

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 Thursday, October 20, 2022 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 <i>by phone</i>	Vice Chairman
Laura Webb	Supervisor
Mike Yuro	Supervisor

Also present were:

Daniel Laughlin	District Manager
Wes Haber <i>by phone</i>	District Counsel
Marc Rousseau	Operations Manager
Jerry Lambert	RMS
Alison Mossing	RMS
Leah Tincher	RMS
Rodney Hicks	Brightview

The following is a summary of the actions taken at the October 20, 2022 Sampson Creek Community Development District's Regular Board of Supervisors meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Laughlin called the meeting to order at 6:00 p.m. A quorum was present.

SECOND ORDER OF BUSINESS

Public Comment (*regarding agenda items listed below*)

Mr. Laughlin opened the public comment period, and the following were voiced from residents:

- Ms. Jen Bachman (1561 Dury Court) stated she was representing the Tennis club and the community efforts on the agenda.

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- Resident thanked Mr. Williams on the efforts on the entry way and power washing on the sign and asked that trees be cut back on the St. John's sign.
- Resident commented on sprinklers on the golf course, and an emergency number is needed to call when needed for shut off.
- Several residents commented they were in attendance to support the tennis league issues.
- Another resident asked about the need for security and the current issues in the community. It was noted that security schedules are not public record, and it will need to have an agenda item created.
- A resident commented on the over watering on the turf.

THIRD ORDER OF BUSINESS

Discussion of Tennis Associations Court Usage

Mr. Sevestre stated he was made aware there was an issue with a resident that was told the sports team does not have the authority to use the tennis courts, so they refused to leave when the matches began. Discussion was held on master calendar system tennis matches and the field usage and reservations for the tennis courts. Ms. Tincher noted the new bulletin board was up to post information and it was on the website. Discussion ensued on the numbers of residents and non-residents on the teams, and total number of hours of usage.

It was determined that previous procedures were not being followed which Leah was now here to make sure is done. It was asked that the Amenity Director have the schedule for the courts and the rosters members and ensure the tennis rosters checked for residents checked, match schedule posted outside on the website and e-blasts sent. It was stated that no action was necessary.

FOURTH ORDER OF BUSINESS

Discussion of Onsite Operations Management

This item was tabled to a future meeting. RMS will present part time options at the next meeting. They are staying with full time Operations Manager until then to help with the new landscape maintenance contract.

Discussion was held on the proposal for site clean-up. Mr. Rousseau noted a drive through had been conducted to review the property damage and they were developing a plan. The proposal for the initial clean-up is a total of \$23,000. He added they had withheld \$26,000 so

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far from Duval. A Supervisor had a question on clarification of the scope and what it includes. He asked if this covers from now until November 1st once they were in charge of regular monthly services. The representative from Brightview, Mr. Hicks, noted the proposal was for clean-up and covers the shrubs, trimming, weed control, and the crew time schedule. He covered some of the specifics of the clean-up and locations. It was noted there was an additional charge for replacement of annuals.

After discussion the Board agreed to approve the Brightview proposal and to authorize Mike Yuro to work with staff throughout the clean-up process. A resident asked if the scope included the pond banks and the overgrowth.

On MOTION by Mr. Yuro, seconded by Mr. Sevestre, with all in favor, the Proposal from Brightview for Landscape Clean-up Throughout the Community for \$23,540 and Authorizing Supervisor Yuro to Work with Staff in the Process, was approved.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber updated the Board on the easement situation. He noted the next step would be for the Board to hire an attorney that specializes in zoning laws. He added it was outside the scope of his expertise and the Board would be better served by a zoning lawyer and discussed how to proceed with this process. Mr. Sevestre provided the overview and clarified the issue of the overhead power line in front of the development which was suggested to go underground. The Board discussed several attorneys the District could use. After discussion the Board agreed to delegate authority to Mr. Sevestre to recommend a lawyer to represent the District. He will bring it back for the Board to make final decision.

B. Engineer

There were no further updates. Mr. Laughlin noted he will be working with the Engineer on a few issues to include sidewalks and curve and gutter issues. There was discussion on the sidewalk retaining water.

C. Manager

Mr. Laughlin noted there was nothing further to report.

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D. Amenities & Recreation Manager – Report

Ms. Tincher discussed the issue of the “dusk” deadline be changed to “sunset” for the amenity usage hours in the policy. The Board was in agreement to move it sunset.

On MOTION by Mr. Sevestre, seconded by Ms. Webb, with all in favor, the to Change the Wording in the Policy from Dusk to Sunset, was approved.

E. Operations Manager

1. Report

Mr. Laughlin discussed proposals from AllWeather and RMS for the curb issue. Mr. Rousseau discussed the Holiday lighting and presented the proposal for \$1,400 for M&G to install as this was done last year.

On MOTION by Ms. Webb, seconded by Mr. Sevestre, with all in favor, the Proposal from M&G Lighting for Installation of Christmas Lighting, was approved.

Mr. Rousseau reviewed the two proposals for removing the dying tree in the pool area in the amount of \$1,800.

On MOTION by Mr. Yuro, seconded by Ms. Webb, with all in favor, the Proposal from Treeco to Remove the Dying Tree in the Pool Area for \$1,800 , was approved.

Mr. Rousseau discussed the storm drain cleaning and the locations of the problems. He noted they are working on proposals now for an issue with a drain at a specific house. He added the proposal is to raise the drain to prevent future flooding. The Board asked that the Engineer look at this issue and check elevation before finalizing a plan.

Mr. Rousseau discussed the issue of the roof replacements on the slide tower in the amount of \$6,209.95. After review of the proposals the Board decided to use Galaxy Builders for this work.

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On MOTION by Mr. Webb, seconded by Mr. Yuro, with all in favor, the Proposal from Galaxy Builders for the Roof Replacements for \$6,209.95, was approved.

Mr. Rousseau reviewed the proposals for shade structures for the tennis courts from HarTru company at \$670 each. Discussion ensued on the location and the colors for the structures.

On MOTION by Mr. Yuro, seconded by Mr. Sevestre, with all in favor, the proposal from HarTru for the Four Additional Dark Green Shade Structures for the Tennis Courts for \$670 each, was approved.

Mr. Rousseau discussed some remaining issues with streetlights and an alternative to the problem by using cardboard temporarily. He also reviewed the proposal and discussed the warranty and repair from Lake Doctors. Supervisor Yuro asked for a monthly report from the vendors on the projects they are completing or in progress.

Mr. Rousseau reviewed the list of weekly maintenance responsibilities. Projects were reviewed to include tennis courts bulletin board repair, entry gate signs, cleaning of rain gutters and storm drains, controller box replacement, and other on-going projects.

Discussion was held on the proposal for site clean-up.

Discussion of part-time and full-time employee for Operations. The proposal was reviewed by Ms. Mossing. She asked the Board to keep the contract as it was currently as a 40 hours per week. Discussion ensued on the position responsibilities of Mr. Rousseau and items they would contract approval. Supervisor asked why this topic was not included in this agenda. He noted he was frustrated with the 40-hour/week responsibilities and the cost on the District moving from \$21,000 to \$75,000. There was continued discussion on the scope of services for this position and how long to continue with this pay rate. Supervisor Yuro agreed to keep it for 30 days. He asked for a few new proposals at the next meeting. This topic was tabled.

2. Consideration of Proposals for Sidewalk Project

Mr. Rousseau reviewed the issue with community routes and sidewalk safety.

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SIXTH ORDER OF BUSINESS

Supervisors' Request

Mr. Williams commented on sidewalk issue and repair in progress. Mr. Yuro commented on damage to landscape lighting and bridge lighting. Further discussion on alternatives for repair. He also commented on overbudgeted line items and asked that they are proactive on spending for the Board. He added comments on security and the swing in charges. He noted an old issue with homeowner and improvements the CDD made that has created erosion in his yard. Discussion ensued on the erosion issue, prior CDD involvement, and possible causes. Comments were made on usage of amenities and underage after hours activity.

Residents ask about registering golf carts to track activity. Mr. Haber discussed golf cart registration and cart paths usage. Discussion ensued on violations of policies, speeding on paths, other alternatives for maintaining, suspension of badges and access to other facilities. This topic of golf cart registration will be added to the next agenda.

SEVENTH ORDER OF BUSINESS

Public Comments

Resident commented on the pavers on the paths and the safety concern.

Resident had a question on how the Board is elected and positions posting to the community. Mr. Laughlin explained the Board requirements and the process. She also asked about a mailing list for new residents. Mr. Laughlin explained the registered voters and tax poll. She also asked about fishing in the ponds and the need for potential signage.

Another resident comment on pond maintenance and the Lake Doctor contract.

EIGHTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of Minutes of the September 15, 2022 Meeting**
- B. Balance Sheet as of September 30, 2022 and Statement of Revenues & Expenditures for the Period Ending September 30, 2022**
- C. Check Register**

The minutes of the September 15, 2022 meeting were presented. Mr. Oliver presented the September 30, 2022 Balance Sheet and Statement of Expenditures ending September 30, 2022. The check register totals \$150,473.33 which included the Fiscal Year 2023 insurance payment.

On MOTION by Mr. Sevestre, seconded by Ms. Webb, with all in favor, the Consent Agenda, was approved as presented.

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NINTH ORDER OF BUSINESS

Next Scheduled Meeting – November 17, 2022 @ 6:00 p.m. @ St. Johns Golf & Country Club Meeting Room

The next regular meeting is scheduled for November 17, 2022 at 6:00 p.m. at the St. Johns Golf & Country Club Meeting Room.

TENTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Webb, seconded by Mr. Sevestre, with all in favor, the meeting was adjourned.

DocuSigned by:
Daniel Laughlin
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Secretary/Assistant Secretary

DocuSigned by:
Robert Sevestre
8724814CA626440...
Chairman/Vice Chairman