

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, January 22, 2018 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

Also present were:

Daniel Laughlin	District Manager
Dave deNagy	District Manager
Mike Eckert	District Counsel
Michelle Kim	Hopping Green & Sams
Stephen Howell	Vesta/Amenity Services Group
Dan Fagen	Vesta/Amenity Services Group
Roy Deary	Vesta/Amenity Services Group
Margaret Alfano	Vesta/Amenity Services Group
Meredith Connell	Durbin Crossing Swim Team

The following is a summary of the minutes and actions taken at the January 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**

**Discussion of Matters Related to U.S. Bank  
Litigation**

Mr. Pollicino stated Fishkind & Associates prepared a revised report on the consequential damages that has been submitted to U.S. Bank and mediation has been postponed until mid-March after which I will update the board.

**FIFTH ORDER OF BUSINESS**

**Consideration of 2018 Swim Team Proposal**

Ms. Connell reviewed the proposed agreement and schedule for 2018, after which the board took the following action.

On MOTION by Mr. Pollicino seconded by Mr. Harrah with all in favor the agreement regarding use of the district's recreation facilities with Durbin Crossing Dolphins Swim Team, Inc. was approved.

**SIXTH ORDER OF BUSINESS**

**Approval of Consent Agenda**

- A. Approval of Minutes of the December 18, 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 Ms. Hall with all in favor the consent agenda items were approved.

**SEVENTH ORDER OF BUSINESS**

**Discussion of Landscape RFP Criteria and  
Scope of Work**

Mr. deNagy stated I worked with Margaret, Steve and Daniel to put the RFP together. We are in our last year of the contract with R&D and we put this RFP together for fiscal years 2019, 2020 and 2021. A couple of things changed from our current agreement, we are pulling out maintenance of the palm trees and we are looking to make irrigation repairs more inclusive.

Whatever they bid for irrigation repairs for any breaks for sizes less than 4" will be incorporated in the contract. There will be no separate billing for irrigation repairs. We paid over \$30,000 in the past year and a half for irrigation repairs. We will still have major repairs, the controllers and that sort of thing.

Mr. Eckert read into the record the proposed selection criteria.

On MOTION by Mr. Pollicino seconded by Mr. Harrah with all in favor the selection criteria was approved and staff was authorized to issue the RFP for landscape maintenance services.

## **EIGHTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. District Counsel**

Mr. Eckert stated we are currently watching the legislative session and changes being proposed. One of the things that looks like it may pass this year is the ethics training requirement for special district board members and if that does pass we will provide you with different alternatives for getting that training. There is online training and it may be something that we can incorporate into your meetings as well. There is a proposed constitutional amendment from the constitutional review commission that is being discussed at this point and it is basically sunseting special districts over a period of time and also having votes when you are dealing with ad valorem taxation issues. We don't have ad valorem taxes we levy non-ad valorem special assessments, so we will be watching that closely to see if it evolves and how it can affect the district and we will let you know.

#### **B. District Engineer**

There being none, the next item followed.

#### **C. District Manager**

Mr. Harrah stated St. Johns County reached out to me at a meeting I attended on a traffic study they are conducting on Longleaf and St. Johns.

#### **D. General Manager - Report**

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

On MOTION by Mr. Pollicino seconded by Mr. Brownlee with all in favor staff was authorized to proceed with the office remodel as presented in an amount not to exceed \$20,000.

**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.

On MOTION by Mr. Pollicino seconded by Mr. Harrah with all in favor staff was authorized to proceed with installing a tree buffer along Longleaf Pine Parkway on the backside of Fernbrook Drive and Forest Edge Drive in an amount not to exceed \$8,000.

**NINTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**TENTH ORDER OF BUSINESS**

**Supervisor's Requests and Audience Comments**

Ms. Jackson stated I sent out a petition about putting in a sidewalk by the south amenity and I want to know how I get it on the meeting agenda. We have to cross over to the sidewalk and the crosswalk is blocked with parked cars.

Mr. Harrah stated we typically have one entry sidewalk to every community and it sounds simple but I don't know that it is that simple. If we put in one sidewalk the other communities will ask to have a sidewalk.

Mr. Pollicino stated if the issue is with the home and blocking the sidewalk the HOA can address it.

Mr. Harrah stated a lot of people who use that area think that the left side is that person's yard so if you put a sidewalk in there my fear is that people will be parking through there. The HOA has to address that issue. I will look into having the city stripe that crosswalk.

**ELEVENTH ORDER OF BUSINESS**

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

Mr. Laughlin stated our next scheduled meeting is February 26, 2018 at 6:00 p.m.

January 22, 2018

Durbin Crossing CDD

On MOTION by Mr. Pollicino seconded by Mr. Harrah with all in favor the meeting adjourned at 7:23 p.m.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman