

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, June 24, 2024 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:

Marilee Giles	District Manager
Mike Eckert	District Counsel
Mike Yuro	District Engineer
Dan Fagen	Vesta/Amenity Services Group
Sue O'Lear	Vesta/Amenity Services Group
Zach Davidson	Vesta/Amenity Services Group
Kristen Kiki Even	Vesta/Amenity Services Group
Richard Craig	Yellowstone
Blake Dougherty	Yellowstone
Kyle Sanders	Yellowstone
Garrett Cannady	Yellowstone
Several Residents	

The following is a summary of the discussions and actions taken at the June 24, 2024 meeting.

FIRST ORDER OF BUSINESS

Pledge of Allegiance

Ms. Giles called the meeting to order at 6:00 p.m. and led the pledge of allegiance.

SECOND ORDER OF BUSINESS

Roll Call

Ms. Giles called the roll.

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Durbin Crossing CDD

THIRD ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

Approval of Consent Agenda

A. Minutes of the May 20, 2024 Meeting

On MOTION by Mr. Harrah seconded by Mr. Pollicino with all in favor the minutes of the May 20, 2024 meeting were approved as presented.

B. Financial Statements

C. Assessment Receipt Schedule

D. Check Register

On MOTION by Mr. Harrah seconded by Ms. Estes with all in favor the balance of the consent agenda items was approved.

Ms. Hall joined the meeting at this time.

FIFTH ORDER OF BUSINESS

Discussion of Pickleball Courts

This item was briefly discussed and tabled. Staff was directed to work with Supervisor Hall to evaluate options. Staff was also directed to reach out to the company that prepared the reserve study to inquire why the numbers in the reserve study were significantly lower than the contractor quotations.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Landscape Maintenance Team - Report

A copy of the Yellowstone Landscape report for Jun 2024 was included in the agenda package.

B. District Counsel

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Mr. Eckert stated a resident did make a deposit for an encroachment agreement but came back and wanted to make several material changes to the encroachment agreement that would have harmed the district. I said I would not recommend this to the board, and I have not heard back from them. We may hear something in July or August.

C. District Engineer

Mr. Yuro stated the permit plans will be submitted this week for the area we have been discussing by the crosswalk by Patriot Oaks.

On MOTION by Mr. Harrah seconded by Mr. Clarke with all in favor staff was authorized to have the Forest Edge project done in an amount not to exceed \$75,000 subject to review and approval of the chair.

D. District Manager

Ms. Giles stated just a reminder that your August 26th meeting is your budget adoption.

E. General Manager - Report

Ms. O’Lear stated the new exercise bicycles were placed in the south gym the refurbished bicycle was placed in the north gym and the bicycle that was no longer useable has been taken away.

Mr. Eckert stated you talked about replacing the exercise bikes and when Daniel went back in the minutes there wasn’t a formal motion for that. We are looking for a motion to ratify the purchase of the two exercise bikes in the \$7,000 range, so as not to exceed \$8,000.

On MOTION by Mr. Pollicino seconded by Ms. Hall with all in favor the purchase of two exercise bikes in an amount not to exceed \$8,000 was ratified.

Ms. O’Lear stated Danelle has given her notice, she is moving on to a new opportunity and we have hired a new amenity manager, Kiki Even.

Ms. Even gave an overview of her background.

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Mr. Pollicino stated this may be a good time to over with staff our expectations and hours. What are we thinking about office hours? Is it Tuesday through Saturday?

Ms. O’Lear stated what I’m used to in the past is the amenity manager is basically Tuesday through Saturday and I am used to either being Sunday through Thursday or Monday through Friday depending on the needs of the week or high season or quiet season. In the last couple weeks I have taken some days off in the middle of the week because I have been present on the weekends, but generally I will be in the office Monday through Friday or Sunday through Thursday. Mr. Pollicino expressed his expectation that staff would be onsite and not working from home.

Mr. Harrah stated elections are coming up, it may be a good idea to have a meet the candidate night.

Mr. Eckert stated that would have to be sponsored by the HOA or another private organization. We have run into this issue before. We can’t use public resources for promotion of candidates and candidate nights. What we have done in the past is we haven’t made this available, but it is available to be rented and there was one in the past where perhaps the HOA or some other social club sponsored it. We have some limitations. I’m happy to share the research we did a few years ago when this came up.

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. O’Lear reviewed the amenity manager’s report, copy of which was included in the agenda package.

The Board and staff discussed the signage that was to be placed in the neighborhood parks. Mr. Harrah stated we were talking about putting a QR code in different places that would take you to the rules of the district. Put it out on social media to clean up after your dog and we will put in more waste stations.

SEVENTH ORDER OF BUSINESS

Supervisor’s Requests and Audience Comments

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A resident stated along Durbin in the north, the park for kids, there is a lot of dog poop and kids have slipped on it.

Ms. Hall stated the Mother’s Day event was super popular. It was low budget and it would be cool to do something when the kids go back to school.

Ms. O’Lear stated we are talking about one just like that in October at the north pool.

Ms. Estes stated I asked about the palm tree in front of the sign on Longleaf Pine Parkway and St. Johns Parkway. Ms. Estes requested some type of landscape improvements be added to this area.

Mr. Davidson stated now that the irrigation is back up, we are going to finish doing the jack o lanterns and put grasses.

Mr. Harrah stated since it is hurricane season to check the community for trees that could pose a threat and check the stormwater drains.

EIGHTH ORDER OF BUSINESS

Next Scheduled Meeting – July 22, 2024 @ 6:00 p.m. at the Durbin South Amenity Center

Ms. Giles stated the next meeting will be held July 22, 2024 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 7:08 p.m.

DocuSigned by:
Daniel Laughlin
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Secretary/Assistant Secretary

DocuSigned by:
[Signature]
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Chairman/Vice Chairman