

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, November 16, 2020 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
Mike Eckert	District Counsel
George Katsaras	District Engineer by telephone
Steve Howell	Vesta/Amenity Services Group
Justin Blankenbaker	Vesta/Amenity Services Group
Dan Fagen	Vesta/Amenity Services Group
Danelle DeMarco	Vesta/Amenity Services Group
Todd Myhill	Vesta/Amenity Services Group

The following is a summary of the discussions and actions taken at the November 16, 2020 meeting. An audio 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 October 26, 2020 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. Pollicino with all in favor the consent agenda items were approved to include an amendment to the minutes.

FIFTH ORDER OF BUSINESS

Ratification of Encroachment Agreement with Marvin and Linda Brown

Mr. Laughlin stated Mike has been working with Mr. and Mrs. Brown, they did get the agreement back signed and we received the check for the costs associated with it and it has been deposited.

Mr. Eckert stated the way it worked out is we prepared an easement agreement for the portion of the patio that is on the district land. They didn't want to enter into the easement agreement after they saw it, and they took out the pavers that were on District land and I've seen a picture showing that they have been taken out. I don't know if it is precisely on the line or not, I'm assuming it is. They did want to have an encroachment agreement for the portion of the patio that is in the district's drainage easement but on their lot so that is what is before you today. They reimbursed the district for the costs associated with that.

Mr. Harrah stated check and make sure they put the sod back.

Mr. Brownlee asked did you ask if they were going to proceed with the pergola?

Mr. Eckert stated I don't think they are at this point, based on the definition that is in the document that only allows them to have the patio there not the pergola. They never pushed for the pergola after this issue came up.

On MOTION by Mr. Harrah seconded by Mr. Brownlee with all in favor the encroachment agreement with Marvin and Linda Brown, 1915 Dumfries Court, St. Johns, Florida was ratified.

SIXTH ORDER OF BUSINESS**Staff Reports****A. Landscape Maintenance Report**

Mr. Blankenbaker stated I had a meeting with Jamie and Shane this week, everything is on schedule. The only thing that came up at this meeting as far as our landscaping has to do with St. Johns County taking over the mowing and trimming. We are working on the section 8 appropriation of those funds and we are rewriting that section for approval later on that will basically be mowing three ponds.

Mr. Harrah stated that area where the magnolia was at the roundabout is an eyesore.

Mr. Blankenbaker stated we are trying to find the right size and we have had trouble finding one to replace it. We can fill that hole.

B. District Counsel

Mr. Eckert stated we had the gentleman here at the last meeting and we asked him to come back with any proposals that he had for restoring the conservation area. I haven't heard anything from him.

We have another conservation area that has been disturbed. We have pictures of that, and our protocol has been to go out, figure out where the line is, get a quote for restoring it and then talk to the homeowner about that. This one is a little bit different in that the homeowner is engaged with district staff to try to figure out what needs to be done. I'm bringing it to your attention. I'm not sure we have a recommendation at this point. The other staff members may have more information on it than I do. It is a constant issue in all communities that have conservation areas to deal with. It is not individual to these two folks, but it is something the District has the permit for, and it is the District's responsibility to make sure it is complying with the permit.

Mr. Harrah stated we have a quote from a vendor who knows how to replace it back to meet our permit conditions. We have someone who hasn't responded in two weeks. Do we have the ability to go ahead and hire the vendor, have them restore the area and then how do we obtain the funds from the individual? What can we do?

Mr. Eckert stated it would probably be a small claims suit.

Mr. Katsaras stated my understanding is that Mr. Taylor, the environmental consultant that was out there, coordinated with that homeowner and the homeowner knows what he needs to plant

back and there is some correspondence about that. I think that is the plan, that he is going to plant it back.

Mr. Pollicino stated as long as he is responsive, I'm good. If you are saying he is actively engaged, then I'm good with that. Let's follow-up next month and see where he is at before we go to the next step.

Mr. Harrah asked can we send him a letter and tell him he has to have it done by a certain date?

Mr. Pollicino stated maybe a quick one-paragraph letter saying we understand you are in discussions with the environmental consultant, you didn't show up at the November meeting.

Mr. Harrah stated if he doesn't have it done by a date certain then we will hire our own vendor and seek reimbursement.

Mr. Eckert stated we will give him another month.

Mr. Pollicino stated on the second gentleman, give him 30 days.

Mr. Eckert stated I will do a 30-day letter and get that out. On the second gentleman I think what we will do is have some informal conversations for this next month and at your next meeting when we all get back together, we will have a plan that works for you.

The governor has not extended the order for us to meet virtually, so we do have a physical quorum here today and I don't know if that will change in the future.

C. District Engineer

Mr. Katsaras stated I have an update regarding the traffic signal. I was notified in early November and they plan to install a mast arm foundation in early December and if they stay on that schedule that would have them finishing the signal in late February. That all depends on when the mast arms actually arrive.

Mr. Harrah stated if you can get the name of the contractor who is doing the pilings and poles and things like that it would be good to have our staff meet with them and VerdeGo and even the school guards to make sure this goes off like it is supposed to.

Mr. Katsaras stated I can do that. They have the maintenance of traffic plans and they know they need to maintain pedestrian traffic around the area.

D. District Manager - Report

Mr. Laughlin stated in the reserve study they have the shade structures for the tennis court in year 2019/2020, they only had \$1,273. They did have the south pool, \$6,416 for the same year for shade structure. For the painting they had both the north and south amenity center for 2019/2020, \$4,328 for north and \$4,965 for south.

E. General Manager - Report

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

F. Operations Manager - Report

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

On MOTION by Mr. Pollicino seconded by Mr. Brownlee with three in favor and Ms. Driscoll and Mr. Harrah abstaining due to a conflict of interest staff was authorized to contract with Investment Painting for painting of the north and south amenity centers.

G. Amenity Manager – Report

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

SEVENTH ORDER OF BUSINESS

Supervisor's Requests and Audience Comments

Mr. Pollicino stated Mr. Bill Clarke is here and I want to congratulate him and welcome him to the board. I'm looking forward to working with you and appreciate you running. I want to say good-by to Debbie. Your dedication to the community is second to none.

EIGHTH ORDER OF BUSINESS

**Next Scheduled Meeting – December 21, 2020
@ 6:00 p.m. at the Durbin South Amenity Center**

Mr. Laughlin stated the next meeting is scheduled for December 21, 2020 at 6:00 p.m. We have canceled the December meeting in the past and it is up to the board if you want to meet or cancel.

November 16, 2020

Durbin Crossing CDD

On MOTION by Mr. Brownlee seconded by Mr. Pollicino with all in favor the December meeting was canceled.

On MOTION by Ms. Driscoll seconded by Mr. Brownlee with all in favor the meeting adjourned at 7:05 p.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman