

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, November 30, 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	Vice Chairman
Steve Sharpe	Supervisor
Shawn Murray	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber	District Counsel (by phone)
Louis Cowling	Operations Manager
Leah Tincher	Amenity Manager
Mike Lucas	Basham and Lucas
Kelli Gibson	Basham and Lucas
Rob Matthews	Matthews Design Group
Alex Acree	Matthews Design Group

The following is a summary of the actions taken at the November 30, 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

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Oath of Office for Newly Elected Supervisors

Mr. Oliver administered the Oath of Office to Tracy Hayes and Paul Armstrong.

B. Acceptance of Resignation Letter from Pam Watt

Mr. Oliver stated in the agenda package is a resignation letter from Pam Watt. The board was asked to approve accepting the resignation letter.

On MOTION by Mr. Armstrong seconded by Mr. Murray with all in favor to accept the resignation letter from Pam Watt was approved.

Mr. Armstrong stated he would be willing to volunteer to fill her seat as Vice Chairman until the next election.

C. Discussion of Process for Appointment for New Supervisor to Fill the Unexpired Term of Office (11/2018).

The board directed staff to solicit candidate resumes for consideration to fill Seat 3 for the December 21, 2016 meeting.

D. Consideration of Resolution 2017-02, Election of Officers

Mr. Oliver stated Tracy has been serving as Chair. Pam had previously served as Vice Chair. Each of the other supervisors have been Assistant Secretaries. I serve as Secretary. James Perry is the Treasurer, and a number of other staff members are Assistant Secretaries and Assistant Treasurers.

On MOTION by Mr. Armstrong seconded by Mr. Murray with all in favor to elect Paul Armstrong as Vice Chairman and have other officer positions remain the same was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the October 19, 2016 Meeting

On MOTION by Mr. Armstrong seconded by Mr. Murray with all in favor the Minutes of the October 19, 2016 meeting were approved.

FIFTH ORDER OF BUSINESS**Update Regarding Pool Renovation Project**

Mike Lucas distributed packets to the board members. He presented updated pool and deck renovation plans for inclusion in scope to be published for construction RFP. He will send over the drawings for the Bartram Springs splash park along with the contact information for the board members to review. It was requested that the drawings include two squirt guns. Mr. Lucas is awaiting final guidance on splash pad for inclusion in bid packets. Mr. Lucas discussed the three shade structures and recommended having two cantilevered ones along with the wood specialty shade structure. Umbrellas are another option, which will give greater flexibility.

SIXTH ORDER OF BUSINESS**Overview of Series 2016 Projects**

Mr. Oliver stated there are four other project areas that the board may want to come up with a plan for in terms of what projects will be done later and what projects will be done during 2017. Those areas include community lighting, sports courts, security, and common area improvements. FPL has given Mr. Cowling a redline plan for additional streetlights, and Mr. Cowling provided the board members with a map showing 21 possible locations. The CDD has to pay for installation of conduit and handholds. The proposal shows almost 4,000 linear feet at \$8.00 a foot, which comes to \$31,000 for installing the conduit. Mr. Cowling will obtain additional information from FPL including upgrading lights to LEDs. Mr. Hayes would like for the residents to see the map of the proposed additional lighting in order to get feedback.

A resident asked if the board was considering lighting the basketball courts. Mr. Armstrong responded that two spotlights can be mounted on the pole at the basketball court, one for the court and one for the food trucks.

There was discussion regarding the card entry system. Mr. Armstrong would like for all new cards to be issued to the residents at the beginning of the year. The new card entry system would have photos on the cards. Proposals have been received, but staff will acquire additional proposals for updated access control card system for the December 21 meeting. The residents will receive two cards per household that the CDD will pay for; any additional cards must be purchased by the residents.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2017-03,
Amending the Fiscal Year 2016 General
Fund Budget and Capital Reserve Fund
Budget**

Mr. Oliver stated this is to prepare for the FY16 audit. State of Florida requires that the budget meet revenues and expenditures.

On MOTION by Mr. Armstrong seconded by Mr. Murray with all in favor to adopt Resolution 2017-03 amending the FY16 General Fund and Capital Reserve Fund budget was approved.

EIGHTH ORDER OF BUSINESS

**Consideration of Resolution 2017-04,
Authorizing and Approving Change of
Designated Registered Agent and Registered
Office**

Mr. Oliver stated this resolution names Wes Haber as the Registered Agent for the District. The Registered Office is still Hopping Green and Sams.

On MOTION by Mr. Murray seconded by Mr. Armstrong with all in favor to adopt Resolution 2017-04 authorizing change of designated registered agent was approved.

NINTH ORDER OF BUSINESS

Appointment of Audit RFP Committee

Mr. Oliver stated Florida statute requires that you go through the RFP process to select an auditor for the annual audit. This selection will be for the FY17 audit. Typically the board acts as the Audit Committee.

On MOTION by Mr. Hayes seconded by Mr. Murray with all in favor to appoint the Board of Supervisors to serve as the Audit RFP Committee for the purpose of selecting an independent auditor for the FY17 audit was approved.

TENTH ORDER OF BUSINESS

Other Business

An audience member asked if the condition of the roads had been discussed and if it was one of the projects.

Mr. Armstrong responded that we have an Engineer's report of the lifespan of the roads and when they will have to be repaved.

Mr. Oliver stated we have a Capital Reserve Study that projected a 6-phase resurfacing of all the roads to begin in 2020. However, there are road failures throughout the community. Mr. Oliver suggested having the engineering firm go back through the community and do a study to determine if some of the resurfacing work needs to occur sooner and give suggested timelines and cost estimates.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber stated the golf course is near completing its transaction with St. Joe in acquiring the property. When that happens, the easement will be finalized so the CDD can put up a fence and gate on the golf course's property.

Mr. Hayes asked about the back of the neighborhood.

Mr. Cowling responded there is a path from Little Harbor Way to the pond on Glenfield Crossing. He recommends installing a chain link fence 50' to 55' x 6' or 8' tall on the back of the pond to reduce unauthorized pedestrian traffic. A 6' tall fence would run \$18 to \$22 a linear foot.

Mr. Armstrong expressed concern that the community will be paying for a fence that will benefit only four or five homeowners, and maybe the homeowners should put up a fence. Mr. Haber stated because the location for the fence is on CDD property, the CDD will need to be involved. The board can consider granting an easement to those property owners so they can put up their own fence.

Mr. Sharpe expressed support for building the fence because it is CDD property, and the vegetation is so thick on either side, it will be difficult for pedestrians to come through.

B. Engineer

1. Report

Mr. Oliver stated Thomas Inman is no longer with Matthews Design Group. Alex Acree with Matthews Design Group gave the Engineer's report. The report is located under Section XI-B-1. Proposals were received to repair components of stormwater conveyance system near 1527 Drury Court. The lowest bid was from AJ Johns, and Mr. Acree stated they were a very good company, and he recommended the board accept their proposal for the work.

On MOTION by Mr. Hayes seconded by Mr. Armstrong with all in favor to have AJ Johns repair components of stormwater conveyance system was approved.

2. Consideration of Requisition No. 10 and Requisition No. 11

Mr. Oliver stated Requisition No. 10 was to Hopping Green and Sams, and Requisition No. 11 is to Basham and Lucas. These will be paid from Series 2016 bond proceeds.

On MOTION by Mr. Armstrong seconded by Mr. Hayes with all in favor Requisition No. 10 and Requisition No. 11 were approved.

Mr. Murray stated there is an area I would like for you to look at. A resident brought to his attention 1035 Eagle Point Drive where there is flooding that is now getting into their yard. It is a drainage issue. The asphalt is tearing up probably due to standing water over a period of years. The Engineer will investigate the identified area.

C. Manager

Mr. Oliver had no report.

D. Operations Manager

1. Memorandum

Mr. Cowling's report is located under Section XI-D.

2. Sidewalk Repairs Worksheet

Mr. Cowling stated the location for the sidewalk repairs is in the agenda package under Section XI-D-2. The money for the repairs will come out of the Capital Reserve Fund. There are 36 sections that need to be repaired.

On MOTION by Mr. Hayes seconded by Mr. Armstrong with all in favor for sidewalk repairs to be performed by CW Builders was approved.

3. Tree Trimming Proposals

Mr. Cowling stated several residents have asked about cutback/cleanup of tree lines on both sides of Leo Maguire. Vegetation has encroached along that area. Prices came back very high. Bold City's price was \$21,500 and Taylor Tree Service's price was \$11,700. Another option is the existing landscape contractor, Duvall, can trim, but the trees will not be trimmed up to 12'. They can trim up to 7'. There will be a price to haul off the limbs and debris, but the price will be less than what was proposed.

The board decided to table this matter for the short term. Mr. Cowling will try to get other proposals or suggest to proposers they can do trimming on their down time and possibly give a lower price.

4. Access Control Proposals

This item was discussed under Section VI, Overview of Series 2016 Projects

5. Landscape Enhancement Pricing

Mr. Cowling stated pricing and drawings are located in the agenda package under Section XI-D-5 for entry sign and landscape enhancements at Leo Maguire entry. He reviewed the material with the board members.

On MOTION by Mr. Hayes seconded by Mr. Armstrong with all in favor to proceed with landscape enhancements at Leo Maguire entry was approved.

6. Sports Field Conceptual Plan

Mr. Cowling put together a conceptual plan of the sports fields, which will include lighting, irrigation, golf cart parking, fencing of selected areas and flow of golf cart traffic to reduce damage to turf. This is located in the agenda package under Section XI-D-6. Mr. Cowling will investigate further and get cost estimates for irrigation changes, concrete installation for golf cart points, and railroad ties for cart traffic flow.

E. Amenities & Recreation Manager

Ms. Tincher's report is included in the Operations Manager's report under Amenity and Recreation Manger (Section XI-D).

Ms. Tincher stated guest Jeremy Pickney from Blue Chip is here to discuss the sports program. Mr. Pickney stated his goal when he comes to a community is to give an all-inclusive sports option. Sports will be running all year. Since the CDD has all the fields and the equipment, the fees should not be high. Programs will include soccer, football, T-ball, and basketball. The summer camps will be managed through the website, and the website is now up and running.

Ms. Tincher stated the Chick-Fil-A take-out nights are going very well, and they are selling out every time.

TWELFTH ORDER OF BUSINESS Supervisors' Request

There were no supervisor requests.

THIRTEENTH ORDER OF BUSINESS Audience Comments

An audience member asked if it made more sense to do the pool and tennis courts at the same time because the land will be ripped up anyway, and you can piggyback on design and the permits and now all this landscaping. I know you want to focus on the pool, but I feel like they could be coupled together because of the area we are going to be working on. Mr. Oliver stated this item will be put on the December 21 agenda.

Mr. Tom Hudson, a resident, stated the HOA has a fencing requirement that fences must be black metal unless you live on the Preserve, and then you can put up a vinyl fence that goes through architectural review. A black wrought iron 4' fence along that path that goes to the volleyball court would not be intrusive and would blend in with the other neighbors. I would encourage you to stay in context with the covenants of the neighborhood.

Mr. Armstrong asked Mr. Cowling about the benches and the No Fishing signs. Residents have been complaining that people are walking down to fish from where the benches are located, and they are walking down the back side of people's houses. He would like No Fishing signs to be put up. Some audience members felt like fishing was okay and did not want additional signs.

FOURTEENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures

Mr. Oliver stated you have the unaudited financials through October 31, 2016 in the agenda package. There are no unusual variances.

B. 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, December 21, 2016 at 6:00 p.m.

SIXTEENTH ORDER OF BUSINESS Adjournment

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



Secretary/Assistant Secretary



Chairman/Vice Chairman