

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, November 5, 2024 at 2:06 p.m. at Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida.

Present and constituting a quorum:

James Summerset	Chairman
Darren Gowens	Vice Chairman
Sarah Milner <i>by phone</i>	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
Freddie Oca	GMS
Matt Biagetti	GMS

FIRST ORDER OF BUSINESS

Roll Call

Ms. Giles called the meeting to order at 2:06 p.m. Three Board members were in attendance constituting a quorum. Ms. Milner participated by phone.

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.

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THIRD ORDER OF BUSINESS

Organizational Matters

A. Oath of Office for Newly Elected Supervisors

Ms. Giles presented the oath of office to all supervisors at the same time including Darren Gowens, James Summerset, and Rose Bock. She reviewed the government official laws to include the Sunshine Law. Mr. Loy added reviews of the Sunshine law, public records, ethics laws, and the motions and second votes.

B. Consideration of Resolution 2025-02, Canvassing and Certifying the Results of the Landowners Election

Ms. Giles stated this resolution will canvass and certifying the results of the Landowners election. She noted this Landowners’ meeting is required 90 days after the district’s creation and every 2 years following for the purpose of electing supervisors. She added the Landowners’ meeting was held prior to this meeting on November 5, 2024. She reviewed the seats to include Seat 3- Darrin Gowens, Seat 1 -James Summerset were elected by votes for a 4-year term. She added Ms. Bock elected for Seat 5 by votes cast for a 2-year term. These votes have been certified by the results.

On MOTION by Mr. Summerset, seconded by Mr. Gowens, with all in favor, Resolution 2025-02 Canvassing and Certifying the Results of the Landowners Election to include Mr. Gowens in Seat 3, Mr. Summerset in Seat 1 and Ms. Bock in Seat 5, was approved.

C. Election of Officers, Resolution 2025-03

Ms. Giles stated this resolution requires the election of officers. After discussion the board elected James Summerset as Chair, Mr. Gowens as Vice-Chair.

On MOTION by Mr. Summerset, seconded by Ms. Bock, with all in favor, the Election of Officers, Resolution 2025-03, with Mr. Summerset as Chair and Mr. Gowens as Vice Chair, was approved.

Ms. Giles stated in addition to officers she is a secretary and treasurer, and others as Assistant Secretaries as Ms. Milner, Ms. Bock and Mr. Citino.

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On MOTION by Mr. Summerset, seconded by Mr. Gowens, with all in favor, the Election of Officers, Resolution 2025-03 to include the Assistant Secretaries, was approved.

FOURTH ORDER OF BUSINESS

Consideration of Minutes of the October 8, 2024 Meeting

Ms. Giles presented the minutes from the October 8, 2024 meeting. Unless there are any comments or corrections, just looking for a motion to approve.

On MOTION by Ms. Bock, seconded by Mr. Summerset, with all in favor, the Minutes of the October 8, 2024 Meeting, were approved.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Attorney – Street Parking Memorandum

Mr. Loy stated the Board asked for options to address parking on the roads. He explained the statutory framework that is applied in District. He stated the first action for the District to take is to adopt parking policies, and a sample policy is provided as Addendum A. This sample policy allows the District to adopt areas of parking and no parking and to create a map for the areas. He stated before adoption, a properly noticed public hearing is required to be held. He added that the statute requires that notice be given to offenders in violation as well as a signage requirement. He reviewed the specific requirements for the signage, notifications and towing. Questions were asked on requirements for personal notices, who is required to provide the notices, the specifics of an agent of the district, placement of signage, who enforces, public roads versus CDD roads, paying for paving of roads is the district.

Ms. Kilinski further explained the policy, public notices, and a hybrid approach to implementation. Discussion ensued on implementation, costs, and options for implementation. Mr. Summerset asked the board to get public input prior to developing a policy.

After discussion the board decided to table this item with an opportunity for board review and message the community for input on the options. Ms. Giles noted the constant contact with the residents and send a message to residents. Ms. Kilinski stated they would prepare notice for public meeting.

Ms. Giles reminded the board of the ethics training due by December 31, 2024.

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B. Engineer

The engineer was not in attendance and there was nothing to report.

C. Manager

Ms. Giles had nothing additional for the Board.

D. Operations Manager

Mr. Soriano updated the board on the messaging process for the community. He reviewed the options for the message boards and pricing. There was a question on a keyhole and options for lettering. Mr. Soriano suggested the 1 with only 1 door.

Discussion ensued enclosures, types, consistent look, lights, electrical issues, and warranties. Mr. Soriano discussed the new process for electrical issues and the Fire Marshall requirement and the purchase of a new box. He added comments on issues with irrigation and plants. Mr. Summerset asked about warranties. Mr. Soriano noted the contract and water pooling on sidewalk, grading issues, and run off issues. Ms. Giles noted they had received several emails on the pooling of water on the sidewalks. Mr. Soriano added they had pressured washed the area and this created run-off issues. Mr. Summerset noted he had seen the standing water and asked to get it under control, continue to monitor, and investigate warranty.

Mr. Summerset asked about cover for mailboxes, and it was coming in over cost. Discussion ensued on new costs, dog park, increasing the budget, and bringing back option for cover. Mr. Soriano ask for clarification on the location of dog park. It was noted this is still under consideration.

On MOTION by Mr. Summerset, seconded by Mr. Gowens, with all in favor, a Not to Exceed Amount of \$3,800 for 2 Community Message Boards, was approved.
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SIXTH ORDER OF BUSINESS

Supervisors Requests

Ms. Giles asked for supervisor requests. There were no additional requests.

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SEVENTH ORDER OF BUSINESS

Audience Comments

Resident commented on paint chipping on the amenity center. Mr. Soriano noted this is under warranty and he will get with the vendor to complete touch ups. She noted appreciation for allowing input on parking policies and dog park.

EIGHTH ORDER OF BUSINESS

Financial Statements as of September 30, 2024

Ms. Giles presented the financial statements as of September 30, 2024.

NINTH ORDER OF BUSINESS

Check Register

Ms. Giles presented the check register for September totaling \$4,127.75. She noted there were no unusual variances.

On MOTION by Ms. Bock, seconded by Mr. Gowens, with all in favor, the Check Register totaling \$4,127.75, was approved.

TENTH ORDER OF BUSINESS

Next Scheduled Meeting – December 10, 2024 @ 2:00 p.m.

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

ELEVENTH ORDER OF BUSINESS

Adjournment

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

Signed by:
Marilee Giles
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Secretary/Assistant Secretary

DocuSigned by:
James Summerset
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Chairman/Vice Chairman