

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, September 23, 2015 at 6:00 p.m. at the St. Johns Golf & Country Club, Swim Club Meeting Room, 219 St. Johns Golf Drive, St. Augustine, Florida.

Present and constituting a quorum were:

Tracy Hayes	Chairman
Pamela Watt	Vice Chairman
Steve Sharpe	Supervisor
Shawn Murray	Supervisor
Paul Armstrong	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber	District Counsel (by phone)
Mike Yuro	Operations Manager
Jill Flores	Amenities and Recreation Manager
Louis Cowling	Riverside Management Services, LLC
Sean Hogge	Riverside Management Services, LLC

The following is a summary of the minutes and actions taken at the September 23, 2015 meeting. A copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 6:00 p.m.

SECOND ORDER OF BUSINESS

Public Comment

An audience member asked about the pond on 210 that is draining fast.

Mr. Yuro responded I am assuming it has to do with the construction because they are still working on the drainage.

THIRD ORDER OF BUSINESS

Approval of Minutes

- A. July 8, 2015 Special Meeting**
- B. July 29, 2015 Regular Board of Supervisors Meeting**
- C. August 26, 2015 Continued Meeting**

On MOTION by Ms. Watt seconded by Mr. Murray with all in favor the Minutes of the July 8, 2015 Special Meeting; the July 29, 2015 Regular Meeting; and the August 26, 2015 Continued Meeting were approved.

FOURTH ORDER OF BUSINESS **Consideration of Proposals for Sidewalk Repair**

Mr. Yuro discussed the two proposals for sidewalk repairs, and they are located in the agenda package. One proposal is from Jax Utilities to remove and replace the sidewalk. The proposal from Arbor-Scapes removes and replaces the sidewalk, but there is an option to treat the trees with a growth deterrent so the sidewalk repair does not occur so frequently.

Mr. Scott Richens with Arbor-Scapes spoke to the board about the effectiveness of tree injections to retard growth and slow root damage. The treatment has a 3-year residual rate and will save money on tree trimming and sidewalk repair. The risk of killing the tree is minimal because the procedure would have to be done improperly for that to happen. During the removal of the damaged sidewalks, if the arborist sees a large root that is causing the damage to the sidewalks, that root can be cut if the risk of damage to the tree is low. This will save on future sidewalk repair. Mr. Richens will make recommendations to Mike Yuro and Supervisor Sharpe regarding tree selection for injections. Counsel will draft an agreement.

On MOTION by Mr. Hayes seconded by Mr. Armstrong with all in favor the proposal from Arbor-Scapes for tree care and sidewalk removal and replacement was approved.

FIFTH ORDER OF BUSINESS **Consideration of Qualifications for Architectural Services**

Mr. Oliver stated Basham and Lucas and Marquis Halback presented proposals, and the board was given copies of those proposals. A score sheet is located in the agenda package. Both proposers are qualified. Once the board ranks the proposals, the top-ranked firm will be

negotiated with regarding price. That price can then be brought back to the board for approval, or someone from the board can be assigned to approve the rate so the process can be started.

After board discussion, Basham Lucas was the top ranked firm.

On MOTION by Mr. Hayes seconded by Mr. Armstrong with all in favor to rank Basham Lucas #1 for Architectural Services was approved.

Ms. Watt will work with staff to negotiate the fee structure with Basham Lucas. The board discussed potential capital projects. An informal working group of residents are soliciting resident input and will hold a series of meetings to refine and prioritize options.

SIXTH ORDER OF BUSINESS

Update and Actions Regarding Series 2006 Bond Refunding

Mr. Oliver stated this series of bonds has the traditional call date of May 1, 2016. It is to the District's advantage to delay the refunding and get as close to that call date as possible. Hancock Bank will tour the District on October 7. There is a bank financing option in addition to first optimal sale of bonds.

SEVENTH ORDER OF BUSINESS

Update Regarding Landscape Maintenance Performance

Mr. Yuro stated at the last meeting there was a discussion about the performance from Valley Crest, and Mr. Yuro notified Valley Crest of the two-week timetable to get things up to speed. Corrections were not satisfactorily completed during that timeframe. Mr. Yuro scheduled a meeting with them, and a few days before the meeting Valley Crest tried to get many of the items completed. They seem to be more reactionary than proactive.

After discussion, the board directed staff to seek proposals from at least five other vendors.

EIGHTH ORDER OF BUSINESS

Review of Updated Landscape Maintenance Scope of Services and Board Direction to Solicit Proposals

The landscape maintenance scope of services is located in the agenda package.

On MOTION by Mr. Sharpe seconded by Mr. Armstrong with all in favor the landscape maintenance scope of services was approved and staff was directed to solicit proposals.

The board discussed continuing this meeting to October 28, 2015 so landscape matters can be addressed without delay. The current vendor has a 30-day termination clause, so if their contract is terminated October 28, they will have another 30 days on site.

Mr. Haber stated if we are unhappy with the vendor, and there is documentation of their poor performance, they could be terminated with cause. The time frame for their removal could be less than 30 days, and that is an option.

NINTH ORDER OF BUSINESS

Consideration of Agreement with UPS to Use CDD Property for Seasonal Deliveries

On MOTION by Mr. Hayes seconded by Mr. Murray with all in favor the agreement with UPS for holiday season storage for neighborhood deliveries was approved.

TENTH ORDER OF BUSINESS

Consideration of Painting Estimates

- A. New Leaf Works, LLC**
- B. Performance Painting Contractors, Inc.**
- C. Riverside Management Services, Inc.**
- D. Prestige Elite Custom Painting, LLC**

Ms. Flores stated the four separate painting proposals are located in the agenda package. New Leaf Works price was \$6,800. Performance Painting price was \$4,560. Riverside Management price was \$3,889. Prestige Elite Custom Painting price was \$5,450. Ms. Flores

recommended Riverside Management Services because they came in at the lowest price, and the fitness center could be done in sections, which would mean less disruption for the residents.

On MOTION by Mr. Armstrong seconded by Mr. Sharpe with all in favor the Riverside Management Services' proposal for interior painting was approved.

ELEVENTH ORDER OF BUSINESS Consideration of FY16 Proposals/Renewals

Mr. Oliver asked as we go through these, please indicate if this is a price increase or the same as FY15.

A. Fountain Maintenance – Charles Aquatics, Inc.

Mr. Yuro stated the price is the same.

On MOTION by Mr. Armstrong seconded by Mr. Murray with all in favor the contract renewal with Charles Aquatics for fountain maintenance was approved.

B. Pond Maintenance – Charles Aquatics, Inc.

Mr. Yuro stated the price is the same.

On MOTION by Mr. Murray seconded by Mr. Sharpe with all in favor the contract renewal with Charles Aquatics for pond maintenance was approved.

C. Security Officers – Giddens Security

Mr. Yuro stated the only thing that changed is the mileage, which was from \$0.49 to \$0.57 per mile.

On MOTION by Mr. Murray seconded by Ms. Watt with all in favor the contract renewal with Giddens Security for security services was approved.

D. Pool Maintenance – Arsenault Pool

Ms. Flores stated the price is the same this year.

On MOTION by Mr. Armstrong seconded by Mr. Murray with all in favor the contract renewal with Arsenault Pools for pool maintenance was approved.

E. Janitorial Services – Jani-King of Jacksonville

Ms. Flores stated there is no change in their annual contract fee. Window washing was discussed regarding frequency and price.

Mr. Oliver stated we can continue the contract on a month-to-month basis so that Jani-King can clarify the scope and pricing of window washing, and the item can be addressed again at the continued meeting. This item was tabled.

TWELFTH ORDER OF BUSINESS Other Business

There being none, the next item followed.

THIRTEENTH ORDER OF BUSINESS Staff Reports

A. Attorney

Mr. Haber stated he had no report.

B. Engineer/Property Manager Report

Mr. Yuro presented his report located in the agenda package. He stated he has several proposals from Valley Crest regarding landscaping several areas. The board stated the proposals should be put on hold. Valley Crest has not completed several items they stated they would complete, and it was recommended that money continue to be withheld for services they have not provided. Supervisor Sharpe will work with Mr. Yuro in determining level of payment to Valley Crest.

C. Manager

Mr. Oliver had no report.

D. Amenities & Recreation Manager

Ms. Flores presented her report located in the agenda package. Per Supervisor Watt's request, Ms. Flores obtained pricing from Arsenault Pool for stain removal. The amount is \$500. There is no guarantee it will work. It was requested that more information be obtained.

Ms. Flores stated we currently have maintenance on staff for 5 hours Monday-Wednesday-Friday. A lot of items need attention, and Ms. Flores recommended those hours be increased to 8 hours Monday-Wednesday-Friday until the point is reached that everything is on routine maintenance. The board decided to allow the extra hours and have Ms. Flores report on the status at the next meeting in October.

Ms. Flores stated there is an issue with the air conditioning unit in the fitness center. There are airflow issues that caused flooding, and the flooding has taken away the insulation in the air handler and rusted out the drain pans. Ms. Flores will follow up with Thigpen, Florida Air Service, and at least one other HVAC company regarding the cause of the problem and possible solutions.

The board discussed holiday decorations. Staff will seek solutions to provide power source for landscape lighting year round and holiday lighting at light poles and along streets. Displays Sales provided a quote for the holiday decorations. The board decided to hold off on the wreaths until the electrical issue is resolved.

A soccer team is requesting use of our fields for the upcoming season. They are requesting to use the fields Monday through Thursday, 3:30 to 5:00. Their field conditions are not safe for the players. Residents comprise 83% of the team. The board was fine with allowing their request.

Ms. Flores requested that the board revisit the timeline for replacing the pool furniture.

FOURTEENTH ORDER OF BUSINESS Supervisors Requests/Audience Comments

Mr. Hayes mentioned crosswalk flashing lights he saw while driving down A1A. He asked if something similar could be investigated for Stonehenge. Ms. Flores stated that a group of residents has approached St. John's County to instill one of those lights.

Mr. Yuro was asked to send an e-blast regarding golf cart traffic.

Audience Comments

There were no audience comments

FIFTEENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending August 31, 2015

Mr. Oliver stated you have the unaudited financials through August 31, 2015. The FY15 audit will start October 1, 2015. There were no unusual variances.

B. Check Run Summary

On MOTION by Mr. Armstrong seconded by Ms. Watt with all in favor the Check Run Summary was approved.

C. Special Assessment Receipts

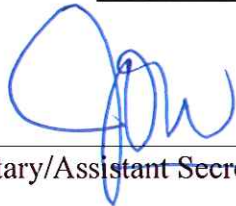
Mr. Oliver stated in your agenda package is the assessment receipt schedule. You are 100.36% collected for FY15.

SIXTEENTH ORDER OF BUSINESS Next Scheduled Meeting

Mr. Oliver stated the 4th Thursday of October is October 28, 2015. It would be a continued meeting discussing the landscape maintenance issues and the architectural services issue. The vendors providing landscape maintenance proposals will be invited to attend

SEVENTEENTH ORDER OF BUSINESS Continuation

On MOTION by Mr. Armstrong seconded by Mr. Hayes with all in favor the meeting is continued to October 28, 2015 at 6:00 p.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman