

**MINUTES OF MEETING  
JULINGTON CREEK PLANTATION  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Julington Creek Plantation Community Development District held a Public Hearing and Regular Meeting on August 22, 2023 at 6:00 p.m., at the Julington Creek Plantation Club, 350 Plantation Club Parkway, St. John’s, Florida 32259.

**Present were:**

George Doran (via telephone)	Chair
Michael Morton	Vice Chair
Patricia Jacob	Assistant Secretary
Luke Jensen	Assistant Secretary
Daniel Haydu	Assistant Secretary

**Also present were:**

Daniel Rom	District Manager
Jennifer Kilinski	District Counsel
Corey Roberts	Kilinski   Van Wyk, PLLC
Matt Maggiore	District Engineer
Jeff Branch	Field Operations Manager
Matt Roberts	General Manager
Jay King	Vesta Property Services, Inc. (Vesta)
Daniel Bauman	BrightView Landscape Services, Inc.
Rodney Hicks	BrightView Landscape Services, Inc.
Jeff Gibson	Ervin Lovett Miller (ELM)
Joe Grippi	Project Director (NineOaks)
Aaron Clausen	Resident
Julianne Tevlin	Resident
Nina Kannatt	Resident

**FIRST ORDER OF BUSINESS**

**CALL TO ORDER/ROLL CALL**

Mr. Rom called the meeting to order at 6:02 p.m. Supervisors Morton, Jacob, Jensen and Haydu were present in person. Supervisor Doran attended via telephone.

**SECOND ORDER OF BUSINESS**

**PLEDGE OF ALLEGIANCE**

All present recited the Pledge of Allegiance.

***Disclaimer:** These summary minutes are intended to only highlight the topics discussed, items being considered and actions taken.*

**THIRD ORDER OF BUSINESS**

**PUBLIC COMMENTS (limited to 3 minutes per person)**

Mr. Rom reviewed the protocol for public comments.

Resident Nina Kannatt addressed to comments at the last meeting about the swim team’s pool usage, including a statement about being stricter, going forward, and comments at the end of the last meeting about potentially setting additional swim team caps related to residents. She voiced her opinion that the swim teams bring a lot to the community in terms of desirability and revenue. She asked the Board to consider that, without the swim teams offsetting some expenses, residents would either incur additional costs to operate and heat the pool or have fewer amenities. She recalled the caps were heavily negotiated at the beginning of the CDD and renegotiated to heat the Rec Center pool. She noted the American Swimming Coaches Association (ASCA) ranked the Loggerheads 51 out of 3,100 clubs in the US. Regarding comments at the last meeting, Mr. Roberts stated there will be slight changes made over the next 18-months to address the ten or so resident complaints. In his opinion, the CDD would not be planning on building a new competition pool without being committed to the swim team being able to maximize it. Residents should know the Board supports both the residents and the swim teams.

**FOURTH ORDER OF BUSINESS**

**BUSINESS ITEMS [approximately 120 minutes]**

**A. Presentation of BrightView Landscape Maintenance and Irrigation Monthly Report**

Mr. Bauman presented the Quality Site Assessment Report.

Discussion ensued regarding the mulch program, ways to improve the landscape in CDD non-irrigated main areas from the sidewalk to the curb, replacing the landscape or considering tying into the POA’s irrigation system and alternating use.

Mr. Branch will work on a plan for the next meeting.

**B. Consideration of Responses to RFP for Landscape and Irrigation Maintenance Services**

**I. Respondents**

- a. Brightview Landscape Services**
- b. United Land Services**

Mr. Rom stated that the Request for Proposals (RFP) responses and points to consider were emailed to the Board last week. There is an irregularity in the United Land Services

response. Mr. Rom and Ms. Kilinski presented options to either reject the responses, waive the irregularity and award the contract or continue the RFP process.

Board Members and Staff commented on the performances of BrightView and the POA vendor, United Land Services.

**II. Ranking/Award of Contract**

- **Consideration of Resolution 2023-21, Regarding the Award of a Landscape and Irrigation Maintenance Services Contract; Providing a Severability Clause; and Providing an Effective Date**

Ms. Kilinski suggested amending Resolution 2023-21 to award the Landscape and Irrigation Maintenance Services Contract to BrightView, the only responsive proposer, and rejecting the United Land Services bid as non-responsive because of the significant irregularity of not bidding the irrigation piece. The ranking process is not necessary because of the irregularity.

**Mr. Doran left the meeting at 6:30 p.m.**

**On MOTION by Mr. Jensen and seconded by Mr. Morton, with all in favor, Resolution 2023-21, as amended, Regarding the Award of a Contract Landscape and Irrigation Maintenance Services Contract to award the contract to BrightView, as the only responsive proposer and rejecting the United Land Services bid as non-responsive because of the significant irregularity of not bidding the irrigation piece; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

**C. Presentation of ELM Update: Aquatics Improvement Project**

Mr. Rom stated, going forward, project updates from Ajax Building Company, LLC will be added to the agenda.

Mr. Gibson stated that delays in the design schedule permitting impacted the original project timeline by a couple of months. They are considering not closing the other pool until next Labor Day to avoid the pools being closed for two seasons. He is working with the sub vendors on finalizing the production schedule. A delay in constructing the play structures is also impacting the Community Park Schedule.

To avoid delays and stay on the original timeline, Mr. Gibson was asked to provide an “actionable items” list inventorying what is needed from the Board and a chart containing budgets and key milestone dates for each meeting.

Discussion ensued about residents being assessed on two tax bills for improvements not yet completed, the capitalized interest period, use of surplus fund balance to reduce assessments and possible cost overruns due to delays.

Mr. Gibson stated, going forward he will work with Nine Oaks to prepare a list of items to address 17 days after the monthly CDD meetings.

Mr. Gibson provided an updated timeline to construct, deliver and install the play structure, which will not be completed until mid-summer, instead of in the winter.

**Mr. Doran was disconnected from the meeting at 6:53 p.m.**

Regarding a timeline to disseminate communications to residents, Mr. Gibson recommended displaying drawings once they are fully completed and before the permitting process, which will be in six weeks.

Asked if it is possible to work around the competition pool through July 4, 2024, while continuing on schedule, Mr. Gibson stated he will work with Nine Oaks and Ajax to determine the options, as the issue is related to limited mobilization. Mr. Haydu offered to be the liaison to work with Ajax. The overall consensus was not to delay the project and close the park, as needed.

Referencing slides, Mr. Gibson provided updates on the following items:

- Monthly Activities
- Adjustments to the Clubhouse size, shade pavilion, restroom building, laundry room and lifeguard breakroom. Some are for efficiency and others are to meet the established site plan.
- The food vendor designer suggested adding an additional service management office; however, he and Mr. Roberts agreed a separate office is not necessary.

Mr. Haydu stated he wants to be involved in this part and be able to speak to the Consultant, because of his 20-years' experience in this matter.

- The Computer-Aided Design and Drafting (CADD) initial schematic design and links were emailed to the Board.

**D. Presentation of ELM Update: Community Park Project**

- Design iterations are ongoing.
- The mushroom structure is cost-prohibitive.

Mr. Gibson was asked to provide another alternative for the next meeting.

- The Civil Engineer submitted their first iteration of the CADD base plans this afternoon.
- Images of the latest designs on the play structure, which was not included in the link, were presented.

➤ Slides of the lake and main pavilions, picnic shelters, elevations and schematic narratives and schematic sheets on different packages, were reviewed.

Board Members provided feedback on the updated renderings and want the following:

- Uniformity on the roofing systems.
- Ajax and all vendors to deliver a sense of urgency on these projects and provide project costs.
- Prepare to execute the Kompan contract and approve 50% deposit at the next meeting.
- Submit project questions before meetings, streamline future agendas and display posters.

Mr. Roberts asked if there is interest for a dedicated flex space for Zumba. It was noted that a shaded area is needed.

Mr. Gibson presented the remaining slides and stated that they are looking to make adjustments to the adult pool and angles to create better sight lines and better symmetry within the designs.

Regarding the pickleball courts, Mr. Branch stated about six courts could be constructed if the Board decided to purchase the ¾-acre property south of the basketball court and expand the existing pond adjacent to the skate park, which requires obtaining permits and approvals.

Ms. Kilinski stated there is some flexibility in the bond documents to include this project. Mr. Gibson suggested engaging Ajax as the contractor to reduce mobilization fees. Considering this as a Phase 3 project, Mr. Maggiore asked for more time to have his colleague, who worked for the original firm that did the permit, to do more research and provide a schematic. There will still probably be parking issues. Mr. Rom will email it to the Board upon receipt.

**E. Presentation of Nine Oaks Development, Inc., Monthly Report**

This item was presented during Item 4D.

**F. Presentation of 2023 Engineer’s Report Series 2012**

**G. Presentation of 2023 Engineer’s Report Series 2016**

Mr. Maggiore presented the 2023 District Engineer’s Reports for Bond Series 2012 and Series 2016 projects, pursuant to the Master Trust Indenture

**On MOTION by Mr. Jensen and seconded by Ms. Jacob, with all in favor, the 2023 Engineer’s Report for Bond Series 2012 and the 2023 Engineer’s Report for the 2016, were approved.**

**Supervisor Haydu left the meeting at 7:58 p.m.**

Asked who owns the land next to the parking lot, Mr. Maggiore believes the POA most likely owns it.

**Supervisor Haydu returned at 8:00 p.m.**

**H. Updates: Tennis**

Mr. Roberts stated that residents were provided information on utilizing the new software program, which will go live next month. Mr. Morton stated that the fans were installed. He thinks the next item to address will be how the courts are reserved and who is reserving them.

**RECESS REGULAR MEETING/OPEN PUBLIC HEARING**

**FIFTH ORDER OF BUSINESS**

**Public Hearing on Adoption of Fiscal Year 2023/2024 Budgets [approximately 15 minutes]**

**A. Proof/Affidavit of Publication**

**B. Consideration of Resolution 2023-22, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2023, and Ending September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date**

Mr. Rom presented Resolution 2023-22. He suggested amending the Fiscal Year 2024 budget so that the landscape maintenance budget is reduced to match the BrightView contract amount approved earlier in the meeting. The overall strategy is to use capital project funds to offset any assessment increase and keep the assessment levels the same as Fiscal Year 2023.

Discussion ensued regarding what made up the variance column, confirming the actual Fiscal Year 2024 landscaping contract includes irrigation costs, defining Vesta salaries and the variance "Property" budget line item.

**Supervisor Morton left the meeting at 8:14 p.m.**

**On MOTION by Mr. Haydu and seconded by Ms. Jacob, with all in favor, the Public Hearing was opened.**

No members of the public spoke.

**On MOTION by Ms. Jacob and seconded by Mr. Haydu, with all in favor, the Public Hearing was closed.**

Supervisor Morton returned at 8:15 p.m.

**On MOTION by Mr. Jensen and seconded by Mr. Haydu, with all in favor, Resolution 2023-22, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2023, and Ending September 30, 2024, as amended; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.**

A Board Member asked Mr. Roberts for a copy of the I.T. contract to review.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-23, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2023/2024; Providing for the Collection and Enforcement of Special Assessments; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date**

**On MOTION by Mr. Jensen and seconded by Mr. Haydu, with all in favor, Resolution 2023-23, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2023/2024; Providing for the Collection and Enforcement of Special Assessments; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

**RECESS PUBLIC HEARINGS/RECONVENE REGULAR MEETING**

Mr. Rom stated that, going forward, the “Review Recap of Current Meeting” will be the last item on future agendas. Mr. Branch was asked to display poster boards of ELM’s design phase in the lobby once a month.

Ms. Kilinski prepared and presented summarized ad-hoc meeting notes recapping updates and actions of today’s meeting, which are structured like the ones Mr. Roberts prepared several months ago. The Board approved the meeting notes to disseminate to residents.

**SEVENTH ORDER OF BUSINESS**

**STAFF REPORTS [approximately 5 minutes]**

**A. Field Operations Manager: Jeff Branch**

**I. Monthly Report**

Mr. Branch presented the Monthly Activities Report.

**Mr. Doran joined the meeting at 8:24 p.m., via telephone.**

Mr. Branch was asked to obtain costs for younger kid-friendly splash pad structures and replace the missing cap on the bottom of the slide.

**II. CIP**

**III. Vendor Scorecards**

These items were included for informational purposes.

**B. General Manager: Matthew Roberts**

**• Monthly Report**

Mr. Roberts presented the Monthly Report.

**Mr. Jensen left the meeting at 8:29 p.m.**

**C. District Engineer: England-Thims & Miller, Inc.**

**D. District Counsel: Kilinski | Van Wyk, PLLC**

There were no District Engineer and District Counsel reports.

Ms. Kilinski introduced her colleague, Corey Roberts, who will attend CDD meetings.

**E. District Manager: Wrathell, Hunt & Associates, LLC**

There was no report.

**EIGHTH ORDER OF BUSINESS**

**CONSENT AGENDA ITEMS [approximately 5 minutes]**

**A. APPROVAL OF MINUTES**

- July 25, 2023 Regular Meeting**

**B. ACCEPTANCE OF UNAUDITED FINANCIAL STATEMENTS**

- As of July 31, 2023**
  - Check Detail**
  - Credit Card Activity**



**On MOTION by Mr. Haydu and seconded by Ms. Jacob, with all in favor, the Consent Agenda Items, as presented, were approved and accepted.**

**NINTH ORDER OF BUSINESS**

**PUBLIC COMMENTS (limited to 3 minutes per person)**

Resident Aaron Clausen asked that, during the decision making process, the Board consider that HOA and CDD roofing materials are consistent, combine the grill into the ground floor of the main building to provide air conditioned seating, whether two bars at the adult pool is really necessary and adding irrigation to the scope for the Davis pond area.

Mr. Clausen stated that the POA and Maintenance Committee rejected requests for an outdoor shared library due to the inability to supervise it and instead proposed installing a bookshelf in the lobby. He noted that his child is afraid of the splash pad and thanked everyone for starting the Child Watch program and for doing a great job.

**TENTH ORDER OF BUSINESS**

**SUPERVISORS' REQUESTS**

There were no Supervisors' requests.

**ELEVENTH ORDER OF BUSINESS**

**NEXT MEETING DATE: September 26, 2023 at 6:00 PM**

○ **QUORUM CHECK**


All Supervisors confirmed their attendance at the September 26, 2023 meeting.

**TWELFTH ORDER OF BUSINESS**

**ADJOURNMENT**


**On MOTION by Mr. Doran and seconded by Mr. Morton, with all in favor, the meeting adjourned at 8:36 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



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Secretary/Assistant Secretary



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Chair/Vice Chair