

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, February 24, 2020 at 6:02 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
Michelle Rigoni	District Counsel
Stephen Howell	Vesta/Amenity Services Group
Jay King	Vesta/Amenity Services Group
Danelle DeMarco	Vesta/Amenity Services Group
Todd Myhill	Vesta/Amenity Services Group
Shane Blair	VerdeGo

The following is a summary of the discussions and actions taken at the February 24, 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 6:02 and led the pledge of allegiance.

SECOND ORDER OF BUSINESS

Roll Call

Mr. Laughlin called the roll.

THIRD ORDER OF BUSINESS

Audience Comments

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There being none, the next item followed.

FOURTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of Minutes of the January 27, 2020 Meeting**
- B. Balance Sheet and Statement of Revenues and Expenses**
- C. Assessment Receipt Schedule**
- D. Check Register**

Mr. Brownlee stated a couple of people have approached me asking why the last meeting's minutes are not available yet and it's because the Board has to approve them before we can put them out. The minutes you see are always going to be one month behind and we didn't have a meeting in December, so we approved November's minutes in January. Another comment I'd like to make is that everyone on this Board gets the items in the agenda package and we go over them very carefully and if something is astray, we bring it up at the meetings. There's a lot of work that is done behind the consent agenda.

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

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2020-03
Confirming the District's Use of the St. Johns
County Supervisor of Elections to Conduct
the District's Election of Supervisors**

Mr. Pollicino asked how many seats are coming up for election?

Mr. Laughlin responded Supervisor Hall and Supervisor Driscoll seats 4 and 2 are up for election.

On MOTION by Mr. Harrah seconded by Ms. Driscoll with all in favor Resolution 2020-03 was approved.

SIXTH ORDER OF BUSINESS

**Acceptance of the Audit Committee's
Recommendation and Authorization to Issue
RFP**

Mr. Laughlin stated next is acceptance of the audit committee's recommendation and authorization for staff to issue RFP.

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On MOTION by Mr. Pollicino seconded by Ms. Driscoll with all in favor the audit committee's recommendation was accepted and staff authorized to issue the RFP for audit services.

SEVENTH ORDER OF BUSINESS Staff Reports

A. Landscape Maintenance Report

Mr. Blair updated the board on landscape maintenance activity since the last meeting.

Mr. Chrisp stated I live in the townhomes and we got rid of our lawn services because of their terrible service and we had a problem with R&D and our new service. We have trees that were always mulched, since R&D did a terrible job, grass started growing and we no longer have a mulch area.

Mr. Harrah stated your landscaping is handled through your HOA, we handle the preserve side of the pond and the ponds themselves, but we will check into it.

B. District Counsel

Ms. Rigoni stated you have probably seen the cease and desist letter that went out in response to a report of damages to the conservation area. We will see how they respond to that letter and get back to you if we need further action.

I have been informed by a colleague working at Harbor Bay that Roy Deary has expressed that they may be six or eight weeks out to the ADA compliance with the mobile app. I was going to reach out to see if we can get an update at the next meeting. I don't know if Jay knows anything about that.

Mr. King stated not about the specific timeframe; I know we are working on that and we will have an update next month.

C. District Engineer

There being none, the next item followed.

D. District Manager

There being none, the next item followed.

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E. General Manager - Report

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

Ms. Rigoni stated it has been some time since we have reviewed the waiver forms and some of the vendors may be using an outdated form. We would like authorization to review the waiver forms.

Mr. Pollicino stated that is a great idea.

After discussion by the board, staff was directed to work with Ms. Hall to get quotes on heating the pool; Ms. Driscoll to get quotes for a splash park to include relocation of the playground or expansion of the north amenity playground and Mr. Pollicino to get quotes on additional gym equipment for the north amenity center. Quotes to include operating costs for each to be presented at the next meeting for inclusion in the proposed fiscal year 2021 budget.

On MOTION by Mr. Pollicino seconded by Mr. Harrah with all in favor Mr. Pollicino was appointed to head the gym expansion with staff, Supervisor Hall to head the pool heating with staff and Supervisor Driscoll to head the splash park with staff.

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.

Mr. Howell was directed to bring to the April meeting replacement cost for the furniture in the south social hall.

G. Amenity Manager – Report

A copy of the amenity manager’s report was included in the agenda package.

EIGHTH ORDER OF BUSINESS

Supervisor’s Requests and Audience Comments

Mr. Laughlin stated there are two residents with encroachments into the drainage easement who would like to address the board.

Ms. Jalali outlined her request to encroach into the district’s drainage easement with pavers professionally installed by a contractor and stated we are aware that should access into the drainage

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easement be required removal of all property would be the responsibility and expense of the homeowner for which we would agree and comply.

Ms. Rigoni stated previously this board has approved various projects that encroached into our drainage easements depending on the permanent nature of the improvement, it will either be a release of easement for that portion or just a license agreement to encroach into that area. If the Board is inclined to approve, be mindful that it is the last house on the block on that storm drainage facility and it seems that they are willing to work with the district to facilitate access, so I don't see that being an issue. We typically put it in our agreement that they are responsible for the cost of upkeep, maintenance, operation and cost of removal if need be. Typically, we would ask the homeowner to cover the cost of the preparation of the agreement.

Ms. Jalali stated I am willing to do that.

Mr. Rucker asked what exactly is the CDD approving?

Mr. Harrah stated we are allowing an encroachment into our easement by the pond.

Ms. Jalali stated the HOA told us we had to go to the CDD to get their okay first.

Ms. Rigoni stated our agreement also says that the homeowner is responsible for obtaining all approvals including the HOA approval.

The Board confirmed their agreement to the Ms. Jalali's request, subject to preparation of an agreement by District Counsel.

Mr. Jonihakis stated we submitted for a permit for a pool and patio enclosure we want to add to our home. In planning with our consultant, we realized the pool would only be 11 feet wide because of the 10 foot drainage easement and we are requesting that we can encroach three feet into that easement with the walkway and the cover for the pool.

Ms. Rigoni stated this is the type of improvement where we would release a portion of our easement. You have approved this type of release before it is just a matter of staff reviewing to make sure it is not impeding our ability to access the stormwater pond. Again, the fees would be paid by the homeowner.

Mr. Howell stated as long as they have the ability to get around the pond, I have no issue with this request.

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The Board was in agreement and preliminarily approved the residents’ requests for release of and encroachment into the District’s drainage easement, and delegated authority to Chairperson to finalize the agreement. The agreement will be brought back for approval or ratification.

Mr. Harrah asked on the extension to the splash park in the north, the umbrella that has water coming down, do we have that on a timer, so it is off from 10 p.m. to 10 a.m.?

Mr. Howell stated yes.

Ms. Hall stated a long time ago we talked about taking the little conference room over there and turning it into a stretching area with some dumb bells and bands maybe a ball because that is the one thing in the north, there isn’t a lot of space. Can we go back and revisit that? I think Margaret had a plan to turn that into a stretching area.

Mr. Laughlin stated I think part of it was they were using it for storage but now we have the shed.

Mr. Howell stated I think the biggest issue was the footprint and putting equipment in there.

Ms. Hall stated there would be no equipment, just some racks with balls and maybe a TRX.

Mr. Howell stated we will look at it.

NINTH ORDER OF BUSINESS

Next Scheduled Meeting – March 23, 2020 @ 6:00 p.m. at the Durbin South Amenity Center

Mr. Laughlin stated our next scheduled meeting is March 23, 2020 at 6:00 p.m. here at the Durbin South Amenity Center.

On MOTION by Mr. Brownlee seconded by Ms. Driscoll with all in favor the meeting adjourned at 7:26 p.m.

DocuSigned by:
Daniel Laughlin
B48EC211DC1144D
Secretary/Assistant Secretary

DocuSigned by:
Peter Pollicino
DE5EF8AA9DE041B
Chairman/Vice Chairman