was authorized to prepare a license agreement.

Mr. deNagy stated this came up at the last meeting there was an issue with a fence that was installed on Carriage Hill Road between the end of the cul-de-sac and County Road 244; there is a wooded area there with a ditch and Louis and I had worked on that issue and we installed the fence for about \$350 to block that passage to County Road 244. There has been concern on both sides from residents about people congregating at the end of the cul-de-sac and moving over into 244. Louis and I talked with the chairman briefly last week about some options, leave the fence, take it down, put in a sidewalk or leave it in its natural state the way it is, which is a pathway cut through the underbrush. I will draft a letter and run it by Mike or the chairman and send it out and get some feedback from the residents in that area.

Mr. Pollicino stated I would like to table the discussion until we get feedback from the affected residents.

Ms. Gabel Hall stated it looks like the surface is coming off the baby pool. Are you looking into replacing that surface?

Ms. Tincher stated yes we are working on it.

**FOURTH ORDER OF BUSINESS**

**Discussion and Evaluation of Proposals  
Received in Response to RFP for Amenity  
Management Services**

Mr. Eckert stated we reached out to five companies, two companies declined to submit proposals. Three proposals were received and were provided to the board about seven or eight days ago. These proposals are for contractual services so it is not required to be competitively bid under our rules so we have an informal process here. There are usually two things discussed at this point in the meeting when we have this type of RFP and first of all is the order in which the presentations will be made and the second is whether or not the proposers will be in the room to hear the proposals of the other entities. I will not recommend that the board ask anybody to leave a public meeting and leave that up to the proposers if they can come to some sort of agreement on whether they want to stay or leave that is up to them but you as a board or I as the attorney should not be asking anybody to leave a public meeting. The second thing is the order of the proposals is really dictated by whatever the board's pleasure is.

Mr. Pollicino stated I think it makes sense to have ASG go first then GMS then Elite. I want to thank the three companies for coming in. I know it takes a lot of time to put together a proposal. This is an extremely important line item and second to landscaping it is probably the most visible residents see on a daily basis so it is extremely important. If you will start with price, then the proposed structure so we can compare apples to apples and then touch on the services you are going to provide and maybe end with some creativity or something you think we are missing or something that you bring that no one else would bring to the table.

Mr. deNagy stated after the proposers give a presentation the board will open it up for questions and then you can have audience comments.

Mr. Deary of Amenity Services Group reviewed their efforts for the past eight years, reviewed the proposed structure and services and gave an alternative proposal as requested in the RFP.

Mr. Perry of GMS reviewed their proposed structure and services, pricing and alternative proposal as requested in the RFP.

Ms. & Mr. Palmieri of Elite Amenities, Inc. reviewed their proposed structure, outlined their proposal and pricing and alternative proposal as requested.

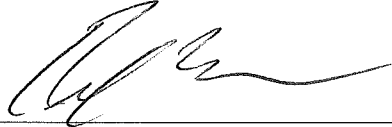
At the conclusion of each presentation, board members and residents had an opportunity to ask questions for further clarification of the proposals.

The board took a short recess after which the meeting was reconvened.

The board discussed the strengths and weaknesses of each proposal and narrowed the selection down to ASG and Elite with final selection to be made at the next regular meeting.

On MOTION by Mr. Pollicino seconded by Mr. Brownlee with all in favor the meeting adjourned.

  
\_\_\_\_\_  
Secretary/Assistant Secretary

  
\_\_\_\_\_  
Chairman/Vice Chairman