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, **August 20, 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	Chairman
Sarah Milner	Vice Chairperson
Rose Bock	Assistant Secretary

Also present were:

Marilee Giles	District Manager, GMS
Chris Loy	District Counsel, Kilinski Van Wyk
David Taylor *by phone*	District Engineer, Live Oak Engineering
Freddie Oca	GMS

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 **Consideration of Minutes of the July 16, 2025, Meeting**

Ms. Giles presented the minutes from the July 16, 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 Ms. Bock, with all in favor, the Minutes of the July 16, 2025, Meeting were approved.

FOURTH ORDER OF BUSINESS **Consideration of Resolution 2025-09, Easement Encroachment Policy**

Mr. Loy presented Resolution 2025-09 on page 13 of the agenda package. He stated there were fences built on CDD property and some were built on drainage easements. He added this easement allows residents to submit an application to the District Manager if they need access to the easement. The District Manager will then send it to the engineer who will approve or disapprove the request. If it is approved, the agreement allows for District staff to remove the fence if it is necessary for construction access. He noted some Districts require an application fee and one is currently advertised for $500. He added if they would like to have a fee, it would require a public hearing.

Ms. Milner asked if this will be before the HOA for approval. Mr. Loy stated it would not matter which order the resident chooses, however the resident will need approval from all parties before they are allowed to start the construction.

Ms. Milner asked if residents know when they are in an easement. Mr. Loy stated if they go to the HOA and say they want to put up a fence, the HOA should know if they are in an easement and will let the resident know.

Ms. Bock stated they need to advertise when residents are on easements when they are selling the homes. Mr. Taylor stated the easements should be clearly stated when residents buy the homes.

Mr. Loy asked the Board if they would like to have an application fee. The Board decided to have a fee that only covers the costs of the application. Mr. Loy stated they will have to advertise a specific number and suggested to advertise it at $300 and the Board can lower it at the public hearing in October.

> On MOTION by Mr. Gowens, seconded by Ms. Milner, with all in favor, Resolution 2025-09 Easement Encroachment Policy, was approved.

FIFTH ORDER OF BUSINESS **Discussion of Fence Installed within a CDD Easement**

A. Lot 34, 2609 Windsor Lakes Way

Ms. Giles stated Lots 34 & 35 are requesting to have a fence installed and they have already been approved.

Mr. Loy stated he would suggest a variance agreement with these homeowners that ensures the homeowners are fully responsible for the installation, maintenance, and improvements for the fence. He noted the permission given to the homeowner is revocable at any time. He added they suggest authorizing staff to approach the homeowners with this agreement.

Ms. Milner asked if this easement is for access or drainage. Mr. Loy stated it is for both.

Mr. Taylor stated there is a storm pipe underground in this area that may need to be repaired in the future and the residents cannot stick fence posts to where it will damage the storm pipe. He added these fences need to be off the ground. He noted there are other access points where this fence will not affect District staff's access points.

B. Lot 35, 2603 Windsor Lakes Way

On MOTION by Mr. Gowens, seconded by Ms. Milner, with all in favor, Authorizing Staff to Send a License Agreement to 2609 Windsor Lakes Way and 2603 Windsor Lakes Way, was approved.

SIXTH ORDER OF BUSINESS **Consideration of Request to Install Fence Within a CDD Easement**

Ms. Giles stated when the homeowner submitted her request, the HOA had just began getting involved. The homeowner wishes for the fence to be all the way back of her property, encroaching on the maintenance easement, which the neighbors were given approval previously for the same thing. On the first submission, the HOA told her that she needed to move the fence 15 feet up, however if she did, her fence would not line up with her neighbors.

Mr. Loy noted there was a drainage easement and this is why they what it 15 feet up.

Ms. Milner stated because all of her neighbors have their fences, it would be unfair for the one fence to not be in line with the others and believes they should approve her request. Mr. Gowens stated her request was reasonable and he would be fine with allowing the easement as long as they maintain the fence. He added they need to add the language where the resident must maintain the UDE in the fence.

> On MOTION by Mr. Gowens, seconded by Ms. Milner, with all in favor, the Request to Install a Fence Within a CDD Easement at Lot 145, 2865 Monroe Lakes Terrace, was approved.

SEVENTH ORDER OF BUSINESS **Ratification of Grants of Permanent Easement**

A. Tract 63 and Tract 84

Ms. Giles reminded the Board in their July meeting they had approved the grant for these easements. Mr. Taylor stated these are for the construction, installation and maintenance for the traffic signals.

> On MOTION by Mr. Gowens, seconded by Ms. Milner, with all in favor, the Grants of Permanent Easement at Tracts 63 & 84, were ratified.

EIGHTH ORDER OF BUSINESS **Public Hearing Adopting the Budget for Fiscal Year 2026**

Ms. Giles asked for a motion to open the public hearing.

> On MOTION by Mr. Gowens, seconded by Ms. Bock, with all in favor, Opening the Public Hearing, was approved.

Ms. Giles asked if there were any public comments on the budget. Hearing none, Ms. Giles asked for a motion to close the public hearing.

> On MOTION by Mr. Gowens, seconded by Ms. Bock, with all in favor, Closing the Public Hearing, was approved.

A. Consideration of Resolution 2025-07, Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2026

Mr. Loy presented the resolution to the Board. He stated the budget adoption must occur before October 1, 2025. He added the proposed budget was listed as “Exhibit A” in the agenda package which discusses all revenues that the District is going to take in and then appropriated that money out of the general fund.

On MOTION by Mr. Gowens, seconded by Ms. Milner, with all in favor, Resolution 2025-07, Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2026, was approved.

B. Consideration of Resolution 2025-08, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2026

Mr. Loy presented the resolution to the Board. He stated this resolution will certify an assessment roll and enforce the method of collection. He added the budget is funded through the collection of special assessments. He noted there was no overall increase in the budget.

On MOTION by Mr. Gowens, seconded by Ms. Milner, with all in favor, Resolution 2025-08, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2026, was approved.

NINTH ORDER OF BUSINESS Staff Reports

A. Attorney

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

B. Engineer

1. Public Facilities Report

Mr. Taylor reviewed the Public Facilities Report. He stated this report identifies all of the land and the facilities that the CDD owns. He noted there was no planned facility expansions in the next 10 years.

On MOTION by Mr. Gowens, seconded by Ms. Bock, with all in favor, the Public Facilities Report, was approved.

C. Manager

1. Discussion of Fiscal Year 2026 Meeting Schedule

Ms. Giles asked for any changes on the FY 26 meeting schedule. Hearing no changes to the schedule, she asked for a motion to approve.

On MOTION by Mr. Gowens, seconded by Ms. Milner, with all in favor, the Fiscal Year 2026 Meeting Schedule, was approved.

2. Goals and Objectives

Ms. Giles stated the Board is required to approve a set of goals and objectives each year. She added staff has put together a set of goals and objectives, all of which are easily accomplishable by the District.

On MOTION by Mr. Gowens, seconded by Ms. Bock, with all in favor, the Goals and Objectives, were approved.

3. Consideration of Resolution 2025-10, Authorizing Investment of Funds in the Local Government Surplus Funds Trust Fund (SBA-State Board Account)

Ms. Giles presented the resolution to the Board. She stated the District opened an SBA account for the purposed of transferring funds to earn interest. It is currently held at a growing 4.5% interest, and the money from this account is used to pay monthly bills. She noted they have made $398 in interest so far.

On MOTION by Mr. Gowens, seconded by Ms. Bock, with all in favor, Resolution 2025-10, Authorizing Investment of Funds in the Local Government Surplus Funds Trust Fund, was approved.

D. Operations Manager

Mr. Oca reviewed the Operations Manager report. He stated one of the boards went out for the card access system, and because of this the pool was shut down for a time; however the issue is fixed, and the pool is back open. He noted the motor at the pool was smoking on Friday, but the company is closed on the weekend. The company plans to come fix the motor first thing on Monday morning. He added since adding reflectors on the median that faces Russell, someone else has hit it, and he plans of fixing that this week.

Mr. Oca provided a map of the approved maps to the Board. He stated lots 34 and 35 are fine because they are in a conservation, however the others are not, which means access for the District is lost.

The Board directed staff to send letters to lots 51, 52, 161, 162, 88, 89, 205, 206, and 86 informing them to keep their fences back 10 feet from the UDE.

TENTH ORDER OF BUSINESS Supervisors' Requests

Ms. Milner stated she does not believe the HOA is watching peoples fences closely and believes there are many residents who are in violation of the fence privacy rules.

ELEVENTH ORDER OF BUSINESS Audience Comments

Julie Wagner – asked if there was an update on the mailbox covering. The Board stated they are waiting on the permits. She then asked if there are pest control specialists that spray the dog park for fleas. The Board stated they will find this out.

TWELFTH ORDER OF BUSINESS Ratification of Funding Request No. 26

Ms. Giles presented funding request #26 for $22,449.94. She noted the invoices are directly behind the request.

> On MOTION by Mr. Gowens, seconded by Ms. Milner, with all in favor, Funding Request No.26, was ratified.

THIRTEENTH ORDER OF BUSINESS Ratification of Funding Request No. 27

Ms. Giles presented funding request #27. She asked for a motion to ratify.

> On MOTION by Mr. Gowens, seconded by Ms. Milner, with all in favor, Funding Request No.27, was ratified.

FOURTEENTH ORDER OF BUSINESS Financial Statements as of July 31, 2025

Ms. Giles presented financial statements as of July 31, 2025.

FIFTEENTH ORDER OF BUSINESS Check Register

Ms. Giles presented the check register for $16,105.61. She asked for any questions or comments.

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

SIXTEENTH ORDER OF BUSINESS Next Scheduled Meeting – Wednesday, September 17, 2025 @ 2:00 p.m.

Ms. Giles noted the next meeting is scheduled for September 17, 2025, at this location at 2:00 p.m.

SEVENTEENTH 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
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Secretary/Assistant Secretary

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Darren Gowens
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Chairman/Vice Chairman