

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 Tuesday, June 13, 2023 at 2:00 p.m. at Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida.

Present and constituting a quorum:

Derek Citino	Vice Chairman
Darren Gowens	Supervisor
Rose Bock	Supervisor

Also present were:

Marilee Giles	District Manager
Grace Kobitter	District Counsel
David Taylor <i>by phone</i>	District Engineer

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Giles called the meeting to order. Three Board members were present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There being no comments, the next item followed.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

- A. Acceptance of Resignation Letters**
- B. Appointment of New Supervisor(s) to Fill Unexpired Terms(s) of Office**
- C. Oath of Office for Newly Appointed Supervisor(s)**
- D. Resolution 2023-01, Election of Officers**

Items A through D were tabled to a future meeting.

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**FOURTH ORDER OF BUSINESS**

**Consideration of Minutes of the July 12, 2022 Meeting**

Ms. Giles asked if there were any comments, corrections, or changes to the July 12, 2022 meeting minutes. The Board had no changes to the minutes.

On MOTION by Mr. Citino, seconded by Ms. Bock, with all in favor, the Minutes of the July 12, 2022 Meeting, were approved.

**FIFTH ORDER OF BUSINESS**

**Ratification of Pay Requisitions (11-20)**

Ms. Giles presented the pay requisitions #11 through #20. She noted that the District Engineer was on the line to answer any questions. Hearing none, she stated that they would see some of those same pay requisitions again as they ratify the funding request to support them.

On MOTION by Mr. Citino, seconded by Mr. Gowens, with all in favor, Pay Requisitions (11-20), were ratified.

**SIXTH ORDER OF BUSINESS**

**Ratification of Construction Funding Request No. 1**

Ms. Giles stated that this was a ratification and it supported Pay Requisition #14. She asked for any comments on this item. Hearing none,

On MOTION by Mr. Citino, seconded by Mr. Gowens, with all in favor, the Construction Funding Request No. 1, was ratified.

**SEVENTH ORDER OF BUSINESS**

**Ratification of Audit Engagement Letter with Grau & Associates for Fiscal Year 2022**

Ms. Giles stated that this item was on page 129 of the PDF. She explained that the engagement letter documents and confirms the auditor’s objective and scope to audit the financial statements of the District for the Fiscal Year ending September 30, 2022.

On MOTION by Mr. Citino, seconded by Mr. Gowens, with all in favor, the Audit Engagement Letter with Grau & Associates for Fiscal Year 2022, was ratified.

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Ms. Giles noted that she expected to see the actual audit report at next month’s meeting.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Proposal from United Land Services**

Ms. Giles presented the proposal from United Land Services to the Board. She thanked Mr. Citino for all his help in getting this together for this District. She noted that they would have District Counsel prepare an agreement for this, so it’s solidified there. She explained that this proposal included Phase 1A, Phase 1B, and the amenity center once it comes online.

Mr. Citino stated that United Land Service was the contractor that installed all the landscaping in Phase 1A, and they were contracted to do it in Phase 1B. He noted that they had not broken ground at the amenity, but they were about to. He added that in about six to eight months they would be installing the landscaping there and maintaining it. He stated that the people that install it know where all the irrigation systems and valves were, and they were a good reputable company that would serve the District well.

Ms. Giles stated that she would need someone to work with to approve the invoices as they come in and she asked if Mr. Citino would be her point of contact for that. Mr. Citino responded yes. Ms. Giles stated that unless there was any further discussion about the proposals from United Land Services, she looked for a motion to approve. Hearing no further discussion,

On MOTION by Mr. Citino, seconded by Ms. Bock, with all in favor, the Proposal from United Land Services, was approved.

**NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-02, Approving the Proposed Budget for Fiscal Year 2023/2024, Declaring Special Assessments to Fund the Proposed Budget Pursuant to Chapters 190, 170 and/or 197 Florida Statutes, Setting Public Hearings, Addressing Publication, Addressing Severability and Providing an Effective Date**

Ms. Giles presented Resolution 2023-02 to the Board. She noted that she had the wrong resolution in the agenda packet. Ms. Kobitter stated that they needed the Declaring Resolution since it was a first time O&M levy. She explained that with the Board’s approval, they could go

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ahead and swap that resolution out and could read the heading of that into the record for purposes of setting the public hearing. She stated that it would be a Resolution of the Board of Supervisors of the Anabelle Island Community Development District approving a proposed budget for Fiscal Year 2023/2024, declaring special assessments to fund the proposed budget pursuant to Chapters 190, 170 and/or 197 Florida Statutes, setting public hearings, addressing publication, addressing severability, and providing an effective date. Ms. Giles noted that right now their August meeting was set for August 8<sup>th</sup>. She explained that in order to have the 60 days, she recommended they move their August meeting to August 15<sup>th</sup> at the same time. The Board agreed with the August 15<sup>th</sup> date.

Ms. Giles reviewed the budget which started on page 161 of the agenda packet. She directed the Boards attention to page 164 of the agenda packet to the table at the bottom of the page. She explained that this table showed the assessments and how they would be collected. She noted that the table showed the platted on-roll was 79 with the assessment at \$800, the platted direct bill was 132 with assessments at \$800 and the unplatted direct bill was the remaining 158 with just the administrative portion of the budget. She stated that she really liked what they did there at Anabelle Island. She noted that this was the first time this District would have an assessment, so they will have mailed notices that go out to those 79. She explained that her and Mr. Citino had worked very closely on each one of these and there were some changes, but she didn't have any concerns with this budget. She stated that she was prepared to answer questions about this budget.

On MOTION by Mr. Citino, seconded by Mr. Gowens, with all in favor, Resolution 2023-02, Approving the Proposed Budget for Fiscal Year 2023/2024, Declaring Special Assessments to Fund the Proposed Budget Pursuant to Chapters 190, 170 and/or 197 Florida Statutes, Setting Public Hearings, Addressing Publication, Addressing Severability and Providing an Effective Date, was approved.

**TENTH ORDER OF BUSINESS****Staff Reports****A. Attorney**

Ms. Kobitter had nothing further to report.

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**B. Engineer**

Mr. Taylor had nothing further to report.

**C. Manager – Report on the Number of Registered Voters (0)**

Ms. Giles stated that in accordance with Florida Statute Chapter 190, they were required to report the number of registered voters in the community. As of April 2023, there were zero registered voters in Anabelle Island. Each year they will report that total to the Board.

**ELEVENTH ORDER OF BUSINESS**

**Supervisors Requests**

There being no comments, the next item followed.

**TWELFTH ORDER OF BUSINESS**

**Audience Comments**

There being no comments, the next item followed.

**THIRTEENTH ORDER OF BUSINESS**

**Ratification of Funding Requests (15-18)**

Ms. Giles presented funding requests #15 through #18, which started on page 177 of the agenda packet.

On MOTION by Mr. Citino, seconded by Mr. Gowens, with all in favor, Funding Request No. 15 through No. 18, was ratified.

**FOURTEENTH ORDER OF BUSINESS**

**Consideration of Funding Request No. 19**

Ms. Giles presented funding request No. 19, which she explained was to cover some invoices from GMS, District Counsel, U.S. Bank, and Grau & Associates.

On MOTION by Mr. Citino, seconded by Mr. Gowens, with all in favor, Funding Request No. 19, was approved.

**FIFTEENTH ORDER OF BUSINESS**

**Financial Statements as of April 30, 2023**

Ms. Giles presented the financial statements as of April 30, 2023. She noted there was no motion required.

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**SIXTEENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – July 11, 2023 @  
2:00 p.m.**

Ms. Giles stated the next scheduled meeting will be July 11, 2023 at 2:00 p.m.

**SEVENTEENTH ORDER OF BUSINESS**

**Adjournment**

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

DocuSigned by:  
*Marilee Giles*  
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Secretary/Assistant Secretary

DocuSigned by:  
*Jim McDade*  
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Chairman/Vice Chairman