

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, October 22, 2018 at 6:01 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:

Daniel Laughlin	District Manager
Mike Eckert	District Counsel by telephone
Stephen Howell	Vesta/Amenity Services Group by telephone
Dan Fagen	Vesta/Amenity Services Group
Margaret Alfano	Vesta/Amenity Services Group

The following is a summary of the discussions and actions taken at the October 22, 2018 meeting. A copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Pledge of Allegiance

Mr. Laughlin called the meeting to order and led the pledge of allegiance.

SECOND ORDER OF BUSINESS

Roll Call

Mr. Laughlin called the roll.

THIRD ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of Minutes of the September 24, 2018 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. Harrah seconded by Mr. Pollicino with all in favor the consent agenda items were approved to include a revision to the minutes on page 2, which will be reflected in the final document.

FIFTH ORDER OF BUSINESS

Discussion of Investment Alternatives and Capital Outlay Projections

This item deferred to the next meeting.

SIXTH ORDER OF BUSINESS

Consideration of Proposal(s) for ADA Website Accessibility

Mr. Laughlin stated at the last meeting we tabled this item and I did speak to Ariel, our IT person, and we are looking at the one-time fee of \$2,250. GMS is being trained to keep the website in compliance, so we will pay the one-time fee get into compliance then we will keep it compliant. We will get an audit from this company that will be a couple hundred dollars a year to make sure we are in compliance.

Mr. Brownlee asked will that be included in your fee to us?

Mr. Laughlin stated yes.

Ms. Alfano asked will that include both websites?

Mr. Laughlin responded it will just be the GMS website.

Ms. Alfano asked what will our plan be to protect the Durbin website? Do we have to have our site compliant?

Mr. Laughlin stated we would have to look into that because private businesses are having the same issue.

Mr. Harrah asked Mike, do we need our Durbin Crossing Living page be compliant?

Mr. Eckert stated any website that is paid for and administered by the district should to be compliant. Anything that is done by the HOA doesn't fall under my advice. If the CDD is the one that is doing it, any CDD website should be compliant.

Mr. Harrah stated get a price for both and come back next month.

Mr. Fagen asked in the meanwhile is there a disclaimer on the website that it is under construction?

Ms. Alfano responded yes.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2019-01
Amending the FY18 General and Capital
Reserve Fund Budgets**

Mr. Laughlin stated Resolution 2019-01 is amending the fiscal year 2018 general and capital reserve fund budgets. This is moving money between the line items.

On MOTION by Mr. Harrah seconded by Mr. Pollicino with all in favor Resolution 2019-01 was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Eckert stated we prepared the recordable agreement with the owners of 224 Willow Winds Parkway, but we have asked them to provide a survey that clearly distinguishes what area we are talking about. We are waiting on that.

We have prepared the construction agreement for Florida Infrastructure and we are waiting on getting the specifications to attach to that agreement, understanding that will be under review with the county and the county may make some changes but we have some language we are putting in that agreement to deal with any changes the county requires.

In terms of Gym Source and those issues we were asked to hold off on writing a demand letter at this point in time and that may be a topic of discussion later.

We received on Friday, October 19th Corner Lot's notice that they do wish to exercise their option to purchase the .12 acres of land that has been previously discussed with the board and they want to do so within 30 days from that date. My office is working on making sure that real estate closing goes through and if the board recalls we negotiated a \$10,000 option fee, which has already been paid to the district. The purchase price is \$50,000; however, the option

fee is credited against that and at closing Corner Lot is required to pay the district \$40,000 as well as pay all the closing costs and reimburse the district up to \$7,500 in legal fees.

B. District Engineer – Consideration of Work Authorization No. 37 for FY19 General Consulting Engineering Services

On MOTION by Mr. Harrah seconded by Ms. Driscoll with all in favor work authorization no. 37 for FY19 general consulting engineering services was approved.

C. District Manager

There being none, the next item followed.

D. General Manager - Report

Ms. Alfano reviewed her report, copy of which was included in the agenda package.

On MOTION by Mr. Harrah seconded by Ms. Driscoll with all in favor the expenditure for the holiday lighting was approved.

E. Operations Manager - Report

Mr. Howell gave an overview of the field operation manager’s report, copy of which was included in the agenda package.

NINTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Supervisor’s Requests and Audience Comments

Mr. Pollicino stated I spoke with Dan briefly before the meeting and it is my understanding that Steve is taking on an expanded role within the Vesta Corporation. We had a similar situation before and I believe the contract we just executed with Vesta for three years, the understanding of the board was that we have a fulltime Durbin Crossing dedicated person, onsite, with full attention on Durbin Crossing. My concern is it starts out that it is only 5% of his time dedicated to other communities and then something happens and it is 10% or 20% next thing you

know we are back to a part time onsite maintenance person. I will not get in the way of anybody's career path, but we agreed to a 100% dedicated person and that is what the board is going to get.

Mr. Fagen stated when we elevated Steve to regional field operations manager, clearly he does a good job and he is just in a support role; we are not interested into going back to the old model that clearly didn't work. When Louis was here before he did a good job, but the model was split between three, four and five communities. However, Steve is in a support role where we have people in multiple communities reaching out to him. He has a lot of references, a lot of experience with landscapers, pool and pond providers so he is a support in that regard as well as other district managers. His "A" job is Durbin Crossing and that won't be sacrificed in any way.

Mr. Pollicino stated his title is regional. What does that mean? How many communities is he involved in besides Durbin Crossing?

Mr. Fagen stated in Vesta we have Southeast Region, Northeast Florida and it is in the greater Jacksonville area so it is a handful of communities in this area and again he is in a support role. If someone is going to do an RFP it would be a matter of how did you write yours and that kind of thing. He is a big help and a big asset to our team. In doing so we give him a little bump up since he has more responsibilities as well but again, his "A" job is Durbin and that has been a conversation on both ends, Steve knows it and he doesn't want to compromise Durbin. We are sensitive to that and we are going to make sure that doesn't affect Durbin.

Mr. Pollicino asked how many communities will he be supporting other than Durbin Crossing that he will be assisting in RFPs and guidance and advice?

Mr. Fagen stated we have probably nine communities with people reaching out to him. That happens organically anyway and we have been doing that for years and a lot of times he gets phone calls anyway but we all have specialties so we know if you have a pool issue you need to call Joel, if we have a carpentry issue we reach out to Dave. He has that broader responsibility now.

Mr. Pollicino stated when I hear extended role I get nervous. It didn't work and we rebid Vesta and we were insistent on 100% onsite dedicated people.

Mr. Harrah stated it sounds good for Steve, however, how effective can you be running your community if you are getting calls from nine different communities with two or three staff or whatever it is and you know it is going to be a fact of can you come out here tomorrow for a

couple hours I need to show you a couple things. My fear is we have a lot going on, we are doing the parking lots, all this other stuff coming up. Can Steve adequately manage all of that and is it fair to him to do that plus be a regional guy? As soon as you put the regional tag on him he is going to get calls and requests to go to other properties.

Mr. Fagen stated he has gotten those calls for quite some time. He has other field operations managers that are in multiple communities like himself and they are still under me, but he is a resource, he is a support. We have a pool tech specialist that reports to him as far as if we have a pump down or something like that he will reach out to Steve and say I have this pump down do we have a dealer that we do business with and do we have terms and that kind of thing.

Mr. Brownlee stated he is going to be a resource not a technician.

Mr. Fagen stated correct, well said.

Mr. Harrah stated I am completely selfish, I want Margaret here, I want Steve here. We worked really hard as you know for years to get a well-oiled machine and I think we have it now. Everything is working flawless and my fear is I don't want to be sold a bag of goods where next thing you know in six months he got promoted again and now he is leaving and this new guy is coming in. I don't know when this all transpired but I would have appreciated knowing that before we signed the bottom line.

Mr. Fagen stated that recently happened, not strategic like we are going to make this move. We all understand we have a 30-day ax over our head at any given time. We gave Steve additional responsibility we have had multiple conversations we cannot impact Durbin in any way, but he is good at what he does and he welcomes the responsibility. To that point if it came down to six months or two years from now if there is another opportunity we would sit down and say this is on the table. We don't want to give the impression we are playing games with always coming back to the table. We are not going to play games like that and Steve wants to continue to grow and he is doing a good job but he has a special part in his heart for Durbin as well. He has worked hard and the entire team has worked hard. He is not going to let it fall by the wayside or pass it on to someone else either.

Mr. Pollicino stated thanks to GMS and this in no way impacts Dan or his abilities it is really making sure the board executes its fiduciary responsibilities to make sure we do the best for the community so don't take my comments in any way as offensive or derogatory. We have a contract with GMS for \$47,000 and I understand Dave is gone. I'm a little disappointed that

nobody from GMS was here to transfer the official baton so to speak. I know you have been here for a year but my question is when we executed the contract with GMS we agreed to a certain level of service and experience that Dave brought and that you replaced and my question that maybe you will bring back to your superiors that I hope they come to the next meeting is; (1) give the board a little comfort around any experience level; (2) what you have behind you to make sure that the level of experience and tenure that Dave brought to the table doesn't diminish in any way; (3) is there any change to the rate or price that we are currently being charged by bringing in a less tenured employee to the table based on hourly rates. You can express my disappointment that someone from GMS wasn't here on Dave's last day it is strange to me that they wouldn't be here to say rest assured we have it under control. I believe you have been here about a year.

Mr. Laughlin stated I will speak to Jim Perry and see if he can come to the next meeting.

Ms. Hall asked are Jim Perry and Jim Oliver still with GMS?

Mr. Laughlin responded yes.

Ms. Hall stated Jim Oliver and Jim Perry have a lot of experience, so you have a group of peers to go back to and work with every day at GMS and you have been leading the district as district manager for two years with Dave sitting in the audience, correct?

Mr. Laughlin stated yes, I have been doing a lot of the bulk for about a year, if he had emails or whatever he has been giving them to me to take care of. It is my understanding that he is still doing a few things, he has not completely retired. We have another district he is doing and he is also going to be helping out here a lot.

Mr. Pollicino stated I just want to make sure that we maintain the same level of excellence that Dave brought. I'm sure you are up to the task, it just would be nice to hear it from GMS to give the board the assurances that we won't have any dip in service or quality.

Mr. Harrah asked is there any update on the parking lots?

Ms. Alfano stated it is in permitting and we did get some word from George in our staff call last week that they have made some changes, but we are waiting for the final data to come back and it will trickle down to the contractor and to the attorney. Everything is in motion.

ELEVENTH ORDER OF BUSINESS

**Next Scheduled Meeting – November 26,
2018 @ 6:00 p.m. at the Durbin South
Amenity Center**

October 22, 2018

Durbin Crossing CDD

Mr. Laughlin stated our next scheduled meeting is November 26, 2018 at 6:00 p.m. here at the Durbin South Amenity Center.

On MOTION by Mr. Brownlee seconded by Mr. Harrah with all in favor the meeting adjourned at 7:00 p.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman