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# 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 on Wednesday, **September 16, 2026,** 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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| Darren Gowens | Chairman |
| Sarah Milner | Vice Chairperson |
| Marcus Martinez | Assistant Secretary |
| Rose Bock | Assistant Secretary |

Also present were:

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| Marilee Giles | District Manager, GMS |
| Lindsay Moczynski *by phone* | District Counsel, Kilinski Van Wyk |
| Devin Connell *by phone* | District Counsel, Kilinski Van Wyk |
| Glen Wieger *by phone* | District Engineer, Live Oak Engineering |
| Freddie Oca | GMS |
| Jay Soriano | GMS |

**FIRST ORDER OF BUSINESS** **Roll Call**

Ms. Giles called the meeting to order at 2:00 p.m. Four Board members were in attendance constituting a quorum.

**SECOND ORDER OF BUSINESS** **Audience Comments**

Ms. Giles opened the public comment period for agenda items only and asked that comments be kept to three minutes.

A resident asked for an update regarding the transition from United Land Services to BrightView. Staff stated that BrightView is scheduled to begin October 1st and that United would continue performing work through the transition. Staff noted they would coordinate with

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BrightView to ensure they were prepared to assume services and advised that United had continued performing work and making repairs. Concerns regarding pond maintenance were also discussed, with staff noting that some pond areas were intentionally not being serviced due to wet conditions and the potential for equipment damage.

The resident also asked for an update on the second phase of paving and whether the District was waiting on a permit. Staff stated that the underdrain project must be completed before paving can proceed to avoid having to disturb the new pavement. It was confirmed that the underdrain project received the permit, and staff indicated they would follow up regarding the status.

**THIRD ORDER OF BUSINESS** **Consideration of Minutes of the August 19, 2026 Meeting**

Ms. Giles presented the minutes from the August 19, 2026, meeting and asked for any comments or corrections. A Supervisor noted that she had previously submitted revisions, which were incorporated into the updated minutes.

> On MOTION by Mr. Gowens, seconded by Mr. Martinez, with all in favor, the Minutes of the August 19, 2026, Meeting, were approved.

**FOURTH ORDER OF BUSINESS** **Ratification of:**

**A. Variance Agreement for Fence Easement – Lot 104**

Ms. Giles reviewed ratification of a variance agreement for Lot 104 that had previously been approved. Ms. Giles noted that this was an older variance for which the District had been awaiting the homeowner's signature and confirmed that an alternative access point had been identified. The Board ratified the Variance Agreement.

> On MOTION by Mr. Gowens, seconded by Mr. Martinez, with all in favor, the Variance Agreement for Fence Easement – Lot 104, was ratified.

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**B. Landscape Agreement with Brightview**

Ms. Giles reviewed he landscape agreement with BrightView, with services scheduled to begin October 1, 2026. Staff indicated there were no concerns with the transition at this time. The Board ratified the agreement.

> On MOTION by Mr. Gowens, seconded by Ms. Milner, with all in favor, the Landscape Agreement with Brightview, was ratified.

**FIFTH ORDER OF BUSINESS Staff Reports**

**A. Attorney**

Ms. Moczynski stated she had nothing to report and asked if the Board had any questions.

**B. Engineer**

Mr. Wieger reported that permits had been received for the underdrain project and that the pre-application/pre-construction process with Clay County was underway, with work expected to begin shortly. Staff and the Chair will coordinate with the District Engineer and District Counsel following the meeting to establish a start date and prepare notification to affected residents, including Lots 61 and 62. Staff will also coordinate with KB Homes and the HOA regarding distribution of the notice and access requirements for the work.

Staff also provided an update regarding a drainage complaint at 2542 Clayton Falls Cove. A site inspection was conducted on August 7; however, the homeowner was not present. Staff will coordinate directly with the resident to arrange access for further inspection of the side yard and drainage pipe. It was noted that the issue is also related to the Pond 9 inspection and ongoing construction and dewatering activities in the area.

**C. Manager**

Ms. Giles explained that GMS is separating its District management and administrative services from its on-site amenity management and operations services. District management and administrative services will remain with GMS, while the on-site services will transition to CALM III. She noted that the personnel, pricing, and agreement terms will remain unchanged.

The Board approved the agreement with CALM III, subject to review by District Counsel and the Chairman, with the agreement to be brought back at the next meeting for ratification.

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> On MOTION by Mr. Gowens, seconded by Ms. Milner, with all in favor, the Agreement with CALM III, Subject to Review by District Counsel and the Chair to be Brought Back at the Next Meeting for Ratification, was approved.

**D. Operations Manager**

Mr. Soriano provided an update on the upcoming transition to BrightView, noting that staff would meet with BrightView and conduct a walkthrough to identify any outstanding items as they assume landscape maintenance responsibilities. Staff will also work with BrightView to update the community landscape maps and establish a service schedule identifying the areas to be maintained on specific days. It was noted that the mowing schedule will vary seasonally, with reduced service beginning in October and increased frequency during the growing season.

The Board discussed wet areas that have not been consistently maintained due to recent rainfall. Mr. Soriano stated that these areas were included in the RFP and would be addressed with BrightView. Staff will closely monitor the transition and address any incomplete or previously invoiced work with the outgoing vendor as necessary.

Staff also reported ongoing issues with the amenity card access system. The control board has been replaced multiple times, and the system has experienced recurring failures that have been attributed to possible lightning strikes. Staff advised that the vendor is now charging for replacement boards and service calls and noted that the District may need to consider a different card access system if the issues continue.

**SIXTH ORDER OF BUSINESS Supervisor Requests**

There being no comments, the next item followed.

**SEVENTH ORDER OF BUSINESS Audience Comments**

Resident (Ms. Fran Steinert) asked whether the Board would be responsible for the new section being developed by Dream Finders. Staff clarified that the development would be a separate CDD and would not be part of Anabelle Island or use the District's amenity facilities, subject to the District's adopted Amenity Policies and Rates. Discussion followed regarding the surrounding development areas, including Dream Finders, KB Homes and Century, and the

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location and timing of the proposed roadway improvements. Staff offered to meet with Mr. Steiner following the meeting to further clarify the development areas.

Resident (Mr. Darryl Greene) requested a copy of the itemized scope of work for BrightView so residents could better understand the landscaping contractor's responsibilities. Staff advised that the scope could be provided by email and discussed making it available on the District's website. Mr. Greene also asked about development near Winter Lake and the newly paved Block Island Parkway. Staff discussed the areas being developed by Dream Finders, KB Homes and Century and clarified that the developments are separate from the District.

**EIGHTH ORDER OF BUSINESS Financial Reports**

**A. Balance Sheet and Statement of Revenues & Expenditures**
**B. Assessment Receipts Schedule**
**C. Approval of Check register**

Ms. Giles presented the financial reports, including the balance sheet as of August 31, 2026, and the assessment receipt schedule showing the District was 100% collected. She presented the August check register totaling $55,036.91 and noted there were no unusual variances.

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| On MOTION by Mr. Gowens, seconded by Ms. Milner, with all in favor, the Check Register Totaling $55,036.91, was approved. |

**NINTH ORDER OF BUSINESS Ratification of Funding Request No. 34**

Ms. Giles presented Funding Request No. 34 in the amount of $19,990.21 for KB funding. Ms. Giles asked for a motion to ratify.

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| On MOTION by Mr. Gowens, seconded by Mr. Martinez, with all in favor, the Funding Request No.34 in the Amount of $19,990.21, was ratified. |

**TENTH ORDER OF BUSINESS Ratification of Funding Request No. 35**

Ms. Giles presented Funding Request No. 35 in the amount of $15,678.45. Ms. Giles asked for a motion to ratify.

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| On MOTION by Mr. Gowens, seconded by Ms. Milner, with all in favor, the Funding Request No.35 in the Amount of $15,678.45, was ratified. |

**ELEVENTH ORDER OF BUSINESS** **Next Scheduled Meeting- October 21, 2026 @ 2:00 p.m. at the same location**

Ms. Giles stated that the next meeting was scheduled for October 21, 2026.

**TWELFTH ORDER OF BUSINESS** **Adjournment**

Ms. Giles asked for a motion to adjourn.

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

Signed by:
Marilee Giles
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Secretary/Assistant Secretary

DocuSigned by:
Darren Gowens
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Chairman/Vice Chairman