

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 27, 2020 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:

Daniel Laughlin	District Manager
Dave deNagy	GMS
Michelle Rigoni	District Counsel
Stephen Howell	Vesta/Amenity Services Group
Dan Fagen	Vesta/Amenity Services Group
Danelle DeMarco	Vesta/Amenity Services Group
Todd Myhill	Vesta/Amenity Services Group
Jay King	Vesta/Amenity Services Group
Roy Deary	Vesta/Amenity Services Group
Shane Blair	VerdeGo

The following is a summary of the discussions and actions taken at the January 27, 2020 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 at 6:00 p.m. 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 November 18, 2019 Meeting**
- B. Balance Sheet and Statement of Revenues and Expenses**
- C. Assessment Receipt Schedule**
- D. Check Register**

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

**FIFTH ORDER OF BUSINESS**

**Ratification of Third Addendum to Vesta Property Services Agreement**

Ms. Rigoni stated this memorializes our understanding with Vesta for the mobile app services. It makes certain findings by the board on the current status of the mobile app and that Vesta is continuing to work on bringing the mobile app up to ADA compliance as soon as possible and we should be expecting a written plan of action in the near future.

On MOTION by Mr. Brownlee seconded by Mr. Harrah with all in favor the third addendum to the Vesta Property Services Agreement for fiscal year 2020 was ratified.

**SIXTH ORDER OF BUSINESS**

**Ratification of Landscape Maintenance Agreement with VerdeGo**

Ms. Rigoni stated this is the standard agreement that was included in the RFP packet just customized to fit their schedule of services, their pricing and landscape map is included. It contains the similar substantive provisions you have seen before.

On MOTION by Mr. Harrah seconded by Ms. Driscoll with all in favor the landscape maintenance agreement with VerdeGo was ratified.

**SEVENTH ORDER OF BUSINESS**

**Selection of Audit Committee**

On MOTION by Mr. Pollicino seconded by Mr. Harrah with all in favor the board members were appointed to serve as the audit committee.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Landscape Maintenance Report**

Mr. Blair gave an overview of the work accomplished the first few weeks on the site and outlined the main upcoming challenges.

**B. District Counsel**

Ms. Rigoni stated as you may recall we received a request from Mattamy to convey a very small parcel about .02 acres and Mike Eckert previously communicated to you that we should have the district engineer check to see if there are any contamination issues. We won't know if there are any contamination issues unless we order a test to do so and in the district engineer's previous experience in similar conveyances of this type and scope, he doesn't recall ordering one. He doesn't believe it is warranted at this time. Otherwise he didn't see any issues with the conveyance. It is at the end of one tract that is owned by the CDD and it doesn't appear to significantly increase any maintenance or operation responsibility on the district's part.

Mr. Harrah asked what are the next steps to accept it?

Ms. Rigoni stated we would typically draft the conveyance documents. I would ask for a motion to delegate authority to staff to prepare the necessary conveyance documents and delegate authority to the chairman to work with us in finalizing the conveyance.

On MOTION by Mr. Pollicino seconded by Mr. Harrah with all in favor staff was authorized to prepare the conveyance documents for the .02 acre parcel and the chairman was delegated the authority to sign off on the conveyance documents with the condition that the transaction costs be covered by Mattamy.

Ms. Rigoni stated I have an update on the irrigation damage demand letters. We did send out a second round of letters and we were able to recover a little over \$12,000. We do have a couple demands still outstanding a total of about \$8,000 from two different vendors. Because our

demand letters haven't really gotten their attention the next step at this point would be to file for a claim. And because the size of what we are asking to recover is so small we would be going through the small claims court, and there are filing fees and our time and effort which should be considered in the Board's decision to pursue further action.

The vendors are, Quanta Telecommunications Services/Bluehill for about \$2,500 and D&B Hand Digging about \$5,000. Our first certified mail to D&B was returned unopened. We have been unsuccessful so far in getting in contact with the business owner.

Mr. Pollicino stated check with the Better Business Bureau, check with the parent company and do your due diligence and if you think there is a pocket we can tap into for recovery then proceed, but if you come back to the next meeting and the company is gone then we will write it off.

**C. District Engineer**

There being none, the next item followed.

**D. District Manager**

There being none, the next item followed.

**E. General Manager - Report**

Mr. Myhill reviewed his report, a copy of which was included in the agenda package.

The board and staff discussed parking issues during swim meets, different ways to accommodate more children who want to be on the swim team by additional practice times, using the North pool and staff was directed to bring back an alternative plan in the future to include everybody who wants to be on the team.

On MOTION by Mr. Pollicino seconded by Mr. Harrah with all in favor the proposed swim schedule was approved and district counsel was authorized to prepare a license agreement with the Dolphins Swim Team.
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**F. Operations Manager - Report**

Mr. Howell reviewed the field operation manager's report, a copy of which was included in the agenda package.

On MOTION by Mr. Harrah seconded by Ms. Driscoll with all in favor staff was authorized to remove the mulch material from the south playground and place it in the shed area and district counsel was authorized to prepare an agreement for the installation of new mulch material with First Coast Mulch for the south playground area in an amount not to exceed \$3,600.

On MOTION by Mr. Harrah seconded by Mr. Pollicino with four in favor and Ms. Hall opposed district counsel was authorized to prepare agreements with VerdeGo landscape enhancements for Veterans Parkway median and entry and exit, the Heron Landing monument and the Orchid roundabout in an amount not to exceed \$30,000 then using the coupon of \$10,000 and Steve Howell was authorized to use his discretion as to how to edit the proposals, and to enter into negotiations with VerdeGo and the chairman was authorized to execute the final agreements.

#### **NINTH ORDER OF BUSINESS**

#### **Supervisor's Requests and Audience Comments**

Ms. Hall asked where are we with heating the pool?

Mr. Harrah stated I think we decided it was a wintertime construction activity and we hit the window in 2020 or wait until winter of 2021. The north playground was the big expense for 2020 and 2021 would be heating the pool and possibly a splash park.

Ms. Hall stated my concern is we came across some money and we are spending it on this and that and I'm worried we are going to run out and when I ask residents what they prefer, a heated pool or green grass and they are all on the pool side. I just want to make sure that is still on the horizon. I work with a community that has a pool that is geothermal, and it makes it warmer in the winter and cools it off in the summer and makes the pool a year-round amenity.

Mr. Clarke stated I'm a new resident and you are talking about the number one thing I care about and that is a heated pool. I noticed it was in the board comments from last February. How do you poll the residents to find out what they would like?

Mr. Brownlee stated we did a survey and got a very poor response.

Ms. Hall stated the heated pool wasn't on it.

Mr. Pollicino stated heating the pool would be an amenity, but it would be used by maybe 30% of the people. The board will make the proper decision once we discuss it.

Mr. Harrah stated in 2021 we will have that major investment.

Mr. Clarke stated the emails that come out which advertise the app and everything else puts those out over and over and if you were to add that as, this is when we are going to do this survey repetitively opposed to just the week before the CDD meeting you will generate a little more awareness.

A resident stated I don't know if you are aware of the informal playground that is being used excessively by kids, just around the corner close to the playground here but it has become the kickball, football, dig a hole area and I suggest you fix that.

Mr. Howell stated it is a common area. Parents can sit in their driveway and watch their kids play. From a management standpoint of the turf, it is almost impossible because the kids are wearing it out. It is a CDD common area that is an irrigated turf area.

Mr. Pollicino stated we need to educate the residents; you can put out an email that it is a common area and not a playground.

**TENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – February 24, 2020  
@ 6:00 p.m. at the Durbin South Amenity  
Center**

Mr. Laughlin stated the next scheduled meeting is February 24, 2020 at 6:00 p.m. in the same location.

On MOTION by Mr. Brownlee seconded by Mr. Pollicino with all in favor the meeting adjourned at 7:32 p.m.
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Secretary/Assistant Secretary

  
Chairman/Vice Chairman