

**MINUTES OF MEETING  
ANABELLE ISLAND  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Anabelle Island Community Development District was held on Wednesday, **July 16, 2025**, at 2:00 p.m. at Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida.

Present and constituting a quorum:

Darren Gowens  
Sarah Milner  
Rose Bock  
Marcus Martinez

Chairman  
Vice Chairperson  
Assistant Secretary  
Appointed as Assistant Secretary

Also present were:

Marilee Giles  
Chris Loy  
Jay Soriano  
David Taylor *by phone*

District Manager, GMS  
District Counsel, Kilinski Van Wyk  
GMS  
District Engineer, Live Oak Engineering

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Giles called the meeting to order at 2:00 p.m. Three Board members were in attendance constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

Ms. Giles opened the public comment period for agenda items only. There being no public comments, the next item followed.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Acceptance of Resignation Letter from Supervisor Summerset**

Ms. Giles presented a resignation letter from James Summerset.

July 16, 2025

Anabelle Island CDD

On MOTION by Mr. Gowens, seconded by Ms. Milner, with all in favor, Accepting the Resignation of James Summerset, was approved.

**B. Appointment of New Supervisor to Fill Unexpired Term of Office (11/2028)**

Mr. Gowens appointed Marcus Martinez for the unexpired term of office.

On MOTION by Mr. Gowens, seconded by Ms. Milner, with all in favor, the Appointment of Marcus Martinez to Fill Unexpired Term (11/2028), was approved.

**C. Oath of Office for Newly Appointed Supervisor**

Ms. Giles administered the oath of office to Marcus Martinez. Mr. Loy reviewed the Sunshine law, public records law, and ethics law.

**D. Election of Officers, Resolution 2025-06**

Ms. Giles stated this resolution is to add Supervisor Martinez. The Chair position is vacant, Derek, Sarah and Rose are all Assistant Secretaries. Darren is currently the Vice Chair. Ms. Giles is Secretary and Treasurer. Daniel Laughlin, Jim Oliver, Matt Biagetti and Darrin Mossing are Assistant Secretaries and Assistant Treasurers. Ms. Giles asked for an appointment of Chair and Vice Chair.

On MOTION by Ms. Milner, seconded by Ms. Bock, with all in favor, Resolution 2025-06 Appointing Darren Gowens to Chairman and Sarah Milner as Vice Chair, was approved 4-0.

**FOURTH ORDER OF BUSINESS**

**Consideration of Minutes of the June 18, 2025, Meeting**

Ms. Giles presented the minutes from the June 18, 2025, meeting and asked for any comments, corrections, or changes. The Board had no changes to the minutes.

On MOTION by Mr. Gowens, seconded by Mr. Martinez, with all in favor, the Minutes of the June 18, 2025, Meeting were approved.

July 16, 2025

Anabelle Island CDD

## **FIFTH ORDER OF BUSINESS**

### **Ratification of Work Authorization with Live Oak Engineering Inc.**

Ms. Giles stated the Board directed David to look into the underdrain project plan. This authorization has been signed so just looking for a motion to ratify.

On MOTION by Mr. Gowens, seconded by Ms. Bock, with all in favor, the Work Authorization with Live Oak Engineering, Inc., was ratified.

## **SIXTH ORDER OF BUSINESS**

### **Discussion of Fiscal Year 2026 Approved Budget (adoption August 20, 2025)**

Ms. Giles reminded the Board that they had previously approved the proposed budget at the May meeting. She provided an overview of the budget and noted that there is no increase for residents. She asked for any comments or questions from the Board.

Mr. Loy discussed the easement encroachment policy. Ms. Giles noted letters went out to both homeowners. Neither property owner got permission from the HOA. One property owner received three violation letters that she installed the fence on a drainage easement. She will follow the guidance in the letter that the homeowners need to move their fences.

## **SEVENTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

Mr. Loy reminded the Board of the four hours of ethics training due by the end of the year.

#### **B. Engineer**

##### **1. Public Facilities Report**

This item was tabled to a future meeting agenda.

##### **2. Discussion of Underdrain Project**

Mr. Taylor provided an update on the underdrain project. He reviewed the plans provided by the other engineer for the underdrain project and had some concerns on the effectiveness of those plans. He suggested a third-party environmental consultant look at the underdrain.

Mr. Loy asked for approval in substantial form to grant a permanent easement for tract 63 and 84, the other easement on the other side of the road. The easement area is approximately 500 sq ft. It was sent to David for his take.

July 16, 2025

Anabelle Island CDD

On MOTION by Mr. Gowens, seconded by Ms. Milner, with all in favor, Both Grant of Permanent Easements in substantial form, was approved.

**C. Manager**

Ms. Giles noted all Supervisors completed their Form 1 prior to July 1<sup>st</sup>.

**D. Operations Manager**

Mr. Soriano reviewed the Operations Managers Report.

**EIGHTH ORDER OF BUSINESS****Supervisors' Requests**

Mr. Gowens spoke about personnel changes with KB Homes and provided business cards with their customer service number. A service coordinator will follow up on concerns.

**NINTH ORDER OF BUSINESS****Audience Comments**

Darryl Greene – Commended Freddie Oca for his active involvement in the community. Questions were raised regarding the replacement of dead trees in the common areas and in front of individual homes. Concern was expressed that ULS is installing dead trees in the newly developed area.

Julie Wagner – Followed up on a broken sprinkler in a common area that was not fixed as of Monday night. Mr. Soriano will forward to United, irrigation crew.

Mary Beth Praisnir – Questioned the timing of the second lift of asphalt. David is having another engineering firm review it to make sure the work is going to actually do what it's supposed to.

Mike – Commented on maintenance budget doubling, stop sign broken for 2 months, who is responsible for removing garbage from the ponds? A construction barrel has been in the front pond at Russell Rd. for six months. Mr. Soriano ordered stop signs. Some signage has been repaired. The maintenance budget didn't double. Lake maintenance cleans the outfall areas of the ponds.

B.A. Jackson (Lot 34) – Asked why she has to move her fence. A Board member noted the HOA only has certain authority to approve a fence such as based on appearance. The CDD owns

July 16, 2025

Anabelle Island CDD

and operates the pipe under the ground in the drainage easement. It is an unobstructed drainage easement meaning who ever owns that land owns the land but its subject to the Districts rights to come in and fix whatever needs to be fixed. Ms. Giles stated the property owner no matter where the fence is would maintain that grass.

Bob Niles – Received permission from the HOA to put a fence up to the side of his house. Has had problems with his home since 2024. Mr. Gowens noted to send it to KB Homes – an email address was given.

Resident – Asked about a parking policy. Ms. Giles noted that is up to the Board and recommended waiting until residents are on the Board.

B.A. Jackson – Will Windsor Lakes Way be paved so the man hole covers aren't so high. A Board member stated yes, a top coat but doesn't have a timeline yet.

Lot 34 & 35 property owners were present and discussed submitting documents and pictures about drainage easements. Waived the 30 days on the letter.

#### **TENTH ORDER OF BUSINESS**

#### **Ratification of Funding Request No. 25**

Ms. Giles stated this funding request is for \$13,467.43. She asked for a motion to ratify.

On MOTION by Mr. Gowens, seconded by Ms. Bock, with all in favor, Funding Request No.25, was ratified.

#### **ELEVENTH ORDER OF BUSINESS**

#### **Financial Statements as of June 30, 2025**

Ms. Giles presented financial statements as of June 30, 2025.

#### **TWELFTH ORDER OF BUSINESS**

#### **Check Register**

Ms. Giles presented the check register totaling \$18,504.22. There were no questions or changes.

On MOTION by Mr. Gowens, seconded by Mr. Martinez, with all in favor, the Check Register, was approved.

July 16, 2025

Anabelle Island CDD

**THIRTEENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – Wednesday,  
August 20, 2025 @ 2:00 p.m.**

Ms. Giles noted the next meeting is scheduled for August 20, 2025, at this location at 2:00 p.m.

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Gowens, seconded by Ms. Milner, with all in favor, the meeting was adjourned.

Signed by:

*Marilee Giles*

A30000D0EDC14F4...  
Secretary/Assistant Secretary

DocuSigned by:

*Darren Gowens*

4C4809A4092E42F...  
Chairman/Vice Chairman