

MINUTES OF MEETING
SAMPSON CREEK
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Sampson Creek Community Development District was held on Wednesday, July 21, 2021 at 6:00 p.m. at St. Johns Golf & Country Club, Meeting Room, 219 St. Johns Golf Drive, St. Augustine, Florida.

Present and constituting a quorum were:

Robert Sevestre	Chairman
Kyle Williams	Vice Chairman
Brad Weger	Supervisor

Also present were:

Ernesto Torres	District Manager
Wes Haber (<i>via phone</i>)	District Counsel
Kate Trivelpiece	Amenities & Recreation Manager
Brian Stephens	Riverside Management
Daniel Hunt	JSC Systems
Residents	

The following is a summary of the actions taken at the July 21, 2021 meeting. A copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Torres called the meeting to order at 6:00 p.m. Three Supervisors were present.

SECOND ORDER OF BUSINESS

Public Comment

Mr. Torres stated there were copies of the agenda and the FY22 budget. This budget has been approved but not adopted. There were no comments.

Mr. Torres introduced Kacy Roman from the St. John's County Sherriff's office. This is our off-duty police officer to enforce traffic and speed.

Mr. Roman introduced himself and noted he had numbers since January 1st. He reported there had been 176 contracts, 83 citations, 101 warnings, and the top speed cited was 73 miles

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per hour. He noted speed is still an issue, and parking is also still an issue. He added he does 4 hours per week of patrolling. He added golf carts are also an issue. He answered a question regarding a driver’s license for golf carts was at 14, and that is state law. Discussion ensued about where golf carts were and were not allowed. He noted parking on a sidewalk is not allowed and is a state law. However, they will not enforce this law. He is open to adjusting his hours as needed, and sometimes staggers time so people do not expect him on duty.

THIRD ORDER OF BUSINESS

Consideration of JSC Revised Security and Sound System *(Presenter: Kate Trivelpiece)*

Mr. Torres introduced the representatives for JSC to review the changes from last meeting. It was noted the revised quote was sent to Kate and Board members should have a copy of that. He included a discount in his overview. It was noted the total proposal was for \$88,620.96 for the equipment and install and comes with a standard 90-day warranty. A 3-year preventive maintenance and warranty can be purchased for an additional \$14,179.

It was added that District Counsel would send this to include all payments schedules, warranty language, and once signed and approved the work would start. It was further noted a 25% deposit would be needed.

On MOTION by Mr. Williams, seconded by Mr. Weger, with all in favor, the Revised Security and Sound System and Include a 3-year Warranty, was approved.

FOURTH ORDER OF BUSINESS

Consideration of Entry Monuments Landscape Low Voltage Lighting Proposals *(Presenter: Brian Stephens)*

Mr. Torres stated the Board has discussed this prior to the meeting. The recommendation is for redoing the sign area and adding low voltage lighting. The goal is to add lighting at all entrances of the community. The proposal is to light not only the individual monuments in the islands but also maybe some of the taller trees. This would give more of a presence at night.

A proposal was requested for the next meeting at least a week and half before the start of the meeting. Before pricing is put together, input was wanted from the Board on what they wanted on details. Discussion ensued on cleaning the tile on the signs, re-painting the lettering,

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and different materials to be used. It was also mentioned about a plant instead of column to update the look of the area.

FIFTH ORDER OF BUSINESS

Consideration of Pond Entry Monument Renovation *(Presenter: Duval Landscape)*

Mr. Torres encouraged everyone to reach out to Brian Stephens onsite for details on this project. Next meeting is August 18th at 6:00p.m.

SIXTH ORDER OF BUSINESS

Consideration of Proposal to Survey Improvements at 852 Eagle Point *(Presenter: Alex Acree)*

Mr. Torres stated that in the past we've had this issue of residents using the property for personal use. To ensure accuracy, the survey portal will be used. Board members had a copy for proposal to conduct survey. If this is fact, then a letter will be sent for the resident to reimburse the CDD for the survey before legal action is taken. Board approval is needed for this action.

On MOTION by Mr. Sevestre, seconded by Mr. Williams, with all in favor, the Proposal to Survey Improvements at 852 Eagle Point, was approved.

SEVENTH ORDER OF BUSINESS

Ratification/Consideration of Requisition No. 132 & 133 *(Presenter: Staff)*

Mr. Torres stated he had approved 132, but then recalled it for the amount of \$28,453. In order to pay contractors, this is coming out of bond funds. He added they are requesting payment, but Brian had not signed off on this. Mr. Torres recommended this not be approved until approval from Brian after inspection.

Discussion ensued on the work that was completed, and the Board was not happy with the quality. The Board agreed to table this item until further notice.

EIGHTH ORDER OF BUSINESS

Consideration of Proposals from Riverside Management Services *(Presenter: Ernesto Torres)*

Mr. Torres stated when the budget was drafted, they had considered and discussed staffing level increase. There has been a change in staff and an updated agreement was needed. This had been discussed previously and any Board discussion on this topic was needed. The

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Amenity Manager oversees an assistant and will also manage the Facility Assistant and some oversight on Field Operations.

Mr. Stephens will still be involved, and a full-time person would be needed. A part-time Maintenance person is also needed which is typically 3 days per week, 8-hour day, and will be billed per hour of actual usage and could be under the proposed amount. This approval would be for up to \$43,000 but doesn't mean that all has to be used. It was reiterated this should be monitored and is what we currently what we have. It was restated some funds were needed to be left in the budget line item for what may be needed. The goal is to start this person in October. The Board discussed a minimum 2-3 days per week for day-to-day needs. The Board further discussed job duties and responsibilities. The Board agreed to table this discussion.

NINTH ORDER OF BUSINESS

Discussion of Fiscal Year 2022 Approved Budget *(Presenter: Ernesto Torres)*

Mr. Torres stated the Budget for Fiscal Year 2022 has been reviewed about 3 times, and very few adjustments have been made. Mr. Torres added that assessments would remain the same and no mailed notices have been sent out to the District. He reminded the Board that the amount of \$965,414 cannot be changed.

Security was discussed as a possible need to add more time. The evening hours from 4-midnight is when the issues arise, and more monitoring is needed, and times need to be changed.

Kate Trivelpiece also added that there was a need to increase holiday decorations from \$5,000. Mr. Torres added that adjustments could be made in maintenance to do this. The Board asked for proposals on these items. The Board agreed to add an additional \$7,000 for holiday decorations.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber stated that the legislature was looking at new law to allow our meeting notices virtually or on web page. It has not been approved at this point. Also, legislature was discussing further training requirements for Supervisors of CDDs, but it did not pass.

The Board asked about an easement on golf course. Mr. Haber noted it was not finalized and location would change. Also, it was asked about a hold harmless agreement in the works, but no further information was added.

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B. Engineer

There being none, the next item followed.

C. Manager

There being none, the next item followed.

D. Amenities & Recreation Manager

1. Proposal for Door Replacement

Ms. Trivelpiece presented a proposal for a door replacement and a quote. The Chairman had approved this as an emergency, and it needed to be ratified.

On MOTION by Mr. Weger seconded by Mr. Williams, with all in favor, the Proposal for Door Replacement, was ratified.

2. Proposal for Exterior Painting of Clubhouse

Ms. Trivelpiece presented a proposal for painting of Clubhouse, and she noted this was needed. She had reached out to a couple of companies and noted the price differences of the two. The Board agreed to use Very Important Paintings. Mr. Haber recommended the \$20,000 could just use a form of agreement for the work. This work included the gutters and the side towers.

Ms. Trivelpiece added that it was a busy summer, camp was almost over, and school would resume on the 16th.

On MOTION by Mr. Williams, seconded by Mr. Sevestre, with all in favor, the Proposal for Repainting the Clubhouse, was approved.

E. Operations Manager – Report

Mr. Stephens presented the Operations Manager Report, which was included in the agenda package. He noted he roof above women’s restroom has been repaired, the faucet in showers had to be replaced, and repairs to playground structure are underway. He further noted purchases of pressure treated 4x4s and will painted and put in the ground. The original shade structure was pressured washed, sanded and repainted. Updates on fountains, they are 4 weeks out due to lightning strikes and will be covered under warranty.

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Board member stated a resident at 236 St. Johns Golf Drive had contacted him about dead trees had been repaired and replaced. It was reviewed and discussed with Duval and several others. Discussion ensued and Mr. Sevestre made a motion that no further work or action was necessary on repairing the common area where the trees are or replacing of the trees by the CDD at this location. The Board asked if they could request the homeowner to replace the tree at their costs. Mr. Haber commented that the ride away is owned by CDD, and the trees are owned by the CDD, however of language in the Declaration of Covenants and Restrictions that mandate homeowner to maintain the landscaping in the ride away adjacent to their homes, homeowners have the obligation to maintain the tree. He further stated that yes, the Board could mandate this, but wasn't sure about any enforcement rights. He added that HOA may have more of a case to enforce this. Mr. Haber added that the CDD could send a letter to the HOA about this issue. He did not recommend pursuing this issue as a CDD.

There was no second to the original motion, and it will be added to next month's agenda.

A question was asked about pavers that have been washed out and are a hazard. Mr. Stephens responded they had looked into that and pursue further work.

Another question about landscaping around the building and could a rotary be used instead of a wand. Mr. Stephens added this might create another issue. Storm drains were further discussed.

There was a reported issue at 500 Stonebridge on using CDD property, a letter will be sent.

Landscaping in front of the building needs to be upgraded

ELEVENTH ORDER OF BUSINESS

Supervisors' Request

There being none, the next item followed.

TWELTH ORDER OF BUSINESS

Public Comments

A resident asked about a follow-up on a sound barrier. Discussion was about a wall installation, but nothing at this point.

A resident commented on FDOT roadway extension on I-95, updates were wanted.

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THIRTEENTH ORDER OF BUSINESS Approval of Consent Agenda

- A. Approval of Minutes of the June 16, 2021 Meeting**
- B. Balance Sheet as of June 30, 2021 and Statement of Revenues & Expenditures for the Period Ending June 30, 2021**
- C. Check Register**

Mr. Torres presented the minutes of the June 16, 2021 meeting, Balance Sheet and the unaudited as of June 30, 2021. The total expenditures budgeted is at \$741,936 to be spent, actual expenditures are \$608,030. That's \$141,00 underspent. Capital reserves ending balance is \$423,000. The Check Register is \$93,577.76 for checks that are written from June 16- July 13. A capital reserve expenditure for total \$6,490.

On MOTION by Mr. Williams, seconded by Mr. Sevestre, with all in favor, the Consent Agenda was approved.

FOURTEENTH ORDER OF BUSINESS Next Scheduled Meeting – 08/18/21 @ 6:00 p.m. @ St. Johns Golf & Country Club Meeting Room

Mr. Torres noted the next meeting was on August 18, 2021 at 6:00 p.m. at this location. This meeting will be for adopting the budget and there will be no increase in the budget.

FIFTEENTH ORDER OF BUSINESS Adjournment

On MOTION by Mr. Williams, seconded by Mr. Weger, with all in favor, the meeting was adjourned.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman