

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, October 8, 2024 at 2:00 p.m. at Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida.

Present and constituting a quorum:

Derek Citino	Chairman
James Summerset	Vice Chairman
Sarah Milner	Supervisor
Rose Bock	Supervisor

Also present were:

Marilee Giles	District Manager
Jennifer Kilinski <i>by phone</i>	District Counsel
Chris Loy	District Counsel
Jay Soriano	Operations, GMS
Freddie Oca	GMS
Matt Biagetti	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 asked if there were any audience comments at the top of the agenda. There being no comments, the next item followed.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Acceptance of Resignation from Supervisor McDade**

Ms. Giles presented the resignation from Supervisor McDade.

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On MOTION by Mr. Citino, seconded by Mr. Summerset, with all in favor, Accepting the Resignation from Supervisor McDade, was approved.

**B. Appointment of New Supervisor to Fill Unexpired Term of Office (11/26)**

Ms. Giles asked the Board how they want to proceed with the vacancy today. Mr. Citino nominated Sarah Milner to fill the vacant seat.

On MOTION by Mr. Citino, seconded by Mr. Summerset, with all in favor, Nominating Sarah Milner to Fill the Unexpired Term of Office (11/26), was approved.

**C. Oath of Office for Newly Appointed Supervisor**

Ms. Giles administered the oath of office to Sarah Milner. She reviewed the Sunshine Law, Public Records Law, and Ethics.

**D. Election of Officers, Resolution 2025-01**

Ms. Giles stated this resolution adds Sarah as an Assistant Secretary and is also the Board’s opportunity to appoint a Chair and a Vice Chair with the absence of Jim McDade. Derek Citino was nominated as the Chair, James Summerset was nominated as the Vice Chair, and all other Supervisors will be Assistant Secretaries. From GMS, Ms. Giles is Secretary and Treasurer, Daniel Laughlin, Jim Oliver, Darrin Mossing, and Matt Biagetti are Assistant Secretaries and Assistant Treasurers.

On MOTION by Mr. Citino seconded by Ms. Bock, with all in favor, the Election of Officers, Resolution 2025-01, was approved.

**FOURTH ORDER OF BUSINESS**

**Consideration of Minutes of the August 13, 2024 Meeting**

Ms. Giles presented the minutes from the August 13, 2024 meeting. Unless there are any comments or corrections, just looking for a motion to approve.

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On MOTION by Ms. Bock, seconded by Mr. Citino, with all in favor, the Minutes of the August 13, 2024 Meeting, were approved.

**FIFTH ORDER OF BUSINESS**

**Ratification of Audit Engagement Letter with Grau & Associates for Fiscal Year 2024 Audit**

Ms. Giles asked for a motion to ratify the audit engagement letter.

On MOTION by Mr. Citino, seconded by Mr. Summerset, with all in favor, the Audit Engagement Letter with Grau & Associates for Fiscal Year 2024 Audit, was ratified.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Loy had nothing particular other than a reminder of the ethics requirements.

**B. Engineer**

The engineer was not in attendance.

**C. Manager**

Ms. Giles had nothing additional for the Board.

**D. Operations Manager**

Mr. Soriano updated the Board on his message board search (will send the Board photos), resolving access card issues, inspection of meter box, and permit for CCUA. The mailboxes and dog park are lacking one signature on the GC permit. Mr. Oca is working with food truck vendors on Thursday nights.

**SEVENTH ORDER OF BUSINESS**

**Supervisors Requests**

Ms. Giles will get with Derek on the landowner’s meeting in November after this meeting.

**EIGHTH ORDER OF BUSINESS**

**Audience Comments**

Al (Resident) asked if solar heating for the pool is possible. Mr. Soriano will obtain proposals. He spoke about parking in the street. Mr. Loy noted a blanket policy has been used in

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other Districts and would apply to any cars overnight. The streets are public. Counsel will bring back more information on parking/towing policy.

Resident – Emailed asking to use the common area/amenity center on October 26<sup>th</sup> at 4 PM for a community pot luck Halloween gathering. He says there will be no food trucks, no outside vendors, and no bounce houses. Mr. Summerset recommended coming up with a form to be signed and if needed additional insurance so residents can have small events. Mr. Citino agrees as long as the CDD is covered under the insurance policy.

**NINTH ORDER OF BUSINESS**

**Consideration of Funding Request No. 23**

Ms. Giles stated this funding request has already been signed so they are looking to ratify funding request No. 23.

On MOTION by Mr. Citino, seconded by Mr. Summerset, with all in favor, Funding Request No. 23, was ratified.

**TENTH ORDER OF BUSINESS**

**Financial Statements as of August 31, 2024**

Ms. Giles presented the financial statements as of August 31, 2024.

**ELEVENTH ORDER OF BUSINESS**

**Check Register**

Ms. Giles presented the check register for September totaling \$39,894.75. She noted there were no unusual variances.

On MOTION by Mr. Citino, seconded by Ms. Bock, with all in favor, the Check Register totaling \$39,894.75, was approved.

**TWELFTH ORDER OF BUSINESS**

**Next Scheduled Meeting – November 5, 2024 @ 2:00 p.m.**

Ms. Giles stated the next meeting is scheduled for November 5, 2024 at this location at 2:00 p.m.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Citino, 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:

*James Summers*

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Chairman/Vice Chairman