

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, July 9, 2024 at 2:00 p.m. at Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida.

Present and constituting a quorum:

Darren Gowens	Supervisor
Rose Bock	Supervisor
James Summerset	Supervisor

Also present were:

Marilee Giles	District Manager, GMS
Jennifer Kilinski <i>by phone</i>	District Counsel, Kilinski Van Wyk
David Taylor <i>by phone</i>	Interim District Engineer
Jay Soriano	Operations, GMS

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Audience Comments

There were no members of the public present.

THIRD ORDER OF BUSINESS

**Consideration of Minutes of the May 14,
2024 Meeting**

Ms. Giles asked if there were any comments or corrections to the May 14, 2024 meeting minutes. The Board had no changes to the minutes.

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On MOTION by Mr. Gowens, seconded by Mr. Summerset, with all in favor, the Minutes of the May 14, 2024 Meeting, were approved.

FOURTH ORDER OF BUSINESS

Consideration of Proposals:

A. Janitorial

Ms. Giles presented a proposal from GMS for janitorial services that is in line with the budget and will start once the amenity center opens.

On MOTION by Mr. Gowens, seconded by Mr. Summerset, with all in favor, the Proposal from GMS for Janitorial Services, was approved.

B. Pest Control

Ms. Giles received two proposals for pest control from Harvey Pest Control and Orange Environmental. There is \$20 difference a year between the two. Mr. Soriano stated one is a little cheaper and the other is larger, more commercial but both would work well for us. Tabled until August meeting. Staff will work with GC to see who current pest control company is.

C. Pool Maintenance

D. Pool Chemicals

Ms. Giles presented the proposal from GMS for pool maintenance services at \$15K on page 15 of the agenda package. Pool chemicals are budgeted for \$10K. Mr. Soriano stated if GMS did pool chemicals and pool maintenance it would be \$25K.

On MOTION by Mr. Summerset, seconded by Ms. Bock, with all in favor, the GMS Proposal for Pool Maintenance and Pool Chemical Services, was approved.

FIFTH ORDER OF BUSINESS

Acceptance of Fiscal Year 2022 Audit Report

Ms. Giles stated as they were cleaning up and going through the records at GMS, it was discovered that the Board had never accepted the FY22 audit report. It is a clean report.

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On MOTION by Mr. Gowens, seconded by Ms. Bock, with all in favor, the Acceptance of Fiscal Year 2022 Audit Report, was approved.

SIXTH ORDER OF BUSINESS

Discussion of Fiscal Year 2025 Budget

Ms. Giles stated at the last meeting the Board approved the FY25 budget with the O&M assessments remaining the same at \$800 for the 40 & 50 ft lots. On page 60 of the agenda is the comparison from 2024 to 2025.

SEVENTH ORDER OF BUSINESS

Review of Draft Amenity Center Policies

Ms. Giles stated District Counsels office put this together and will be important once the pool opens up. It has the rules and rates for the entire amenity center. Ms. Kilinski noted a public hearing would be required for the rules and rates but the policies could be changed month to month without a need for a formal public hearing.

EIGHTH ORDER OF BUSINESS

**Consideration of Resolution 2024-03
Setting a Public Hearing Date to Adopt Rates**

Ms. Giles stated Resolution 2024-03 sets a public hearing to adopt the rates. Ms. Kilinski mentioned the 28- and 29-day requirement to notice a public hearing. Staff recommends the public hearing be the same as the August meeting which is August 13, 2024. There is an exhibit with this resolution which is the rates associated to the amenity policy. Staff recommended from \$2K to \$4K for the annual user fee for nonresidents. A Board member asked about renters. Ms. Giles noted the homeowner pays the CDD fees and as he rents his house out, the renter would show up with a copy of their lease agreement and have access that way. Mr. Soriano noted if a homeowner rents out their home, but they keep their privileges then the renter would have to pay that fee. Ms. Giles told Board members to let her know if they have any changes to the policy that they want to see before the next meeting.

On MOTION by Mr. Summerset, seconded by Mr. Gowens, with all in favor, Resolution 2024-03 Setting the Public Hearing for August 13, 2024 at 2 PM to Adopt Rates, was approved.

NINTH ORDER OF BUSINESS

Ratification of Requisition No. 21

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Ms. Giles stated this is a pay requisition to KVV Law Group in the amount of \$724.

On MOTION by Mr. Gowens, seconded by Ms. Bock, with all in favor, Requisition No. 21, was ratified.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Kilinski reminded the Board of filing Form 1 electronically with the Commission on Ethics. She has worked with GMS for recommendations on performance measures which are due October 1st. A memo is going out to all of their Districts regarding this and will be on the August agenda. Reminded ethics training is due by December 31, 2024. Ms. Giles reported the four Supervisors with the requirement to the Form 1 have all done so. She will help Mr. Summerset figure out if he did the Form 1 for FY23.

B. Engineer

Mr. Taylor had nothing to report.

C. Manager

Ms. Giles had nothing else for 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

Financial Statements as of May 31, 2024

Ms. Giles presented the financial statements starting on page 100 of the iPads as of May 31, 2024.

FOURTEENTH ORDER OF BUSINESS

Check Register

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Anabelle Island CDD

Ms. Giles presented the check register on page 111 of the agenda for May and June totaling \$73,407.02.

On MOTION by Mr. Gowens, seconded by Ms. Bock, with all in favor, the Check Register totaling \$73,407.02, was approved.

FIFTEENTH ORDER OF BUSINESS

**Next Scheduled Meeting – August 13, 2024
@ 2:00 p.m.**

Ms. Giles stated the next scheduled meeting is the budget adoption meeting on August 13, 2024 at this location at 2:00 p.m.

SIXTEENTH ORDER OF BUSINESS

Adjournment

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

Signed by:

Marilee Giles

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Secretary/Assistant Secretary

DocuSigned by:

Jim McDade

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Chairman/Vice Chairman