

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, July 25, 2022 at 6:00 p.m. at the Durbin South Amenity Center, 145 South Durbin Parkway, Jacksonville, Florida.

Present and constituting a quorum were:

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| Peter E. Pollicino | Chairman |
| Tim Brownlee | Vice Chairman |
| Sarah Gabel Hall | Supervisor |
| Jason Harrah | Supervisor (by telephone) |

Also present were:

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| Daniel Laughlin | District Manager |
| Mike Eckert | District Counsel |
| Dan Fagen | Vesta/Amenity Services Group |
| Margaret Alfano | Vesta/Amenity Services Group |
| Danelle DeMarco | Vesta/Amenity Services Group |
| Zach Davidson | Vesta/Amenity Services Group |

The following is a summary of the discussions and actions taken at the July 25, 2022 meeting.

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

Approval of Consent Agenda

July 25, 2022

Durbin Crossing CDD

- A. Approval of Minutes of the June 27, 2022 Meeting**
- B. Balance Sheet and Statement of Revenues and Expenses**
- C. Assessment Receipt Schedule**
- D. Check Register**

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

FIFTH ORDER OF BUSINESS **Acceptance of Fiscal Year 2021 Audit Report**

Mr. Laughlin stated there were no current year or prior year finding or recommendations and it is a clean audit.

On MOTION by Mr. Brownlee seconded by Mr. Pollicino with all in favor the fiscal year 2021 audit report was accepted.

SIXTH ORDER OF BUSINESS **Discussion on the Fiscal Year 2021 Budget**

Mr. Laughlin stated this is a placeholder, next month we will have the public hearing to adopt the budget.

SEVENTH ORDER OF BUSINESS **Staff Reports**

- A. Landscape Maintenance Team - Report**

Mr. Laughlin stated we have the landscape maintenance report on the agenda, but today is VerdeGo’s last day.

Mr. Davidson stated there are no issues, I’m working with them closely to make sure all the projects that have been approved are being completed by the time of their final day of July 28th.

Mr. Brownlee stated VerdeGo really dropped the ball. They cut the common areas on my street once in the past month. That is one of the reasons we let them go.

Mr. Pollicino asked are they paid in full?

Mr. Davidson stated no, they have not submitted an adjusted invoice that Margaret requested. I sent two follow-ups and never got a response.

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Mr. Laughlin stated they were not happy. They tried to submit a full July invoice and he called and explained the way the week falls the last days are a weekend and technically they don't have people working so they should have a full payment and I explained to them that it is a monthly invoice, and you are not servicing us for X amount of days. I don't think we have gotten that prorated.

Mr. Eckert stated they should be billing us after they do the service. I don't know why we are getting bills in advance.

Mr. Laughlin stated they typically bill monthly ahead of time.

Mr. Pollicino stated this is the final reconciliation of payment for them. If there is anything outstanding of work, they didn't do either material or labor, now is the time to deduct that from the final payment. If we can do it legitimately and it is justified, then we need to adjust the final bill.

Mr. Davidson stated the last projects they had to finish up was Orchid Way, they had to bore underneath the sidewalk to connect some additional zones. They are finishing that up. They did two enhancements at North, they had some sunshine Ligustrum's on the back end of the pool and they added some plant material to mirror up at South, same at North, they finished that. That was the only three things we had pending with them.

Mr. Pollicino asked are you recommending that we pay them in full or is there anything you want to hold back as far as service wise?

Mr. Davidson stated they did drop the ball, Tim was right, there were a lot of areas not being addressed and didn't get addressed for almost a month. I was sending emails, Daniel was receiving emails from residents as well. I was communicating with David as well and they weren't responding, or they would say it is on the schedule and cut it.

Mr. Pollicino stated before we terminate with the support of the board you have to make those adjustments at your discretion.

Mr. Eckert stated there is a comprehensive prompt payment policy that requires you within a certain number of days when you get a proper invoice to dispute the parts of the invoice that they haven't done or didn't do the right way and you have to pay the undisputed part and you can hold back the other part, but you have to follow that prompt payment policy that we have adopted. The other thing I will say is I'm pretty sure that most of the agreements require them to submit a bill after they have performed the service.

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Mr. Pollicino stated reconcile it.

Ms. Alfano stated Zach did go through all of it, emails and everything that we sent over the last month to make sure there is nothing outstanding. I think service at this point might be a little bit hard to prove. We just wanted to make sure that anything we had bought and paid for was delivered and go from there.

Mr. Brownlee asked how do we address whole sections that haven't been mowed?

Mr. Pollicino stated we just say in the past 30-days the following areas have not been mowed and we apply a fair rate and say we are not paying for it.

Mr. Laughlin stated I will look at the agreement and see if it is broken down by area for the cost of mowing that area.

Mr. Brownlee asked when does Tallman take over?

Mr. Davidson stated VerdeGo's last day is the 28th and Tallman takes over August 1st.

Mr. Harrah stated if they still have a couple days left on the contract, we should send them a punch list tomorrow morning and say, if you want full payment you need to complete these actions by close of business July 28th.

Mr. Pollicino stated we can be proactive and let them know or sit back and wait and say the contract is over and you didn't do this.

Ms. Alfano stated we have been working toward that. There are a lot of areas that were in jeopardy of not being done that Zach is on top of.

B. District Counsel

Mr. Harrah stated I want the board to be aware that there is a litigation issue with the contractor that was constructing the widening lane on St. Johns Parkway going toward Creekside. Since that is part of our property, that contractor has either been terminated or quit the job and they left that all open for an indefinite amount of time. We have to watch it but there is no plan at this time to fix that additional lengthening of the road near Castlegate.

Mr. Brownlee stated I think that is Veterans not St. Johns Parkway.

Mr. Harrah stated you are right.

Mr. Eckert asked that isn't one of the ones where we provided them easement for or anything like that, is it?

Mr. Pollicino stated I do not think so.

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Mr. Harrah stated we may have because it is right by Castlegate.

C. District Engineer

There being none, the next item followed.

D. District Manager

There being none, the next item followed.

E. General Manager - Report

Ms. Alfano stated in the past we have gone to a box store and bought faucets and we now recommend going with a better grade of faucet and that would be for both facilities, every bathroom. The soap dispenser is shown in the middle picture and ten of those will be replaced to match as well. We do have money in the reserve study for bathroom enhancements.

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| On MOTION by Mr. Pollicino seconded by Mr. Brownlee with all in favor the purchase of bathroom faucets and soap dispensers was approved in an amount not to exceed \$6,400. |
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F. Operations Manager - Report

Mr. Davidson reviewed the field operation manager’s report, copy of which was included in the agenda package.

G. Amenity Manager – Report

Ms. DeMarco updated the board on activities that took place since the last meeting and upcoming events.

Ms. Alfano stated we received a request from the Patriot Oaks Football Team as we did last year, and Mike drafted an agreement for Patriot Oaks to use the north field for football practice and they are requesting that timeframe for use of the field this year. They will start next week and it will go through November 4th, Monday, Tuesday and Thursday from 5:30 to 7:30 p.m. The chairman brought to my attention that there is some rezoning going on in the area, we don’t know when that is going to take effect.

Mr. Pollicino stated the concern in years past was that it be only Durbin Crossing residents.

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The coach stated I have 30 kids coming in and only 3 are new so 25 out of 30 kids live in Durbin.

Mr. Harrah stated Aberdeen has a board also and I think they should be in the conversation about how we are going to split pool time, tennis time football practice now that it is going to be a blended school area.

Ms. Hall stated I think it is unrealistic to split it because Freedom Crossing have their own large school and they are going to need to use Aberdeen facilities. Whereas Patriot Oaks there is a small number of kids coming in from the other area and I think it is best to keep them in Durbin.

Mr. Pollicino stated at this time it is fine but at some point we may have to go to the Aberdeen CDD as things become more and more blended.

The coach stated the county is building another sport complex/field complex somewhere and that should be open by next summer. I hope this is a situation we can avoid entirely going into next season.

On MOTION by Mr. Harrah seconded by Mr. Brownlee with all in favor the Patriot Oaks Football Team usage of the field for practice was approved to include a small stipend and the chair was authorized to negotiate and execute the agreement.

EIGHTH ORDER OF BUSINESS

Supervisor's Requests and Audience Comments

There being none, the next item followed.

NINTH ORDER OF BUSINESS

Next Scheduled Meeting – August 22, 2022 @ 6:00 p.m. at the Durbin South Amenity Center

Mr. Laughlin stated the next meeting is scheduled for August 22, 2022 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 6:50 p.m.

DocuSigned by:
Daniel Laughlin
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Secretary/Assistant Secretary

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Chairman/Vice Chairman