

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, April 23, 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
Debbie Driscoll	Supervisor

Also present were:

Daniel Laughlin	District Manager
Dave deNagy	GMS
Mike Eckert	District Counsel
Stephen Howell	Vesta/Amenity Services Group
Dan Fagen	Vesta/Amenity Services Group
Robert Beladi	Vesta/Amenity Services Group
Dave Bissonnette	Vesta/Amenity Services Group
Margaret Alfano	Vesta/Amenity Services Group

The following is a summary of the minutes and actions taken at the April 23, 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 conversations continue with Scott Clark in hope of reaching a negotiated settlement.

**FIFTH ORDER OF BUSINESS Consideration of Ranking Landscape
Maintenance Proposals**

Mr. Howell stated we would like an extension until next month to do a more thorough investigation of each company that bid.

Mr. Eckert stated we will put this item on the May meeting agenda.

Mr. Harrah asked did Steve and Margaret visit some of the sites that these bidders were already working on and rate them? Can we add that criteria to our point system?

Mr. Eckert responded not at this point. If you are creating another point category I would not recommend that you do that. I would recommend that you solicit input from your staff in terms of what they have seen and that you take that into account in the categories that have already been approved and were included in the RFP originally.

**SIXTH ORDER OF BUSINESS Consideration of Proposal from Corner Lot
Development Group**

Mr. Eckert stated I didn't receive any revised documents before this meeting. We reached back out to them and said that if they wanted to propose something it should be in the form of an option agreement, there should be a non-refundable fee to hold the property off the market essentially and my understanding is they are going to consider that and come back with something, but I did not receive anything before today. The proposal in the agenda package is not really a true option agreement that I would recommend to the board. It is a letter of intent that is pretty one-sided.

SEVENTH ORDER OF BUSINESS Discussion of the Fiscal Year 2019 Budget

Mr. deNagy gave an overview of the major line item changes proposed for fiscal year 2019 being capital outlay for the north and south parking lot additions, amenity staffing increase

for lifeguards and facility attendants, an increase in the events/holiday line item, an increase in landscape maintenance and a decrease in utilities, legal and capital reserves.

Mr. deNagy stated May will be the budget approval meeting and we need to talk about this or give serious consideration to these changes that I pointed out. The budget process starts with approval, allow 60 days after approval before we can adopt the budget for purposes of levying assessments so budget adoption will be in August.

If there is a not a comfort level with the budget that is structured here if there is any kind of an increase that will have to be brought to our attention for our budget approval meeting in May. There is a mailed notice requirement if we have an increase.

EIGHTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of Minutes of the March 26, 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. Brownlee seconded by Mr. Pollicino with all in favor the consent agenda items were approved.

NINTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel**

There being none, the next item followed.

- B. District Engineer**

There being none, the next item followed.

- C. District Manager**

Mr. deNagy stated we filed a claim for \$6,250 with FEMA in 2016 for damage from Hurricane Matthew and we received \$5,625 this month. That is all we will receive and the district absorbed that 10%.

D. General Manager - Report

Ms. Alfano reviewed the general manager's report, copy of which was included in the agenda package.

E. Operations Manager - Report

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

TENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

Supervisor's Requests and Audience Comments

Mr. Harrah stated we probably need to put out the bid package for the north and south parking lots in June or July.

Mr. Eckert stated those are under the competitive bid threshold, so it is just solicitation of proposals. There is no process we have to follow with that.

TWELFTH ORDER OF BUSINESS

Next Scheduled Meeting – May 21, 2018 @ 6:00 p.m. at the Durbin South Amenity Center

Mr. Laughlin stated the next scheduled for May 21, 2018 at 6:00 p.m. and that will be the budget approval meeting.

On MOTION by Ms. Hall seconded by Mr. Pollicino with all in favor the meeting adjourned at 6:35 p.m.


Secretary/Assistant Secretary


Chairman/Vice Chairman