

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 22, 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
Jason Harrah	Supervisor
Shalene B. Estes	Supervisor

Also present were:

Daniel Laughlin	District Manager
Mike Eckert	District Counsel
Mike Yuro	District Engineer
Dan Fagen	Vesta/Amenity Services Group
Sue O’Lear	Vesta/Amenity Services Group
Kristen “Kiki” Jimenez	Vesta/Amenity Services Group
Richard Craig	Yellowstone
Garrett Cannady	Yellowstone

The following is a summary of the discussions and actions taken at the July 22, 2024 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

There being none, the next item followed.

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FOURTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Minutes of the June 24, 2024 Meeting**
- B. Financial Statements**
- C. Assessment Receipt Schedule**
- D. Check Register**

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

FIFTH ORDER OF BUSINESS

Discussion of Pickleball Courts

This item tabled.

SIXTH ORDER OF BUSINESS

Discussion of Sidewalk Improvements

Mr. Laughlin stated we did get the proposals, there is a not to exceed amount. We have had the agreement drafted and signed by all parties.

Mr. Yuro stated we sent it out to three contractors, we received three bids, 2 Men Concrete came in at \$27,876.42, Premiere American Construction came in at \$41,875 and AWA Contractors came in at \$73,780. Mr. Pollicino was authorized to move forward with 2 Men Concrete, the contract has been executed and we are on schedule for next Monday, the 29th. I don't expect it will take them more than a week to have it done. I haven't personally worked with this company, but they have worked in my neighborhood. The peripheral landscaping Is not in their wheelhouse. Zach has been in touch with your landscaper to make sure that part is taken care of.

Mr. Harrah stated this does not include any new vegetation.

Mr. Yuro stated they have to remove three little pine trees, pour the concrete, do a curb return and at the cul-de-sac area they are going to have to adjust some valve boxes to make sure they are lined up and grade it back down.

Mr. Harrah stated when Zach gets back let's look for a landscape plan for around that new sidewalk area, nothing elaborate.

Mr. Craig stated we have already given a proposal and the landscape part came out to about \$7,500 and irrigation is included in that proposal. We have to move a main line and the irrigation came out to about \$5,600.

Ms. Estes asked what kind of material is in your proposal.

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Mr. Craig stated there were three crape myrtles, five pallets of sod, and 21 Fakahatchee grasses.

Mr. Eckert stated I think you are still under the not to exceed \$75,000.

Mr. Harrah stated we may need a slab poured for a bench. Will you work with Zach on that?

Mr. Yuro stated yes.

Mr. Yuro left the meeting at this time.

SEVENTH ORDER OF BUSINESS

Ratification of License Agreement with Nine Lives Media

On MOTION by Mr. Harrah seconded by Mr. Pollicino with all in favor the license agreement with Nine Lives Media was ratified.

EIGHTH ORDER OF BUSINESS

Acceptance of the Fiscal Year 2023 Audit Report

Mt. Laughlin stated in the report to management it notes that Durbin Crossing Community Development District complied in all material respects with the aforementioned requirements during the year ended September 30, 2023. It is a clean audit.

On MOTION by Mr. Harrah seconded by Mr. Pollicino with all in favor the fiscal year 2023 audit report was accepted.

NINTH ORDER OF BUSINESS

Staff Reports

A. Landscape Maintenance Team - Report

A copy of the landscape maintenance report was included in the agenda package.

B. District Counsel

Mr. Eckert stated we had three agreements we had to craft, two of which you already talked about. We also did a Durbin Dolphins swim team agreement and sent that out. Just a reminder if you haven't taken your ethics training yet, you have about five months left.

C. District Engineer

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There being none, the next item followed.

D. District Manager

Mr. Laughlin stated at the next meeting we will have the budget and annual meeting schedule, which will be the same Monday of the month and we will have goals and objectives action list.

Mr. Eckert stated the legislature said that all special districts have to establish goals and objectives and then establish performance measures to determine whether they met their goals and objectives. Those have to be on your website by October 1. Your first report on whether you have met those goals and objectives would be December 2025. There is no guidance from the state legislature.

Mr. Laughlin stated we have been working on this and it will be in your next agenda package.

E. General Manager - Report

Ms. O’Lear reviewed the general manager’s report, copy of which was included in the agenda package that covered staffing, programing, facilities, budget and resident communications.

F. Operations Manager - Report

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

G. Amenity Manager – Report

Ms. Jimenez 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 –August 26, 2024 @ 6:00 p.m. at the Durbin South Amenity Center

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Mr. Laughlin stated the next meeting is scheduled for August 26, 2024 at 6:00 p.m. in the same location.

On MOTION by Mr. Harrah seconded by Mr. Pollicino with all in favor the meeting adjourned at 6:52 p.m.

Signed by:

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Secretary/Assistant Secretary

Signed by:

654632A5654D43E...
Chairman/Vice Chairman