

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, May 14, 2024 at 2:00 p.m. at Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida.

Present and constituting a quorum:

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|---------------|---------------|
| Jim McDade | Chairman |
| Derek Citino | Vice Chairman |
| Darren Gowens | Supervisor |
| Rose Bock | Supervisor |

Also present were:

| | |
|-----------------------------------|-----------------------|
| Marilee Giles | District Manager, GMS |
| Jennifer Kilinski <i>by phone</i> | District Counsel |
| Chris Loy | Kilinski Van Wyk |

FIRST ORDER OF BUSINESS

Roll Call

Ms. Giles called the meeting to order at 2 p.m. Four Board members were present in person constituting a quorum.

SECOND ORDER OF BUSINESS

Audience Comments

There were no members of the public present.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Acceptance of Resignation Letter from Supervisor Crapps

Ms. Giles presented the resignation letter from Supervisor Maston Crapps on page seven of the agenda. She asked for a motion to accept his letter of resignation.

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On MOTION by Mr. Citino seconded by Mr. McDade, with all in favor, Accepting the Resignation Letter from Maston Crapps, was approved.

B. Appointment of New Supervisor to Fill Unexpired Term of Office

Ms. Giles asked if there was a recommendation for appointment of a new Supervisor at this time. This term does expire in November 2024. Mr. Citino recommended appointing James Summerset.

On MOTION by Mr. Citino, seconded by Mr. McDade, with all in favor, the Appointment of Mr. James Summerset as New Supervisor, was approved.

C. Oath of Office for Newly Appointed Supervisor

Ms. Giles stated she would send the Oath of Office to Mr. Somerset and a reminder about Sunshine Law and those matters. She noted they will table the Oath.

D. Resolution 2024-01, Election of Officers

Ms. Giles stated once she has Mr. Summerset’s oath, she can add him as an officer. This is the Board’s opportunity to make any changes to the Chair or Vice Chair. If there are no changes to those positions, she will add Mr. Summerset. The people from GMS will remain the same. If there are no changes, just looking for a motion to approve Resolution 2024-01.

On MOTION by Mr. Citino, seconded by Mr. Gowens, with all in favor, Resolution 2024-01, Election of Officers as slated above, was approved.

FOURTH ORDER OF BUSINESS

Consideration of Minutes of the August 15, 2023 Meeting

Ms. Giles asked if there were any comments, corrections, or changes to the August 15, 2023 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 August 15, 2023 Meeting, were approved.

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FIFTH ORDER OF BUSINESS

Ratification of Audit Engagement Letter with Grau & Associates

Ms. Giles stated on page 19 of the agenda is ratification of the Audit Engagement Letter with Grau & Associates. This confirms the auditor’s objective and scope to audit the financial statements of the District for the year ending September 30, 2023. Unless there are any comments or questions, she is looking for a motion to ratify the engagement letter.

On MOTION by Mr. Citino, seconded by Ms. Bock, with all in favor, the Audit Engagement Letter with Grau & Associates, was ratified.

**Jennifer Kilinski joined the meeting at this time.*

SIXTH ORDER OF BUSINESS

Acceptance of Fiscal Year 2023 Audit Report

Ms. Giles stated the audit for 2023 starts on page 25 of the agenda. On page 27 is an overview of the report. On page 50 is the internal controls letter stating no deficiencies were found. On page 52 is the compliance letter stating the District complied with the requirements for the fiscal year ending September 30, 2023. On page 54 are the current year findings none, prior year findings and recommendations none, and compliance with the provisions of the auditor general in the State of Florida.

On MOTION by Mr. Citino, seconded by Mr. Gowens, with all in favor, Acceptance of Fiscal Year 2023 Audit Report, was approved.

SEVENTH ORDER OF BUSINESS

Discussion Regarding GMS Work Authorization for Maintenance Contract Administration Services

Ms. Giles stated on page 56 is the agreement with Annabelle Island and GMS. This was established when the District was established in 2021. On page 58 is other services which is an opportunity if the Board wants to enter into a work authorization with GMS. With that, GMS would be the single point of contact for operations type emails or phone calls, single point of contact for residents and vendors. Right now, two agreements are in place, the landscape agreement with ULS and an agreement with Lake Doctors. When the invoices come in, someone needs to review, approve, and submit them for payment but also check on the vendors to ensure

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they are doing the right thing. This will allow a single point of contact when the amenity center and pool is up for someone to monitor vendors for pool maintenance, pool chemicals, and janitorial. Mr. McDade noted this is definitely something the Board is interested in to do whatever they can to improve communication or any issues so the residents feel heard and take care of the amenities. Ms. Giles asked if the Board would be interested in setting a spending limit for this person.

On MOTION by Mr. McDade, seconded by Mr. Citino, with all in favor, GMS Worth Authorization for Maintenance Contract Administration Services – Spend Limit \$1,500, was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Service Agreement with United Land Services for Turf Fertilization

Ms. Giles stated Ed with United Land Services encourages increasing the fertilizations. They currently have four and it’s recommended to increase that by two for a total of six. This would change the monthly services to \$7,185 which is an increase of \$246 per month. She noted contingency is in there under landscape. The Board can give guidance to add that in.

On MOTION by Mr. McDade, seconded by Mr. Citino, with all in favor, the Service Agreement with United Land Services for Turf Fertilization, was approved.

NINTH ORDER OF BUSINESS

Ratification of Agreements:

A. Aquatic Management Services Agreement with The Lake Doctors, Inc.

Ms. Giles stated on page 68 of the agenda is the aquatic management service agreement that was just started with Lake Doctors. There are 12 ponds.

On MOTION by Mr. McDade, seconded by Mr. Citino, with all in favor, the Aquatic Management Services Agreement with The Lake Doctors, Inc, was ratified.

B. Fiscal Year 2023/2024 Budget Deficit Funding Agreement

Mr. Loy stated this is a Deficit Funding Agreement between KB Home Jacksonville and the District. This is for the current fiscal year dated October 2023. The agreement states if there

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are any deficits that occur as a result of a shortfall between the assessments and the budget, KB Home will fund it and only if it is necessary. He recommended the Board ratify this agreement.

On MOTION by Mr. McDade, seconded by Mr. Citino, with all in favor, Fiscal Year 2023/2024 Budget Deficit Funding Agreement, was ratified.

TENTH ORDER OF BUSINESS

Consideration of Resolution 2024-02, Approving the Proposed Budget for Fiscal Year 2025 and Setting a Public Hearing Date to Adopt

Ms. Giles stated there were some small changes in some of the line items but overall, the assessments will stay the same as what they were in 2024. There are two funds in this District, the General Fund and the Debt Service Fund. She reviewed the comparison chart from 2024 and 2025. She noted she will work with the accountant on the landscape line. Mr. McDade asked to go ahead and add in the \$246 for the additional fertilizing. Mulch was not in the ULS agreement so that is an add on. Ed is trying to get a mulch proposal but it will come out of this year’s landscape line as there is that contingency there. She noted she would take the proposal from Ed and add it into the landscape line. Ms. Bock suggested highlighting the 2024 and 2025 for the residents to see nothing went up. When the amenity center/pool is far enough along, there will be a few proposals to consider for janitorial, pest control and pool maintenance/chemicals. Mr. Citino noted it is far enough along for someone to come out and take a look. Ms. Giles asked for a motion to adopt Resolution 2024-02 approving the proposed budget and setting the public hearing for August 13th.

On MOTION by Mr. Citino, seconded by Mr. McDade, with all in favor, Resolution 2024-02 Approving the Proposed Budget for Fiscal Year 2025 and Setting a Public Hearing on August 13, 2024, was approved.

ELEVENTH ORDER OF BUSINESS

Property Due Diligence for Phase 1A & Phase 1B

Mr. Loy stated in the plat it dedicates the tracts and some of the improvements to the District however in Florida, the case law says despite of the plat dedicating that property, a deed

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would be needed to convey that property. In the packet is a Special Warranty to any Bill of Sale corresponding to the real property and any improvements.

On MOTION by Mr. McDade, seconded by Mr. Citino, with all in favor, Property Due Diligence for Phase 1A & Phase 1B, was approved.

TWELFTH ORDER OF BUSINESS

Staff Reports

A. Attorney – Memorandum Regarding Ethics Training & Form 1 Filing

Mr. Loy reviewed the 4 hours of ethics training which need to be completed if you were seated on or before March 31,2024 by the end of 2024 and if seated after that date, you have until December 31, 2025 to complete those. Fill out Form 1 online to report those hours. The training is online and can be broken up into two sessions.

B. Engineer

The Engineer was not present for the meeting.

C. Manager

1. Report on the Number of Registered Voters (122)

Ms. Giles stated the CDD has 122 registered voters.

2. Designation of Landowners Election Date

Ms. Giles stated initially your terms expired in 2023 and 2025, last year there was an extension to make them expire in 2024 and 2026. It is that time in the cycle to establish the next landowner’s election. Since it is the first one, by Florida Statute, it has to be done by the first Tuesday in November. She recommended November 5, 2024 ahead of the normal 2 p.m. meeting. It will be herself and a designated Supervisor that KB Home appoints to do the election.

THIRTEENTH ORDER OF BUSINESS

Supervisors Requests

Mr. Citino is happy with getting someone appointed to help. James will handle the communication with HOA and clear up any confusion.

FOURTEENTH ORDER OF BUSINESS

Audience Comments

There being no comments, the next item followed.

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FIFTEENTH ORDER OF BUSINESS

Ratification of Funding Request No. 21

Ms. Giles presented funding request No. 21 for \$10,003.89 for GMS, District Counsel, US Bank and Clay Today from September 2023.

On MOTION by Mr. Citino, seconded by Mr. McDade, with all in favor, Funding Request No. 21, was ratified.

SIXTEENTH ORDER OF BUSINESS

Financial Statements as of April 30, 2024

Ms. Giles presented the financial statements as of April 30, 2024. She would be happy to answer any questions about the line items. No unusual variances were seen.

SEVENTEENTH ORDER OF BUSINESS

Check Register

Ms. Giles presented the check register from October 1, 2023 through April 30, 2024 for \$204,749.46. She asked for a motion to approve the check register.

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

EIGHTEENTH ORDER OF BUSINESS

Next Scheduled Meeting – June 11, 2024 @ 2:00 p.m.

Ms. Giles stated the next scheduled meeting will be June 11, 2024 at 2:00 p.m. At this meeting, the changes will have been made to the landscape for the Board to see.

NINETEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Citino, seconded by Mr. McDade, with all in favor, the meeting was adjourned.

DocuSigned by:
Marilee Giles
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Secretary/Assistant Secretary

DocuSigned by:
Jim McDade
FAECA24AFB33435...
Chairman/Vice Chairman