

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, August 13, 2024 at 2:10 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
Chris Loy	District Counsel, Kilinski Van Wyk
David Taylor <i>by phone</i>	District Engineer
Jay Soriano	Operations, GMS
Freddie Oca	GMS

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Giles called the meeting to order at 2:10 p.m. Three Board members were in attendance constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

Ms. Giles asked if there were any audience comments on the agenda items. There being no comments, the next item followed.

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**THIRD ORDER OF BUSINESS**

**Consideration of Minutes of the July 9, 2024 Meeting**

Ms. Giles stated there was an administrative correction from District Counsel to the July 9, 2024 meeting minutes. Ms. Giles asked if there were any Board comments or corrections or changes to the minutes. The Board had no changes to the minutes.

On MOTION by Mr. Summerset, seconded by Ms. Bock, with all in favor, the Minutes of the July 9, 2024 Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Public Hearing to Adopt Suspension and Termination Rules, Rate Fee Schedule and Consideration of Resolution 2024-04**

Ms. Giles stated this is a public hearing to adopt suspensions and termination rules, rate fee schedule, and consideration of Resolution 2024-04. She noted at the last meeting the Board was presented with a draft for consideration and for the hearing today.

Mr. Loy provided an overview of the resolution drafted by management. Mr. Loy explained how the suspension and rules apply to the amenity usage. He reviewed the fees for losing an access card would be for \$25, return check fee \$50, and administrative fees up to \$500. He added this gives the District the ability to charge up to this amount.

Discussion was held on policies, rate fees, public notices, review by District Counsel, the annual user fees range between \$2,000 and \$4,000, staff on using the range instead of a set amount, a one-time fee, and most times it is for the year and is not prorated.

Ms. Kilinski commented on the public hearing and the range of fee costs.

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

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

Ms. Giles stated the public hearing is open and this is an agenda item that requires a public hearing. Ms. Giles asked for comments on the rate schedule with the range to allow a nonresident to buy an access card, have privileges at the facilities, and the suspension and termination rules.

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Audience comments were made on a non-residents buying a membership, inviting friends and the restrictions on this process. Ms. Giles stated in the amenity policy on guest restrictions apply just as they do to residents, and the allowance of up to 4 guests applies as well.

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

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

Ms. Giles ask for Board input based on the audience comments and guidance to staff for the resolution. After discussion the Board decided to have the annual user fee at \$4,000. Ms. Giles asked about keeping the range and the posting in the facilities policies at the high dollar amount. The Board agreed. The motion was made to approve the resolution.

On MOTION by Mr. Summerset, seconded by Mr. Gowens, with all in favor, Adopting the Suspension and Termination Rules, Rate Fee Schedule and Resolution 2024-04, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Amenity Facility Policies**

Ms. Giles stated this item contains the draft of the amenity facility policies. The non-resident user fee will be \$4,000. It also contains guidance on a dog park policy. There will be some hard copies available and it will be posted to the website.

On MOTION by Ms. Bock, seconded by Mr. Summerset, with all in favor, the Amenity Facilities Policies, were approved in substantial form, with changes made.

**SIXTH ORDER OF BUSINESS**

**Fiscal Year 2025 Budget**

**A. Overview of Budget**

Ms. Giles provided an overview of the FY 2025 budget. She added the board approved this at the last meeting with no change in the O&M budget and no assessments increase in 2025. She noted this assessment is the same as in 2024 and will reflect \$800 for a 50-foot lot and a 55-foot lot. She asked for any board questions. This will approve the budget and adopt the funding and assessments.

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**B. Public Hearing**

Ms. Giles asked for a motion to open the public hearing for both the budget and the assessments.

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

Ms. Giles noted the public hearing is open and asked for audience questions. Audience member asked if the landscaping invoices were paid. Ms. Giles asked for them to hold and they will answer questions on another item.

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

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

**C. Consideration of Resolution 2024-05, Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2025**

Ms. Giles stated the resolution was in the agenda package for Board review. Hearing no questions on the resolution, she asked for a motion to approve.

On MOTION by Ms. Bock, seconded by Mr. Summerset, with all in favor, the Resolution 2024-05 Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2025, was approved.

**D. Consideration of Resolution 2024-06, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2025**

Ms. Giles offered to answer any questions on Resolution 2024-06.

On MOTION by Mr. Gowens, seconded by Ms. Bock, with all in favor, the Resolution 2024-06 Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2025, was approved.

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**SEVENTH ORDER OF BUSINESS**

**Consideration of Fiscal Year 2025 Budget Funding Agreement**

Mr. Loy reviewed the Fiscal Year 2025 Funding Agreement and explained that it clarifies and tabulates the amount the District will collect both on roll and off roll properties. He added if there is a difference it will be paid. He added this will begin October 1, 2024 and end September 2025. Ms. Giles ask for a motion to approve the agreement.

On MOTION by Mr. Gowens, seconded by Mr. Summerset, with all in favor, the Fiscal Year 2025 Budget Funding Agreement, was approved.

**EIGHTH ORDER OF BUSINESS**

**Discussion of CDD Goals & Objectives**

Mr. Loy reviewed the new requirement stating as of October 1, 2024 all CDDs must establish goals and objectives for their programs and activities and performance measures and standards to access the achievement of the goals. He noted there was not much guidance or direction, but the intent is to ensure the District is operating efficiently and effectively. They will need to be submitted to the state. Staff created a draft for Board review.

Ms. Giles noted changes can be made if needed and it must be approved by October 1<sup>st</sup>.

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

**NINTH ORDER OF BUSINESS**

**Consideration of Proposals:**

**A. Pest Control**

Ms. Giles presented the pest control proposal that was tabled at the last meeting to allow the board to investigate what pest control was currently in place. Mr. Soriano reviewed the proposals and the costs of each for termites and pest control.

The board had questions on specific services, warranties, and the difference in costs. They expressed the desire to keep both with one company. Mr. Soriano noted staff will work with the board recommendation on amounts and draft an agreement.

On MOTION by Mr. Summerset, seconded by Mr. Gowens, with all in favor, the Proposal with Harvey Pest Control for Pest Control, was approved.

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**B. RGM Mailbox Awning**

Mr. Soriano reviewed the proposal from RGM to install mailbox shade structures with fabric covering. He explained the specifics of size, fabrics, permits, coverage of mailboxes, and gazebo fabric. He noted this does not include a timeline from RGM and just needs board approval. Once the board approves a timeline can be established once permits are completed. Mr. Soriano stated the board could give a timeline on approval. The board requested this begin right away and a timeline and a permit within 30 days. The proposal is for \$7,980.21

On MOTION by Mr. Summerset, seconded by Mr. Gowens, with all in favor, the Proposal for RGM Mailbox Awning, was approved.

Mr. Soriano stated Board direction was needed for a refuse service. He recommended the board amend and add this to the GMS contract. Discussion was held on making this a priority. Ms. Giles added this is for \$2,500.

On MOTION by Mr. Gowens, seconded by Mr. Summerset, with all in favor, Amending the GMS Contract to Add Refuse Services in the FY2025 Budget with a Line Item of \$2,500, was approved.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Kilinski reminded the Board to complete the ethics training before the end of the year and must be filed by July of next year.

**B. Engineer**

Mr. Taylor had nothing to report.

**C. Manager – Discussion of Fiscal Year 2025 Meeting Schedule**

Ms. Giles reviewed the meeting schedule for 2025 for the second Tuesday of each month. She added some changes due to the Landowners election and recommended to hold on the November 5<sup>th</sup> meeting. She noted there were no conflicts with holidays.

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Ms. Giles explained that meetings can be cancelled if there are no items on the agenda, the funds stay with the District and will be posted on the website.

On MOTION by Mr. Gowens, seconded by Mr. Summerset, with all in favor, the Fiscal Year 2025 Meeting Schedule Amending the November meeting to November 5, 2024, was approved.

Ms. Giles added that going forward an Operations Report will be added to the agenda. She asked if there were any items to discuss under Operations & Management. Mr. Soriano explained the process to ratify invoices if necessary.

Ms. Giles added since the adoption of the amenity center policies the process has started for the access cards and has been emailed to the residents.

**ELEVENTH ORDER OF BUSINESS**

**Supervisors Requests**

Mr. Summerset asked about issue with the entry lights. Mr. Soriano noted these concerns will be directed to him by email going forward. He discussed the HOA and the process for website posting for his contact. She added Facebook will not be used for communication.

**TWELFTH ORDER OF BUSINESS**

**Audience Comments**

Audience comments on sprinklers. Mr. Soriano replied with comments on the contract and replacing broken heads.

Other audience comments and discussion was held on monitoring of the frequency of irrigation repairs, and irrigation schedule, an irrigation map is needed, watering is continuing the sidewalk and street in the classic section and has not been addressed, question on the possibility to add lights to mailbox area, the dog park area, trash can locations in the mailbox and dog park areas and waste stations, question on possible change in times for the meetings, timeline for amenity center, violation of rules communication, concerns on creation and drafting of rules for overnight parking and towing, and cost of pest control.

Responses to audience concerns were addressed. Mr. Soriano discussed his schedule and irrigation schedules. Ms. Giles discussed resident concerns and vendor response. Mr. Soriano noted the mailbox covers are not equipped for lighting. Ms. Giles added the CDD is not responsible for the upcoming dog park, budget lines can be added for dog waste stations but not currently in

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the budget. Ms. Giles stated the developer boards are held during the day, online options are not available. She added with resident boards that could change. She noted the staff has worked on the QR code to send residents to enroll in constant contact and the grand opening.

Mr. Soriano noted the district does not have on-site staff and ask that residents report to the staff any concerns.

Ms. Giles noted that the board could develop towing policies, but there are concerns. They would need to let staff know if the board would consider.

**THIRTEENTH ORDER OF BUSINESS                      Financial Statements as of June 30, 2024**

Ms. Giles presented the financial statements of June 30, 2024.

**FOURTEENTH ORDER OF BUSINESS                      Check Register**

Ms. Giles presented the check register ending on July 31, 2024 totaling \$23,094.55. She noted there were no unusual variances and reminded Mr. Soriano about an email from a resident with concerns on the United Landscape invoices.

On MOTION by Mr. Gowens, seconded by Ms. Bock, with all in favor, the Check Register totaling \$23,094.55, was approved.

Public comment was made on the annual planting and rotation.

**FIFTEENTH ORDER OF BUSINESS                      Next Scheduled Meeting – September 10, 2024 @ 2:00 p.m.**

Ms. Giles stated the next scheduled meeting is September 10, 2024 at this location at 2:00 p.m.

**SIXTEENTH ORDER OF BUSINESS                      Adjournment**

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

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Signed by:

*Marilee Giles*

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Secretary/Assistant Secretary

DocuSigned by:

*Derek Citino*

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Chairman/Vice Chairman