

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, August 26, 2019 at 6:00 p.m. at the Durbin South Amenity Center, 145 South Durbin Parkway, St. Johns, 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	GMS
Mike Eckert	District Counsel
Stephen Howell	Vesta
Margaret Alfano	Vesta
Danelle DeMarco	Vesta
Buddy Tate	Down to Earth Landscaping

The following is a summary of the minutes and actions taken at the August 26, 2019 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

Affidavits of Publication

A copy of the affidavit of publication of the public hearing was included in the agenda package.

FIFTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of Minutes of the July 22, 2019 Meeting**
- B. Balance Sheet and Statement of Revenues and Expenses**
- C. Assessment Receipt Schedule**
- D. Check Register**

On MOTION by Ms. Hall seconded by Mr. Brownlee with all in favor the consent agenda items were approved.

SIXTH ORDER OF BUSINESS

Public Hearing to Adopt the Budget for Fiscal Year 2020

On MOTION by Mr. Brownlee seconded by Ms. Hall with all in favor the public hearings on the budget and assessments were opened.

Mr. deNagy stated in terms of dollars the budget is identical to 2019 and there is no increase in O&M assessments. We talked about the budget and had it on the agenda for at least the last three meetings.

There being no comments or questions from the public the board took the following actions.

On MOTION by Mr. Brownlee seconded by Mr. Harrah with all in favor the public hearings were closed.

- A. Consideration of Resolution 2019-04 Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2020**

On MOTION by Mr. Brownlee seconded by Ms. Driscoll with all in favor Resolution 2019-04 was approved.

B. Consideration of Resolution 2019-05 Imposing Special Assessments and Certifying an Assessment Roll

On MOTION by Mr. Harrah seconded by Mr. Pollicino with all in favor Resolution 2019-06 was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2019-06 Setting a Public Hearing Date to Adopt Amended and Restated Rules of Procedure

Mr. deNagy stated Resolution 2019-06 sets a public hearing to consider amended and restated rules of procedure. The rules are a subset of all the legislation that governs CDDs and we have rules of procedure in place, but laws change over time.

Mr. Eckert stated this also includes Florida case law that is on point in terms of issues we deal with. For example, there is a case that says you don't have to respond to a public records request if the person requesting them has an unpaid balance for their last public records request. Other items to be included are: financial disclosure coordination, definition of meeting materials, security and fire safety conversations, internal controls to prevent fraud, waste and abuse, audit selection committee, prequalification of contractors and other minor cleanup items.

Ms. Alfano asked on the October 28th hearing could we include rates and fees with that as well?

Mr. Eckert stated it is a separate issue you might save a little bit on noticing if you folded in the two notices, but I would not combine them at this point. Usually when you are doing amenity rules that is when you want to fold those in but this is separate.

On MOTION by Mr. Pollicino seconded by Mr. Brownlee with all in favor Resolution 2019-06 was adopted.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Eckert stated at the last meeting there was a resident who inquired about releasing a portion of an easement over a portion of their back yard. I gave them my contact information

after the meeting and showed them the area for which they would need to obtain a metes and bounds survey. I have not heard back from them. I did hear that they may no longer need to go into the easement but there is nothing for us to do until they contact us.

B. District Engineer

Ms. Alfano stated Steve and I had an issue in the north parking lot. One of the islands wasn't draining or percolating properly so George came out and checked it out. They determined that the soil wasn't properly manipulated before those trees were planted so there is not enough drainage and they are going to replace all those things. We appreciate George's assistance on that.

C. District Manager – Discussion of the Meeting Schedule for Fiscal Year 2020

Mr. Harrah stated last year we canceled a meeting because it was so close to another one.

Mr. Pollicino stated we canceled the December meeting.

Mr. Eckert stated your manager will coordinate with the chairman to find out if there is any need to meet, any items that can't wait until the next meeting and that is who usually makes that call.

On MOTION by Ms. Driscoll seconded by Ms. Hall with all in favor the fiscal year 2020 meeting schedule was approved indicating meetings on the fourth Monday of the month with the exception of November and December 2019 and May 2020.

D. Down to Earth Landscape

Mr. Tate stated I understand there are a few issues around the property that we are dealing with now, detail issues and trimming and that kind of thing. I was able to hire three people this morning to bring them in as a detail crew. As far as irrigation I have heard the issues and we will do what we can to provide a little more irrigation help, more inspection over the next couple of weeks.

Mr. Harrah stated Steve, I know you have made improvements in the communication part of having meetings in the mornings. I guess the punch list was a big add on that we didn't have

before. Are the meetings continuing, are they regularly scheduled and how often is the punch list tracked?

Mr. Howell stated we started since the last meeting we have always done this but it was a meeting once a month. We felt it getting better, everyone involved to see what is going on, on a weekly basis, where we are, what is getting accomplished so that things that you notice and we notice doing a status. The first couple weeks it was highly successful, they were real responsive to the feedback, the last couple meetings there was a staffing issue their expectations of having extra bodies that they have been honest with me about, didn't come to fruition due to staff issues. Their primary maintenance crews as far as the lakes and roadways, the routine maintenance stuff those guys are out there every day. It is the attention to the detail, weeds in the beds, the junipers and there is still an issue with the annuals not holding for a full quarter.

Mr. Pollicino stated the bottom line is we are five people, we are not involved in the day to day, Steve and Margaret are so we rely a lot on their feedback on how it is going, are they responsive, non-responsive those kinds of things. If Steve and Margaret feel that they are coming along that it is going to work out and they are turning a corner where things are going to get better we are not going to question your judgement, but we don't want things to head south. If you are vouching that they are doing a great job, great, or we should put out an RFP then that is an acceptable response to the board as well. We have to rely on you.

Ms. Alfano stated I don't know about the schedule but it seems like there is a disconnect between the guys on mowers, on the ground at Durbin and the management at Down to Earth. It is not a slur it just seems that the devil is in the details and as a resident or an employee here when we see the Down to Earth truck six or seven times and the entrance still has weeds coming out of the juniper and those guys didn't see it. It is a perception and I think it is the details that are lacking. I would like to invite Buddy to go on our drive throughs this next month and then us bring back to you a report at the next meeting and see exactly where we are. I don't want to say there is lack of urgency but I would like everyone that has any hand in this to get a grasp on where our frustration points are. Steve and I will be as available as we can and work that out but if you could do that it would give me a little peace of mind to know that we have done everything.

Mr. Harrah stated what I'm hearing is you want to stay the course with their company, continue the punch list, make sure the punch list is being addressed every month and let us know if you are having issues with the monthly meetings.

E. General Manager - Report

Ms. Alfano reviewed the general manager's report and stated I was contacted by our Playworld vendor today and we shared pictures of our project with his company and they are coming out Friday at noon to do a photo shoot for the catalog, they will bring photographers and a drone and I wanted to make sure it was good with Mike. My only stipulation was that we get a copy of every photo. It will be useful for newsletter or marketing.

Mr. Eckert stated you and I can talk about the specifics of that after the meeting. I'm assuming the board doesn't have a concern about that.

Ms. Alfano stated with our fitness component and being bike rider friendly, there is something called a bike fixit station that is about \$1,200 with a rack with attached tools and a manual pump station. I think it would be a nice component to put by the bike rack by the playground.

F. 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

Supervisor's Requests and Audience Comments

Mr. Harrah stated around Earth Day every year start selling anything Durbin Cares Cleaning, where you go around and the kids get community service hours, they pick weeds, and litter around the community. Have a little festival and it may be a nice day for the community.

Mr. Rucker stated I want to compliment the board and staff for the nice job on the playground, it looks great. I was listening to the representative from Down to Earth and he said that retention of help was an industry problem, but he is the guy who needs to solve it and he didn't address it.

Mr. Harrah stated he said he hired three people today.

Mr. Rucker stated it seems that there is a definite communication disconnect between their management and their staff and he didn't address that either.

TENTH ORDER OF BUSINESS

Next Scheduled Meeting – September 23, 2019 @ 6:00 p.m. at the Durbin South Amenity Center

Mr. deNagy stated the next the next meeting is scheduled for September 23, 2019 at 6:00 p.m. in the same location.

On MOTION by Mr. Pollicino seconded by Mr. Brownlee with all in favor the meeting adjourned at 7:10 p.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman