

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, September 22, 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
Steve Sharpe	Supervisor
Shawn Murray	Supervisor
Pam Watt	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber	District Counsel
Thomas Inman	District Engineer
Brian Stephens	Riverside Management
Leah Tincher	Amenities Manager
Mike Lucas	Basham and Lucas

The following is a summary of the actions taken at the September 22, 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. Louis Cowling could not attend, so Brian Stephens, another Operations Manager for Riverside, is here to take notes and offer advice for Louis.

SECOND ORDER OF BUSINESS

Public Comment

There being none, the next item followed.

Antonia Diaz, a representative from LPA soccer was in attendance. He requested permission to use the soccer fields for practice on days that would be in agreement with Ms. Tincher, the Amenities Manager. He expects more than 50 percent of the participants will be residents of SJCC. They have used the fields the past two years, and they are aware of the restrictions in place.

Board members requested that the goals not be moved and stated they were in favor of allowing the use of the fields for practice.

On MOTION by Mr. Murray seconded by Ms. Watt with all in favor to allow LPA soccer use the fields for practice was approved.

Ms. Tincher will work out the details regarding SJMSAA's request to have soccer practice at SJGCC.

THIRD ORDER OF BUSINESS

Approval of Minutes of the August 18, 2016 Meeting

This item was not addressed.

FOURTH ORDER OF BUSINESS

Consideration of Audit Engagement Letter with Berger, Toombs, Elam, Gaines, & Frank to Perform the Audit for Fiscal year 2016

The Engagement Letter is located in the agenda package.

This firm was selected in 2014, and this will be the last year of their term. The amount is \$3,795 and is the budgeted amount. The audit RFP process will be required for next year.

On MOTION by Mr. Armstrong seconded by Mr. Murray with all in favor the FY16 audit engagement letter with Berger Toombs was approved.

FIFTH ORDER OF BUSINESS

Discussion of Security Issues on Hampton Crossing Way

Ms. Danna Bicknell, property owner and resident living at 846 Hampton Crossing Way, spoke on behalf of her neighbors. She gave a PowerPoint presentation to the board members showing ingress/egress issues between SJGCC and Glen St. Johns communities. There are many individuals gaining access to the subdivision by coming through the woods, and they are going through residents' yards. The residents have taken steps to curb the problem such as putting up No Trespassing signs, installing cameras, personal confrontation, and contacting security. Recommendations presented for board consideration included signage, go on social media, installing a fence, and plantings.

Counsel and Engineer will review the plat to determine if area is designated as conservation or preserve, which could limit options. An update will be given at the October meeting.

SIXTH ORDER OF BUSINESS

Discussion of Pool Renovation Project

Mike Lucas of Basham and Lucas stated he will have a full site plan at the next meeting showing what they propose to do. He plans to break items down into individual projects so the board can choose which ones to proceed with. He provided the board members a revised budget for the various components.

SEVENTH ORDER OF BUSINESS

Ratification of Requisition No. 4 with Matthews Design Group, Inc.

Mr. Oliver requested that the Engineer discuss Items 7 and 8 and give the Engineer's Report.

Mr. Inman stated Requisition #4 is for Matthews Design Group and is located in the agenda package. The requisition includes an outline of the Scope of Work that was completed. This was assigned to the Series 2016 Construction Fund. The amount is \$1,713.75.

On MOTION by Mr. Hayes seconded by Mr. Murray with all in favor to ratify Requisition No. 4 with Matthews Design Group, Inc. in the amount of \$1,713.75 was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Series 2016 Requisitions

Mr. Inman reviewed the additional requisitions, which are located in the agenda package. The amounts were viewed along with the contracted amounts, and everything is in order.

Mr. Oliver stated Requisition #7 to Sampson Creek CDD in the amount of \$9,069.79 is to recover the noticing costs for the public hearing when the bonds were issued. The money will be coming back to the General Fund.

On MOTION by Mr. Murray seconded by Mr. Hayes with all in favor Requisitions #5 - #8 were approved.

NINTH ORDER OF BUSINESS

Consideration of Acceptance of Real Property from St. Joe

Mr. Haber briefed the board on St. Joe parcels to be conveyed to the CDD. St. Joe still owns slivers of property that are all located adjacent to existing CDD-owned property. The board directed counsel to proceed with the process of having the parcels conveyed to the District.

TENTH ORDER OF BUSINESS

Other Business

Property owner and resident Jen Bachman spoke on behalf of SJGCC tennis community. She presented suggested plans, renderings, and cost estimates for installation of three additional tennis courts to be funded with Series 2016 construction fund. The board members expressed their appreciation for all the work the tennis community has done

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber stated he had no report.

B. Engineer

Mr. Inman's report is located in the agenda package. For item #1, 849 Eagle Point Drive, before and after photos are located in the agenda package. Item #2 is 1527 Drury Ct., and there is a damaged underground storm sewer that is a nuisance. Mr. Inman would like to get proposals to perform repairs and estimates it will cost approximately \$2,500 to repair. The board agreed

for him to proceed with getting estimates. Item #3 is 1937 Glenfield Crossing. Mr. Inman was asked to determine if the bulkhead behind those lots is a resident item or CDD item, and his determination is it is a CDD bulkhead. The board asked that he look at it and give his recommendation regarding any structural damage. Item #4 is Mr. Inman was asked to review the quality of the work done at the Stone Hedge Trail resurfacing. From his field investigation, everything is satisfactory. Item #5 is the St. Joe property, and he stated there is no engineering concern with the transfer.

C. Manager

1. Resignation of Dissemination Agent

Mr. Oliver stated there is a letter in the agenda package from Prager & Co. who is the dissemination agent for the District. They are getting out of the business, and we need an acceptance of their resignation.

On MOTION by Mr. Armstrong seconded by Mr. Sharpe with all in to accept the resignation of Prager & Co. as dissemination agent was approved.

2. Consideration of Proposal/Agreement with GMS for Dissemination services

Mr. Haber stated the District is obligated to have this service provided. These services are being taken over by the management companies for most districts I represent. There is a proposal in the agenda package for GMS to take over at the same cost as Prager & Co.

On MOTION by Mr. Murray seconded by Mr. Armstrong with all in favor to approve in substantial form the GMS proposal to provide dissemination services for the District was approved.

Counsel will prepare revision to proposed agreement.

D. Operations Manager

Mr. Oliver stated a copy of the report is located in the agenda package and is a comprehensive report. The last day for the previous lake management company, Charles Aquatics, was the end of August. Lake Doctors is now providing that service. Also included in

the agenda package is a proposal to view the installed aerators at the problem lake. More proposals can be brought to another meeting. The price from Lake Doctors is \$14,740.

After discussion, the board decided to await results of treatment regimen provided by new vendor and table consideration of the proposal for installation of an aeration system in Pond #15. The board appointed Supervisor Paul Armstrong to provide oversight of pond maintenance.

E. Amenities & Recreation Manager

Ms. Tincher's report is included in the Operations Manager's report under Amenity and Recreation Manger. All resident files are updated and completed. Records are now filed by address only. Food trucks are popular with the residents and will continue once a month. There will be a Country Fest on October 23.

TWELFTH ORDER OF BUSINESS Supervisors' Request

Mr. Armstrong met with the security company and went over the complete security system, which is adequate for what the District needs. The original equipment is old and will not support updated software. Ms. Tincher will solicit bids for three components. One will be for the cards being redone for facial recognition. Another area will be for integration with a security camera system to upgrade from what we have now. The final area will be for a sound system to be pumped throughout.

Mr. Murray discussed replacing dead sod and dead plants in common areas and soccer fields.

Mr. Sharpe stated there are sod problems near volleyball courts, which is golf cart related. In the future, options need to be developed for cart paths, which are to be incorporated with any decisions regarding pool and tennis projects.

Mr. Armstrong requested that the sprinkler system be inspected more frequently.

Ms. Watt mentioned the sod near the basketball court. Staff is working with the golf course to come up with a resolution.

THIRTEENTH ORDER OF BUSINESS Audience Comments

A resident brought up an issue of storage closet outside of Ms. Tinchler's office that is now occupied by the swim team. He asked that before more storage is built for the Art-of-Living Director, we consider the storage that is already in place.

FOURTEENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures

Mr. Oliver stated you have the unaudited financials through August 31, 2016 in the agenda package. There are no unusual variances. Mr. Oliver estimates a net surplus of approximately \$22,000 when the year ends September 30 and September's bills are paid.

B. Special Assessment Receipts

Mr. Oliver stated you are 100% collected.

C. Check Run Summary

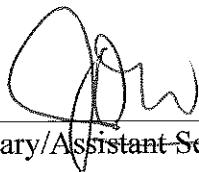
On MOTION by Mr. Armstrong seconded by Mr. Hayes with all in favor the Check Run Summary was approved.

FIFTEENTH ORDER OF BUSINESS Next Scheduled Meeting

The next scheduled meeting is Wednesday, October 19, 2016 at 6:00 p.m.

SIXTEENTH ORDER OF BUSINESS Adjournment

On MOTION by Mr. Armstrong seconded by Mr. Hayes with all in favor the meeting was adjourned.



Secretary/Assistant Secretary



Chairman/Vice Chairman