

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, May 22, 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
Jason Harrah	Supervisor
William Clarke	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

The following is a summary of the discussions and actions taken at the May 22, 2023 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.

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**FOURTH ORDER OF BUSINESS**

**Approval of Consent Agenda**

- A. Approval of Minutes of the April 24, 2023 Meeting**
- B. Balance Sheet and Statement of Revenues and Expenses**
- C. Assessment Receipt Schedule**
- D. Check Register**

Mr. Clarke joined the meeting at this time.

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

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-05  
Approving the Proposed Budget for Fiscal  
Year 2024 and Setting a Public Hearing Date  
for Adoption**

Mr. Laughlin stated Resolution 2023-05 approves the fiscal year 2024 budget and sets August 28, 2023 as the public hearing date for adoption. We had a discussion at the last meeting and all those numbers are included in this proposed budget, and I also got a number for the litigation, and it is \$130,000, which is not reflected in the proposed budget in the agenda, but I do have an Excel spreadsheet with me today reflecting total expenditures at \$3,127,000. I added another line under attorney so we could split it out, \$133,725.

Mr. Harrah asked do we want to take that out of reserves rather than increase the assessments?

Mr. Eckert stated that is a business decision for the board to make.

Mr. Laughlin stated with everything we discussed it is a 36.7% increase.

The board discussed the following line items: admin went up \$5,000, insurance, reduce repair and replacement to \$80,000, staffing for north was added, minimum wage increases, percentage increases in certain line items, staffing for north proposed three ways, reduce to \$114,000, reduce streetlighting to \$75,000, sod replacement, fencing for north and south and prep work. Assessment items are staffing and grass. Capital reserve items are attorney fees at \$130,000, \$200,000 for fencing. The letter to the residents outlining the increase and the possibility of a survey was also discussed.

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On MOTION by Mr. Clarke seconded by Ms. Estes with all in favor Resolution 2023-05 approving the proposed fiscal year 2024 budget as amended and setting the public hearing for August 28, 2023 was approved.

Mr. Clarke stated Margaret will draft something for the June and July newsletter with input from Ms. Estes.

**SIXTH ORDER OF BUSINESS**

**Update on Claims Against Epic Pools**

There being no update, the next item followed.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Amenity Center Fencing Proposals**

This item tabled.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Creekside High School Swim Pool Usage**

Ms. Alfano stated I have spoken to the Creekside swim team coach and Julington Creek Plantation has approved a multi-million-dollar improvement to their amenities and their recreational pool where the Creekside swim team practices will be demolished in preparation of the new site. There are no dates released for that and the Creekside swim team uses the pool from August to November. The thought right now is that they would still be able to use JCP’s pools, but they are coming to other communities to test the waters and find another facility. They have approached Supervisor Clarke who in turn approached us and had it added to the agenda but right now the timeframe and timeline is a little gray. We will bring this back to the next meeting.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. Landscape Maintenance Team - Report**

Mr. Davidson reviewed the Yellowstone Landscape update for May 2023, copy of which was included in the agenda package.

**B. District Counsel**

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Mr. Eckert stated sovereign immunity did not pass, the four-hours of ethics training did pass starting January 1, 2024. In the November/December timeframe we will give you some options on how to fulfill those requirements.

**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 reviewed the general manager’s report, copy of which was included in the agenda package.

**F. Operations Manager - Report**

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

**G. Amenity Manager – Report**

Ms. DeMarco gave an overview of the amenity manager’s report, copy of which was included in the agenda package.

**TENTH ORDER OF BUSINESS**

**Supervisor’s Requests and Audience Comments**

There being none, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – June 26, 2023 @ 6:00 p.m. at the Durbin South Amenity Center**

Mr. Laughlin stated the next meeting is scheduled for June 26, 2023 at 6:00 p.m. in the same location.

On MOTION by Mr. Harrah seconded by Ms. Hall with all in favor the meeting adjourned at 7:57 p.m.

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Durbin Crossing CDD

DocuSigned by:  
*Daniel Laughlin*  
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Secretary/Assistant Secretary

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*[Signature]*  
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Chairman/Vice Chairman