

**MINUTES OF MEETING  
FLEMING ISLAND PLANTATION  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Fleming Island Plantation Community Development District was held on Tuesday, September 26, 2017 at 6:00 p.m. at the Fleming Island Plantation Splash Park, 1510 Calming Water Drive, Fleming Island, Florida.

Present and constituting a quorum were:

Eugene Clark	Chairman
Betty Murphy	Vice Chairperson
Rick Nelson	Assistant Secretary
James A. Wiggins	Assistant Secretary
Michelle Szafranski	Assistant Secretary

Also present were:

Janice Eggleton Davis	District Manager
Jason Walters, Esq.	District Attorney
Marcia Weeks	Project Manager
Jenny Urcan, PE	District Engineer (Via Telephone)
Kyle Kubik	Yellowstone Landscape
Several Residents	

*The following is a summary of the discussions and actions taken at the September 26, 2017 Fleming Island Plantation CDD Board of Supervisors meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Clark called the meeting to order and called the roll.

**SECOND ORDER OF BUSINESS**

**Audience Comments (Limited to 3 Minutes per Speaker)**

The following comments were made:

- Mr. Ken Snyder thanked all staff for keeping the community together and expediting clean up after Hurricane Irma. He also requested the Board speak louder.
- Ms. Inge Thomas addressed the letter she received regarding the hearing to consider matters related to suspension of Amenity privileges.
- Mr. George Lark asked what the chain of command is within the community. He also recalled several items discussed at a prior meeting regarding expenditures for Pandora

and the amount of time expended discussing this \$100 item. He also noted one of the water fountains is not working by the marquee.

- Mr. Clark reviewed the responsibilities of the CDD, MHOA and the BAR. Severn Trent is the management company for the CDD.
- Ms. Murphy noted all fountains are now working. There were delays due to availability of parts.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the August 22, 2017 Meeting**

Mr. Clark stated each Board member received a copy of the minutes of the August 22, 2017 meeting and requested any corrections, additions or deletions.

There being none,

On MOTION by Mr. Wiggins seconded by Mr. Nelson with all in favor the minutes of the August 22, 2017 meeting were approved as presented.
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**FIFTH ORDER OF BUSINESS**

**Attorney's Report**

**A. Review and Discussion of Towing Policy**

Mr. Walters reviewed the Towing Policy draft and indicated he has not received any additional feedback from the Board. He also reviewed the formal rulemaking process to adopt the policy. The following was discussed:

- Ms. Murphy stated there is a need for a policy; however, there is opportunity to discuss leniency in certain cases such as requests for permission to park. She also feels one warning should be issued first.
- Mr. Nelson does not feel there is an issue where a towing policy needs to be considered.
- Ms. Davis stated the current policy does not allow the parking lot to be used when facilities are closed. Staff is responsible for enforcing the current policy, but are without the authority to effectively do so.
- Discussion ensued regarding golf carts.
- Mr. Walters will bring back a revised policy with provisions to allow overnight parking under certain circumstances and also addressing golf carts.

**THIRD ORDER OF BUSINESS**

**Hearing to Consider Matters Related to  
Suspension of Amenity Privileges**

Ms. Weeks reviewed the violation of the room rental by Ms. Inge Thomas.

Ms. Inge Thomas addressed the Board regarding the incident in question.

Discussion ensued by the Board regarding the room rental deposit and consideration of any suspension.

On MOTION by Mr. Clark seconded by Ms. Murphy with all in favor the room rental deposit will be refunded and amenity privileges will not be suspended.
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It was noted Ms. Davis and Ms. Weeks are working on revisions to the District's rules and procedures.

**SIXTH ORDER OF BUSINESS**

**Engineer's Report**

Ms. Urcan reviewed her report, a copy of which is attached hereto and made a part of the public record.

- The different sign lights were demonstrated last night. They were using the two available samples in stock, but they are not a 100% accurate example of what will be installed. This is still an open item needing to be resolved.
- It has been confirmed that neither the marquee signs nor the wayfinding signs require permits.
- Due to Hurricane Irma, the County priorities have changed and they will have to address other items prior to addressing the curb inlet on Town Center Boulevard. Ms. Urcan will continue to monitor it so there is no further damage and will continue to follow up with the County.
- She is still working with the County to get the patch work at the roundabout redone so it matches the pavers.
- The control structure on Pond #4, located behind the Amenity Center and near the golf course, floated away. The pipe connecting to the control structure broke causing erosion, which washed out the base of the control structure. She is working on a bid set to obtain quotes.

- Lowe Structures, Inc. provided a proposal to inspect the Margaret’s Walk Dock and report the findings. The lump sum fee for their structural engineering services is \$3,000. There are also various hourly rates for services. A copy of the proposal is attached hereto and made a part of the public record. Discussion ensued regarding the amount of the proposal for the work that needs to be done.

On MOTION by Ms. Murphy seconded by Ms. Szafranski with Ms. Murphy, Ms. Szafranski, Mr. Clark and Mr. Wiggins voting aye and Mr. Nelson voting nay, the District Engineer was authorized to obtain additional proposals, including one from C&H Marine, and proceed with a proposal at an amount not to exceed \$3,000.

**SEVENTH ORDER OF BUSINESS**

**Landscaping Update – Yellowstone Landscape**

Mr. Kubik provided a landscaping update. A copy of his report and enhancement proposals were included in the agenda package.

- There was discussion regarding John’s Landing homeowners trying to do maintenance work on the District’s Viburnum hedges. The HOAs will be notified of this so they can communicate to their residents not to touch the hedges.
- The Board reviewed four landscape enhancement proposals totaling \$4,335.

On MOTION by Mr. Wiggins seconded by Ms. Murphy with all in favor the Yellowstone Landscape proposals were approved as submitted at a total cost of \$4,335.

- Mr. Clark requested a letter of appreciation be sent to Yellowstone Landscape for their diligence in addressing post-hurricane landscape issues and the Board agreed.

**EIGHTH ORDER OF BUSINESS**

**Project Manager’s Report**

A copy of the Project Manager’s Report was included in the agenda package.

- **Maintenance Update**

The following was discussed:

- Ms. Weeks reviewed the post-hurricane report. There were only a few minor damages as listed in the report.

- A resident contacted her regarding a tree from the preserve falling over the property line and leaning near the house. Pictures were distributed to the Board and are hereby incorporated. Mr. Walters stated the general rule is the District is not responsible for trees on District property falling over into someone else’s personal property. The only exception is if the District would have had prior notice of a diseased tree being a potential threat. The tree in question is still technically on the ground and the resident has notified the District of the potential threat to their property. Discussion ensued.

On MOTION by Ms. Murphy seconded by Ms. Szafranski with all in favor Mr. Walters was directed to draft a letter to the resident on behalf of the District offering to pay up to 50% of the cost to remove the tree, with the homeowner hiring and managing the vendor.

**NINTH ORDER OF BUSINESS**

**Consideration of Reserve Study Prepared by Dreux Isaac & Associates**

A draft of the reserve study was distributed by email for Supervisors to review, a copy of which is attached hereto and made a part of the public record.

On MOTION by Ms. Szafranski seconded by Ms. Murphy with all in favor the 2017-2018 Reserve Study was approved with any additional changes deemed necessary by the District Manager.

**EIGHTH ORDER OF BUSINESS**

**Project Manager’s Report (Continued)**

- **Maintenance Report (Continued)**
  - The District has an easement agreement with the River Hills Reserve HOA. Ms. Weeks will provide the HOA with specifications on the lighting as soon as she receives them.
  - The playground has been installed and there has been positive feedback from the community. Pictures were provided and are attached hereto as part of the public record.
  - Ms. Murphy suggested holding off on the tennis court resurfacing until after hurricane season. There was Board consensus to request the vendor postpone resurfacing until November.
  - Staff requested the Board consider the Amenity Center no longer accept cash payments now that debit and credit cards are accepted. This will do away with

high bank service charges incurred with Wells Fargo and reduce the safety risk factors with staff handling and depositing cash. The Board agreed.

- Ms. Murphy has been working with the decorators to ensure the Amenity Center renovations go well. Everything is looking very nice. Staff is requesting an increase in the renovation budget of \$4,000.

On MOTION by Mr. Wiggins seconded by Ms. Szafranski with all in favor an additional \$6,000 in expenses associated with the Amenity Center renovation project budget was approved.

- A traffic study pattern of Amenity Center use was distributed and is attached hereto as part of the public record. Due to the low amount of use, staff is requesting the Amenity Center be closed on Sundays during the off season beginning the weekend after pools are closed through February.

On MOTION by Ms. Murphy seconded by Mr. Nelson with all in favor closure of the Amenity Center during the off season months was approved.

- There was discussion regarding posting “No Trespassing” signs along the wooded area between Amberwood and Cypress Glen. A resident is complaining about people riding motorbikes. Ms. Murphy agrees “No Trespassing” signs should be posted due to several issues in this area. Mr. Walters reviewed the statutory requirements for posting signs to allow for enforcement by the Sheriff’s Department.
- Ms. Murphy brought up misinformation on social media by residents regarding whether non-residents are allowed to attend events for residents only. She requested something be published in the newsletter clarifying this.
- Ms. Murphy also requested the response Ms. Weeks provided to one of the residents regarding tree responsibility be posted in the newsletter, the website and that handouts be available at the Amenity Center so all residents are provided with the same answer.

• **Recreation Update**

A copy of the recreation update was provided in the agenda package.

**TENTH ORDER OF BUSINESS**

**Manager's Report**

Ms. Davis stated Ms. Christofoli contacted her and complemented the lifeguard staff this summer for making the pool a friendly and top notch place. She also stated the new insurance binder for Fiscal Year 2018 was signed and there was no increase in the rate.

**ELEVENTH ORDER OF BUSINESS**

**Acceptance of August Financials and Approval of August Check Register and Invoices**

The Board reviewed the financials. Ms. Davis stated the District has collected 100% of its assessments for Fiscal Year 2017.

On MOTION by Ms. Szafranski seconded by Ms. Murphy with all in favor the August financials were accepted and the August check register and invoices were approved.

**TWELFTH ORDER OF BUSINESS**

**Supervisors' Request**

The following was discussed:

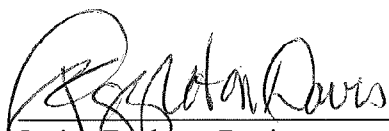
- Ms. Szafranski asked for a staffing update. Ms. Davis responded Ms. Weeks old position needs to be filled. There is a new staffing recruiter working on finding staff. Ms. Davis reviewed the other staffing positions, which have been filled.
- Ms. Murphy requested more information be posted regarding what each entity is responsible for as well as more information in the new resident packages. She also requested extra packages be available in case residents need them.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

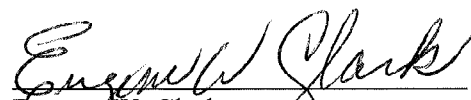
There being no further business,

On MOTION by Ms. Murphy seconded by Ms. Szafranski with all in favor the meeting was adjourned.




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Janice Eggleton Davis  
Secretary




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Eugene W. Clark  
Chairman