

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 27, 2023 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
Sarah Gabel Hall	Supervisor by telephone
Jason Harrah	Supervisor
Shalene B. Estes	Supervisor

Also present were:

Daniel Laughlin	District Manager
Mike Eckert	District Counsel
George Katsaras	District Engineer by telephone
Margaret Alfano	Vesta/Amenity Services Group
Danelle DeMarco	Vesta/Amenity Services Group
Zach Davidson	Vesta/Amenity Services Group
Evan McCall	Vesta/Amenity Services Group
William Dean	Yellowstone
Cheyne Solesbee	Yellowstone

The following is a summary of the discussions and actions taken at the February 27, 2023 meeting.

**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**

February 27, 2023

Durbin Crossing CDD

There being none, the next item followed.

**FOURTH ORDER OF BUSINESS**

**Approval of Consent Agenda**

- A. Approval of Minutes of the January 3, 2023 Meeting**
- B. Balance Sheet and Statement of Revenues and Expenses**
- C. Assessment Receipt Schedule**
- D. Check Register**

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

**FIFTH ORDER OF BUSINESS**

**Consideration of Proposals for Pool Repairs**

This item was tabled.

**SIXTH ORDER OF BUSINESS**

**Discussion of Borland Grover Site Plan and Effects on District**

Mr. Laughlin stated I was able to confirm, and George also confirmed that there was no traffic study done, they weren't required to do it. We will monitor it at this point.

**SEVENTH ORDER OF BUSINESS**

**Discussion of North Amenity Center Fencing Proposal**

This item was tabled.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Landscape Maintenance Team - Report**

Mr. Dean stated there are a few things outside what was included in our report, one being new turf on Durbin North is established and we can now start mowing it. The grass further down Durbin North we did the demo today and will be doing the install with the new plants tomorrow. We will do an assessment on the damage from the winter freeze and come up with a plan to replace what is needed and cut back what we can save.

**B. District Counsel**

There being none, the next item followed.

February 27, 2023

Durbin Crossing CDD

**C. District Engineer – Consideration of Work Authorization for Increase in Hourly Rates**

Mr. Katsaras stated every year we update our hourly rates. There is a work authorization in the agenda package for your consideration that starts in January. We adjusted our rates to the 2023 year. Generally, the rate increase is 5%.

On MOTION by Mr. Pollicino seconded by Mr. Harrah with all in favor work authorization 40 was approved.

Mr. Katsaras stated at the last meeting Jason asked if we could look into the county’s schedule for restriping north and south Durbin Parkway. We reached out to our contact who organizes and schedules that work and he indicated that those would be on the list to be done in two to three months.

Mr. Davidson stated they have started.

**D. District Manager**

Mr. Laughlin stated I would like to start the budget process as early as we can and would like to bring a draft to the March meeting. That will give us a few months for discussion and make our plans for the upcoming fiscal year. I would like to approve it in May.

**F. Operations Manager - Report**

Mr. Davidson gave an overview of the field operation manager’s report, a copy of which was included in the agenda package, then presented proposals to sealcoat and stripe the parking lots at both amenity centers.

On MOTION by Mr. Harrah seconded by Ms. Estes with all in favor a contract was awarded to Duval Asphalt to sealcoat and restripe the north and south amenity center parking lots in an amount not to exceed \$20,000.

**E. General Manager - Report**

February 27, 2023

Durbin Crossing CDD

Ms. Alfano reviewed the General Manager’s report, a copy of which was included in the agenda package.

**G. Amenity Manager – Report**

Ms. DeMarco gave an overview of the amenity management report, a copy of which was included in the agenda package.

**NINTH ORDER OF BUSINESS**

**Supervisor’s Requests and Audience Comments**

There being none, the next item followed.

**TENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – March 27, 2023 @ 6:00 p.m. at the Durbin South Amenity Center**

Mr. Laughlin stated the next meeting is scheduled for March 27, 2023 at 6:00 p.m. in the same location.

On MOTION by Mr. Harrah seconded by Ms. Estes with all in favor the meeting adjourned at 6:57 p.m.

DocuSigned by:  
*Daniel Laughlin*  
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Secretary/Assistant Secretary

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*[Signature]*  
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Chairman/Vice Chairman