

**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, January 23, 2018 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 (Via Telephone)
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 (Via Telephone)
Marcia Weeks	Project Manager
Jenny Urcan, PE	District Engineer (Via Telephone)
James Jeffers	Maintenance
Ashley Bultman	Events Coordinator
Kyle Kubik	Yellowstone Landscape
Dean Atkinson	Bliss/Compac Filtration
Members of the Public	

*The following is a summary of the discussions and actions taken at the January 23, 2018 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**

The following comments were made:

- Mr. George Lark of Chatham Village inquired about getting Pandora at the pool, fountain lighting at the main entrance, getting a heated lap pool and what kind of petition is needed and the status of an asphalt patch at the paver roundabout.
- Mr. Robert McCutcheon of John's Landing discussed the marquee sign at John's Landing and stated it is causing a blind spot for people trying to get out of the neighborhood. He asked if it can be moved to the other side.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the December 19, 2017 Meeting**

Mr. Clark stated each Board member received a copy of the minutes of the December 19, 2017 meeting and requested any corrections, additions or deletions.

Changes were made and will be incorporated into the amended copy of the minutes.

On MOTION by Mr. Wiggins seconded by Ms. Szafranski with all in favor the minutes of the December 19, 2017 meeting were approved as amended.

**FOURTH ORDER OF BUSINESS**

**Attorney's Report**

Mr. Walters provided an update on his discussions with the County regarding the traffic circle and efforts to repair the issues.

- He spoke with Mr. Dale Smith, the County's Director of Engineering and Public Works.
- Mr. Smith is well aware of the issues and indicated they are coming up with a plan to address the issues. The County is accepting full responsibility to repair these issues.
- Mr. Smith is working to get a geotech to run borings all the way down the road beds to see what the conditions are. A resolution will be derived depending on the results of the testing.
- They agreed to keep the lines of communication open to work together and get this issue resolved.

**FIFTH ORDER OF BUSINESS**

**Engineer's Report**

Ms. Urcan reviewed her report, a copy of which is included in the agenda package.

- Aquatics was able to remove the algae and vegetation on Pond 18. They also noted there was no algae present on Pond 26.
- Two additional proposals were obtained for Pond 4 repairs: W. Gardner and North Jax Concrete and Construction. Ms. Urcan recommends the proposal from North Jax Concrete and Construction in the amount of \$11,637.50. This does not include any unforeseen repairs, which is similar to the other proposals.
- She heard back from Public Works regarding repairs to the Town Center Parkway inlet. They are going to perform camera inspection to determine the cause and what repairs need to be done, but a date has not been set.

On MOTION by Mr. Nelson seconded by Ms. Szafranski with all in favor North Jax Concrete and Construction was approved to repair Pond 4 at a cost not to exceed \$15,000.

On MOTION by Ms. Szafranski seconded by Mr. Nelson with all in favor the pond inspection report was accepted.

**SIXTH 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.

- Work on the Margaret’s Walk project was delayed due to recent weather conditions. The Spartina grass and grading was done in the large area.
- Pond banks in the back of The Links is expected to be completed this week.
- They are continuing with the median islands installations.
- The Crepe Myrtle tree installed by the high school was too small and had to be removed. Its replacement will be installed this week.
- They continue to do line-of-sight trimming throughout the community.
- There is an irrigation mainline break at the entrance to The Links that needs to be repaired. There are also two irrigation valves at Village Square, which were repaired.
- The engineer working on the Pruitt Health project is installing the irrigation sleeve.
- The Walters Viburnums at the entrance to the Splash Park, at the gate to Lake Ridge North and at the entrance to Amberwood have a specific fungus they are working on treating.
- There were also issues with the knockout roses at the entrance to the Splash Park, which are being replaced at no charge to the District.
- He reviewed the enhancement proposals included in his report.

On MOTION by Mr. Wiggins seconded by Mr. Nelson with all in favor the enhancement proposals from Yellowstone Landscape were approved as presented at a cost not to exceed \$8,000.

- Ms. Szafranski asked about the trimming of the viburnums at John’s Landing. Mr. Kubik stated they will be trimmed.

- Mr. Nelson raised concerns about the Spartina on Thunderbolt Road between The Woodlands and the school looking sparse. Also, there is a lot in The Woodlands that has sparse looking Spartina.

**SEVENTH ORDER OF BUSINESS**

**Project Manager's Report**

A copy of the Project Manager's Report was included in the agenda package. Ms. Weeks introduced new staff: Ms. Ashley Bultman the new events coordinator and Mr. James Jeffers, the new lead maintenance technician who will be replacing Mr. Burton after his retirement.

**A. Maintenance Update**

The following was discussed:

- All wayfinding signs have been installed.
- The lettering on the marquee signs is very small. They will be installing a metal backboard so that larger letter magnets can be used.
- A line of sight inspection was conducted by the County for the marquee sign by John's Landing and it was determined to be a problem. The marquee will be relocated. All residents who called expressing concern will be contacted and notified.
- Two proposals were obtained to repair the light fixtures and water feature at the Fleming Plantation entrance fountain from Innovative Fountain and Compac Filtration.

On MOTION by Mr. Nelson seconded by Ms. Szafranski with all in favor the proposal from Compac Filtration was approved at an amount not to exceed \$2,500.

- Two proposals were obtained to repaint the water slide at the Splash Park and refurbish the Thunder Bucket water feature from Bliss Products and Services and Slide Renu.
- Mr. Dean Atkinson addressed the Board and reviewed his proposal, which includes replacement of the slide structure on the water feature.
- Ms. Murphy expressed concern over the accuracy of the Reserve Study. Staff will request Dreux Isaac participate by phone at the next meeting.

On MOTION by Mr. Nelson seconded by Ms. Murphy with all in favor the proposals from Bliss Products to refurbish the slide at a cost not to exceed \$22,000 and the Thunder Bucket water feature at a cost not to exceed \$65,000 were approved.

- AT Services of North Florida, LLC provided a proposal to network all the locations under the same ID card system for \$4,254.99. This is the only company willing to do this without replacing the entire system.

On MOTION by Mr. Nelson seconded by Ms. Murphy with all in favor upgrading the ID network system by AT Services of North Florida, LLC was approved at a total cost of \$4,254.99.

- A tennis court maintenance schedule has been created to ensure proper maintenance with the assistance of Welch Tennis. A training class will be held at the end of February for staff and the community. There was discussion regarding a full-time employee for tennis maintenance only.
- Due to frequent use of Woodlands Park and Thornhill Park, staff recommends installing trash receptacles at each park. The total cost is \$1,588.40. Discussion ensued regarding destructive behavior by children in the community and the suggestion was made to have something in the newsletter about it.

On MOTION by Mr. Wiggins seconded by Mr. Nelson with all in favor the installation of trash receptacles at Woodlands Park and Thornhill Park were approved at a total cost of \$1,588.40.

- Two additional proposals were obtained for community entrance lighting from Coastal Electric Company of Florida and Schuman Electric. Discussion ensued and Mr. Nelson offered to go over each line item with Pickett Electric.

On MOTION Ms. Murphy seconded Mr. Nelson with all in favor Pickett Electric was approved to do the community entrance lighting at a cost not to exceed \$51,000 with the caveat that Mr. Nelson work directly with Pickett Electric on the details of the lights and work done.

- It was requested the BB&T Credit Card limit be increased from \$3,000 to \$5,000 due to work productivity needs.

On MOTION by Mr. Nelson seconded by Ms. Murphy with all in favor increasing the BB&T credit card limit to \$5,000 was approved.

**B. Proposed 2018 Pool Schedule**

Ms. Weeks reviewed the proposed 2018 pool schedule.

On MOTION by Mr. Nelson seconded by Ms. Murphy with all in favor the 2018 pool schedule was approved as presented.

**C. Proposed Changes to CDD Policies and Procedures**

The Board and staff reviewed the proposed revisions to the District Policies and Procedures. This would have to be formally adopted at a properly noticed public hearing. A rate comparison chart and a copy without redlines were distributed and are attached hereto as part of the public record. The following was discussed:

- Amenity Center Conference Room rentals change to say “up to”.
- Under I. D. 5 *General Swimming Pool Rules* change to children 12 and under must be accompanied by a parent or other person 16 years of age or older.
- Under I. D. 17 *General Swimming Pool Rules*, insert *be* before *permitted*.
- Strike #19 and renumber under I. D. *General Swimming Pool Rules*.
- Under Section E, strike *CDD Board of Supervisors* and re-word.
- In III. C. 5, insert verbiage that tennis court guests must play on the same court as the patron and change the number of guests allowed to three.
- In III. C. 6, change age allowed to play on the tennis courts unattended to 14.
- In V. 13, change age allowed to be at Margaret’s Walk Park unattended to 14.
- In VI. 2 and 3, change the ranges for tennis camps and swimming lessons.
- There was consensus not to allow any smoking, tobacco products, vaping and alcohol on any District property.
- Remove television usage fee in VII. C. 13.

**D. Recreation Update**

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

**EIGHTH ORDER OF BUSINESS**

**Manager's Report**

There being no report, the next item followed.

**NINTH ORDER OF BUSINESS**

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

The Board reviewed the financials.

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

**TENTH ORDER OF BUSINESS**

**Supervisors' Request**

The following was discussed:

- Mr. Wiggins discussed the Clay County Electrical Utility Facility at Southern Links that is damaged as a result of Hurricane Irma and questioned what the District can do to bring it to the County's attention.
- Mr. Nelson noted there is also one on River Hills that is damaged.
- Staff will reach out to the County.
- Ms. Szafranski requested a discussion item on the next agenda for fishing at the ponds.
- Discussion ensued regarding the request by some residents for a heated pool. Mr. Walters reviewed several issues another community has with its heated pool. It is costly and there are several repair issues. He does not recommend a petition be sent out without hard data as to the additional costs associated with it.
- Mr. Nelson discussed Vesta Properties approaching the District to manage the community. Mr. Roy Deery of Vesta made brief remarks expressing their interest. There was Board consensus to have a presentation at the next Board meeting.

**ELEVENTH ORDER OF BUSINESS**

**Distribution of Tablets and Brief Orientation**

Mr. Walters noted the tablets are District property and for District business purposes only. He cautioned the Board on web searches, pictures saved on the tablet, use of personal email and noted the tablets must be returned when leaving office.

*The record will reflect Ms. Murphy and Mr. Walters left the meeting.*

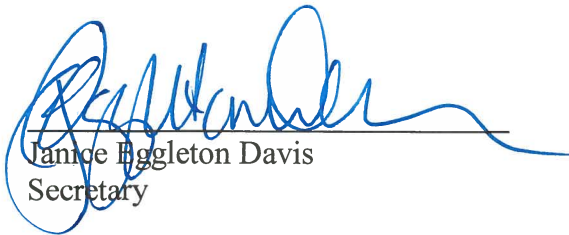
Ms. Weeks and Ms. Bultman provided an overview and training on how to use the tablets.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

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



Janice Eggleton Davis  
Secretary



Eugene W. Clark  
Chairman