

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, July 21, 2016 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
Paul Armstrong	Supervisor
Shawn Murray	Supervisor
Pam Watt	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber	District Counsel
Thomas Inman	District Engineer
Louis Cowling	Operations Manager
Leah Tincher	Art of Living Director

The following is a summary of the actions taken at the July 21, 2016 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

Mr. Jeffrey Asher stated I spoke to them next door about the pond and the algae. I appreciate you coming over and spraying. It looks 100% better. I am curious to see why it got to that point, and what plans there are to keep it from happening again.

Mr. Oliver responded we will be talking about that including some additional proposals. Once we talk about those proposals, that will probably answer your questions.

Mr. Asher asked do they have a posted maintenance schedule?

Mr. Oliver responded the contracting company does have maintenance requirements, and we will talk about that when we get to that agenda item.

Mr. Asher asked are you considering aeration systems?

Mr. Oliver responded they are. We are going to consider an aeration proposal tonight by the current provider, however, if this board decides to go with a different provider, I would suspect they would want the newly selected provider to install the aeration system.

THIRD ORDER OF BUSINESS

Approval of Minutes of the June 16, 2016 Meeting

On MOTION by Ms. Watt seconded by Mr. Murray with all in favor the Minutes of the June 16, 2016 Meeting were approved.

FOURTH ORDER OF BUSINESS

Consideration of Lake Maintenance Proposal for Aluminum Sulfate Treatment and Installation of Aeration System

At the June 30th meeting, Charles Aquatics came and talked to the board about the problems and what they are going to do to take care of these ponds. They were also asked for suggestions on what additionally could be done. At that time they had mentioned a different treatment method, and that would be the aluminum sulfate treatment, which would be more costly, and also the installation of an aeration system. Other Districts have had success with aeration systems. Feedback has been received from residents, the board, and the operations manager. The operations manager has not been happy with the response from the current company. Two additional proposals have been brought before you, one from Future Horizons and one from Lake Doctors. Sometimes the cheapest is not necessarily the best. Charles Aquatics has the lowest price at \$1,600 a month; Lake Doctors is \$2,100 a month, and Future Horizons is \$2,310. The difference in annual cost between the lowest and the middle one is \$6,000 per year.

Charles Aquatics has been on site since 2011, but there have continued problems with the ponds every year. Mr. Armstrong expressed support for going with Future Horizons because Lake Doctors had the contract once before, and the board changed to Charles Aquatics.

Ms. Watt agreed with switching companies, but has heard good things about Lake Doctors from Jim and Louie.

Mr. Cowling stated he works with Lake Doctors on two other properties and has no issues with them.

On MOTION by Mr. Hayes seconded by Ms. Watt with Mr. Murray in favor and Mr. Armstrong opposed, the proposal from Lake Doctors for lake maintenance was approved.

On MOTION by Mr. Hayes seconded by Ms. Watt with all in favor to terminate the contract with Charles Aquatics was approved.

Mr. Cowling will get with Lake Doctors and have them do an immediate assessment to see if there is additional work that needs to be done including aeration of certain ponds and bring back proposals to the next meeting. Proposals for an aeration system should be solicited from other vendors also.

District Counsel will draft termination notice for Charles Aquatics and a new agreement for Lake Doctors.

FIFTH ORDER OF BUSINESS

Landscape update - Duval Landscape

Mr. Oliver stated the board went through the process of changing the landscape company at the end of 2015 from ValleyCrest to Duval Landscape.

Michael Johnson and Greg Boucher from Duval Landscape gave an update to the board regarding landscaping. Mr. Johnson feels like everyone has been doing a great job.

Mr. Armstrong suggested putting LED lights on the bridge to enhance the bridge.

SIXTH ORDER OF BUSINESS

Discussion of Pool Renovation Project

Mr. Oliver stated the architect is not going to be able to make any changes to plans until he has the survey results. At the June meeting, we talked about the survey firms that were

qualified to perform this work, and you put together a rating scheme that was based on a pricing schedule to the selection of a survey firm.

SEVENTH ORDER OF BUSINESS

Discussion of Security Enhancements

A. Security Fence Easement Update

Mr. Haber stated the property where the fence is going to be located is owned by St. Joe. His office is running a title search, and we will find out for sure who owns it. Once the owner is established, he will request an easement so the CDD can install the fence to reduce foot and vehicle traffic from adjacent community.

B. Discussion of Security Camera Proposals

The proposals are included in the agenda package and are from TAPMC and WebWatchDogs.

C. Presentation by Envera Security

Representatives from Envera Security, Kevin Flanagan and Nathan Vance, gave a slide show presentation on some of the security assistance they can provide.

After lengthy discussion, the board decided to have a working group hold a series of meetings to define the scope of security issues at the Amenity Center and throughout the community and develop potential solutions to those issues. Mr. Hayes will attend the meetings. An e-blast will be sent to the residents inviting them to attend the first session.

EIGHTH ORDER OF BUSINESS

Ratification of Selection of Survey Firms

Mr. Inman thanked the board for providing the signed survey contract. Today is their Notice to Proceed. In advance of that, he and Louis coordinated with the underground utility providers and have the underground utility field located, so the survey is ready to go. I anticipate by the next board meeting we will be able to provide all the deliverables to the architect. The proposal stated they would be completed three weeks from the Notice to Proceed.

A copy of the ranking and proposals is located in the agenda package.

On MOTION by Ms. Watt seconded by Mr. Murray with all in favor to ratify the agreement with Clarson & Associates for survey services was approved.

NINTH ORDER OF BUSINESS

Consideration of 2016 Requisitions

On MOTION by Ms. Watt seconded by Mr. Hayes with all in favor Series 2016 Requisitions #2 and #3 were approved.

TENTH ORDER OF BUSINESS

**Discussion of Fiscal Year 2017 Budget
(budget hearing is 8/18/16)**

Mr. Oliver stated the budget hearing will be held August 18, which is the same date as the regular meeting. Once you have the budget hearing and adopt the budget, a certified assessment roll will go to the tax collector. The tax bills will come out November 1. There is no increase in O&M assessments. Some of the administrative costs are being recouped from the bond proceeds because they were costs associated with the bond issue. Also, some of the Engineering costs will be reimbursed, and that amount has been provided to the Trustee. Some of the legal advertising costs will be reimbursed by requisition, also. Landscape Maintenance has a lower cost resulting from the January 1, 2016 change of landscape maintenance providers. This is not a "use it or lose it" budget. Anything not used is rolled into carry forward surplus, and that money can be moved to Capital Reserves or remain as undesignated reserves. The assessments will drop for debt service. As a result of your refunding of the Series 2006 bonds. Total assessments will decrease for all property owners. A copy of the budget is located in the agenda package.

ELEVENTH ORDER OF BUSINESS

Update Regarding Trimming of CDD-Owned Street Trees

Mr. Cowling stated the first 50 trees have been tagged, and the trimming will start on St. John's Golf Drive and will pick up on Eagle Point. Residents have been notified of trimming schedule. Some residents have notified staff not to have their trees trimmed, and that request will be honored.

TWELFTH ORDER OF BUSINESS **Update Regarding New Statutory Requirements Regarding District Websites (effective 10/1/16)**

Mr. Oliver stated Counsel will have a memo in the next agenda package that will describe what the new requirements are per statute. Effective October 1, all materials in the agenda packet are required to be on the Website.

THIRTEENTH ORDER OF BUSINESS **Other Business**

There being none, the next item followed.

FOURTEENTH ORDER OF BUSINESS **Staff Reports**

A. Attorney – Discussion of Memo Regarding Service Animal Legislation and Impact to District, Resolution 2016-15

A copy of the memo regarding service animal legislation is located in the agenda package. Service animals are allowed for both physical and mental/psychological disorders in public areas. Policies have been prepared as it relates to how the District can deal with service animals. Dogs and other pets aren't allowed in the public areas unless they are service animals. Services animals may be removed under certain conditions, and those conditions are listed. If someone does have a service animal, that person cannot be asked what their disability is, however, the person can be questioned if the animal is actually a service animal and what tasks the animal has been trained to perform.

On MOTION by Mr. Armstrong seconded by Mr. Hayes with all in favor Resolution 2016-15 was approved.

B. Engineer – July 2016 Report

The Engineer's Report is located under Section XIV-B. There is a request by the homeowner at 900 Brookhaven Drive to remove a tree that is located on the CDD property. Mr. Inman is waiting for the county to verify it is a protected tree. Mr. Inman recommends looking

at all the trees the board is concerned with and make one application to the county to remove those protected trees because it will be required to mitigate for those.

Mr. Inman was asked to review 849 Eagle Point Drive because there was a concern from a resident regarding drainage issues observed. After looking at the site, it is Mr. Inman's opinion that the erosion being observed is the result of a homeowner issue, not a CDD issue. The problem is on private property, but it is eroding onto CDD property, so it is beginning to become a maintenance issue to the CDD.

Mr. Haber stated he suspects the CDD may have a valid claim against the homeowner because the homeowner's actions have resulted in damage to CDD property. Mr. Cowling will do more investigation.

C. Manager – Discussion of Meeting Schedule for Fiscal Year 2017

Mr. Oliver stated the meeting schedule for FY17 is the third Thursday of every month at 6:00 p.m. After brief discussion, the board decided to hold the meetings on the third Wednesday of every month instead of the third Thursday. This will start in October 2016.

On MOTION by Mr. Armstrong seconded by Mr. Murray with all in favor the FY17 meeting schedule, which will be the third Wednesday of every month, was approved.

D. Operations Manager

Mr. Cowling presented his report located in the agenda package under Section XIV-D.

Mr. Hayes stated for years this position has been capped on spending \$1,000 without board approval. Some situations where things get broken and need to be fixed, and the amount exceeds \$1,000. Can this be increased?

Mr. Oliver responded either give me the approval authority or give me the authority to reach out to the chair or vice-chair at a higher limit.

Mr. Armstrong stated as long as we know we are getting the best price, I have no problem with the chair or vice-chair making the decision. Other board members agreed.

Lap pool dive block covers were discussed. Hard covers were recommended.

On MOTION by Mr. Hayes seconded by Mr. Armstrong with all in favor to purchase lap pool dive block covers was approved.

Mr. Armstrong asked that a light/caution sign at bridge over entry pond be added.

E. Amenities & Recreation Manager

Ms. Tincher stated there is one more week of camp. Everything has been going well. Food Truck Friday is doing fantastic, and the trucks are begging to come to us. Ms. Watt related the story that she personally knows of someone who purchased in this community because of Food Truck Friday. Ms. Tincher will purchase three stand-up bar tables for Food Truck Friday area. The Teen Excursions have gone well and received great reviews.

FIFTEENTH ORDER OF BUSINESS Supervisors' Request

Mr. Armstrong asked that the newsletter contain the pond maintenance schedule. After brief discussion, it was decided to have Mr. Cowling post the pond maintenance report on the Website.

SIXTEENTH ORDER OF BUSINESS Audience Comments

An audience member stated about the gate at the tower is open. Mr. Cowling will inform tower owner of reports is it often left open or unlocked.

SEVENTEENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures

Mr. Oliver stated you have the unaudited financials through June 30, 2016 in the agenda package.

B. Check Run Summary

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

C. Special Assessment Receipts

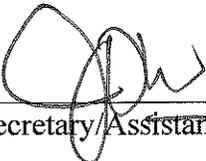
Mr. Oliver stated you are 100% collected.

EIGHTEENTH ORDER OF BUSINESS Next Scheduled Meeting

The next scheduled meeting is August 18, 2016 at 6:00 p.m.

NINETEENTH ORDER OF BUSINESS Adjournment

On MOTION by Ms. Watt seconded by Mr. Murray with all in favor the meeting was adjourned.



Secretary/Assistant Secretary



Chairman/Vice Chairman