

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, January 18, 2017 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
Tom Hudson	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber	District Counsel
Louis Cowling	Riverside Management
Leah Tincher	Amenities Manager
Rob Matthews	District Engineer
Mike Lucas	Basham & Lucas
Kelli Gibson	Basham & Lucas

The following is a summary of the actions taken at the January 18, 2017 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. Hayes addressed the audience and board members and stated there is a lot of false information being spread about the upcoming projects. A proposal for tennis has come up. At the last meeting, Tennis was told to consult with the clubhouse, and staff has written a letter to

Billy Casper at Corporate as well to have a discussion with them for a possible location. The locations for the current proposal are not exciting for the community, especially the homeowners near the area. More research was requested, and the board has made no decision. The next issue is the budget. The budget is \$1.2 million, which is the money we acquired when we refinanced. The only amount that has hard data and research is the security system, which came in around \$60,000. No other projects have been budgeted, nor have any decisions been made on amounts to spend for the various projects.

Two audience members asked for better communication from the board, and they feel like it is the board's responsibility to inform the community. There was brief spirited discussion.

Tom Hudson said as a new board member, his goal is to try to develop more effective communications to the community and make sure people have access to the information.

An audience member asked if there is a projected ending date when we will no longer pay the CDD, or is that ongoing?

Mr. Haber responded there are two aspects that you pay toward the CDD – debt assessments and operation and maintenance assessments. The debt assessments do have an ending date of 2034. The O&M assessments will continue in perpetuity. It is what you pay that goes toward the operations and maintenance of this facility and all other facilities the District owns, i.e., roadways, stormwater system, etc. Mr. Haber continued stating generally the CDD issues 30-year bonds, and the term runs from the date the bonds are issued. It is not related to when you purchase your home, but rather the bonds are issued, and they have a set term. Depending on when you purchased your home during the terms of that bond is how long you will pay on that particular bond.

At this point in the meeting, Mr. Oliver asked that the Eighth Order of Business be addressed.

EIGHTH ORDER OF BUSINESS

Consideration of Easement Amendment for Golf Clubhouse Expansion

Dan Zimmer and Ryan Roberts of Billy Casper Golf gave a presentation to the board and audience members. Mr. Zimmer stated they want to expand the clubhouse to provide more social amenities as well as banquet space. The scope of the project would include tearing down the covered patio and building a new 3,250 sq. ft. banquet facility. To the east would be a new

event lawn. Off of the west side of the banquet hall would be a deck that would cantilever out over the pond on the 18th hole. The kitchen will also be expanded. Overall about 5,000 additional square of social and dining area will be added. The event lawn will add another 3,000 sq. ft. We are here making a request because the existing drainage easement that is in place between the CDD and the golf course will be involved in the expansion. BCG would like a drainage easement amendment to allow for expansion/renovation of golf clubhouse.

Mr. Haber stated there are four main points the golf course raised as it relates to what should be in that easement. One is that the fence work would be paid for by the District, but we would reimburse the golf course because the golf course wants to pay the contractor directly so the fence will be the golf course's fence. The CDD will have the right to select the vendor and actually schedule the work to be done. The golf course will have no maintenance responsibility for the fence, it will be the responsibility for the District to maintain the fence. The last point is that the golf course would not be required to keep the fence locked at all times. There is no reason they wouldn't keep it locked, but it wants discretion for the fact it is a service road for the golf course. The golf course will make all reasonable efforts to keep the gate locked unless there is a purpose for having it open, i.e., utility vehicles, vendors in big trucks, etc. The board didn't have a problem with that. Mr. Haber also stated if the golf course employees or agents of the golf course damage the gate, the golf course will repair it to the standard it was in prior to damage. A draft of the easement has been sent to Ryan Roberts of BCG, and the draft is being reviewed by others in the company. I think it would be appropriate to have the easement for the security fence be approved in substantial form and authorize the Chairman to execute if an agreement can be reached with the golf course.

On MOTION by Mr. Armstrong seconded by Mr. Hayes with all in favor the easement request for installing a security fence was approved in substantial form.

Mr. Haber stated regarding the drainage easement, we would ask our Engineer to review the impact the requested action will have on our easement. If the Engineer is able to conclude that an amendment to the easement would not adversely impact the District's ability to operate and maintain or the functionality of the lake we would approve the amendment to the easement.

Mr. Armstrong expressed his concerns regarding the parking lot, and Mr. Hayes requested that attention to given to the landscaping of the area.

On MOTION by Mr. Hudson seconded by Mr. Hayes with all in favor the drainage easement amendment to allow for expansion/renovation of the golf clubhouse was approved in substantial form pending Engineer's review.

The Meeting is going back to the scheduled Agenda order.

THIRD ORDER OF BUSINESS

Approval of Minutes of the December 21, 2016 Meeting

On MOTION by Mr. Armstrong seconded by Mr. Hudson with all in favor the Minutes of the December 21, 2016 meeting were approved.

FOURTH ORDER OF BUSINESS

Acceptance of Minutes of the December 21, 2016 Audit Committee Meeting

On MOTION by Mr. Armstrong seconded by Mr. Sharpe with all in favor the Minutes of the December 21, 2016 Audit Committee meeting were approved.

FIFTH ORDER OF BUSINESS

Update Regarding Pool Renovation Project

Mr. Oliver stated this will be followed by a presentation of the RFP package so we can issue a Request for Proposals to get hard costs back and proposals for construction of the pool project. Mr. Mike Lucas of Basham and Lucas will give an update on the pool renovation package.

Mr. Oliver stated Mike Lucas will talk about the approach to going out for proposals. They have drawn up detailed plans to be presented to the contractors. Wes will later talk about the actual RFP scope package, and those two documents will be combined. Tonight we will be talking about 10 different components with the idea being that the board can look at each of those components and make a judgment on whether or not they want to contract for those components or if they are a little too rich for the board. It gives you the ability to have line-item

veto, and you can contract with a successful bidder for everything in that scope or you can just contract for some of them and put the other projects on hold or select another company. We will also talk timelines.

Mr. Lucas presented the updated renovation plans that included the 10 components. The board revisions at the December meeting resulted in estimated costs.

Ms. Jenn Hayes, a representative of the pool advisory group, gave a presentation on her research regarding the splash pad. The companies she recommended using are Vortex or Aqua Works, and either company will do all of the construction drawings for the splash pad.

There will have to be coordination between the General Contractor who does the pool deck and the company that does the splash pad. Ms. Lucas stated the best option is whoever installs the splash pad be required to be under the General Contractor's umbrella, even though that might be more expensive.

The approval of the Construction RFP package will be on the next agenda. This will generate proposals so the Board has firm pricing to consider.

SIXTH ORDER OF BUSINESS

Consideration of Series 2016 Requisitions

This item is included under the Engineer' Update.

SEVENTH ORDER OF BUSINESS

Presentation of Engineer's Update

Mr. Oliver stated during the last meeting, we discussed a request to have an oak tree removed. The oak trees that are between the sidewalks and the road as well as next to driveways have root growth that is damaging the infrastructure, whether owned by the District or by the resident. Right now we don't have a formal policy in place to consider requests like that. I have been approached by another resident who has a similar request. After talking with the Chairman and Mr. Haber, we would request the board direct staff to develop a draft policy for you to consider. We would look at policies that exist in other neighborhoods with the oak tree issue and come back with a draft policy for the board to consider. That way when we do have requests, we eliminate much of the gray area, and we can process the request more efficiently. At least there will be a format to follow and a certain objective reasoning as we consider these requests.

The resident who is affected by the oak tree gave a description of what is happening to his driveway and mailbox. He was told it is his responsibility to maintain his driveway, and he is questioning how he can stop the damage from happening.

Mr. Haber responded this neighborhood is unique as the CDD owns the roads, and it owns the area on either side of the roads. To the extent that trees are located in that area, those trees are located on CDD-owned property. The covenants and restrictions for this neighborhood provide that individual lot owners are responsible for the maintenance of the trees and the sidewalk located in the right-of-way adjacent to their home. Even though it is on CDD property and arguably a CDD-owned tree, it is a complex situation. Who is responsible for the driveway? Certainly an argument can be made that proper maintenance of the tree would have reduced the likelihood of the impact to the driveway. That being said, a request needs to be made of the CDD in order to address that tree because it is our tree, and there are certain county requirements. It is a complicated issue, and I think that is what Jim addressed prior to your comments. It is something that staff needs to look at and figure out a way to recommend to the board so when they hear comments like the one you just made, the board will be able to systematically address it and figure out to deal with it. I don't have a direct answer, but it is something we are going to have to figure out.

The resident asked what about the street? It is caving in, and the curb is popping up.

Mr. Haber responded the street is owned by the District and is something that will be maintained by the District and something it will review. The street is a CDD responsibility.

Mr. Hayes stated there are a lot of owners who will want their trees removed, and a policy needs to be established.

Staff will work with Supervisor Tom Hudson and HOA representative on development of street tree policy, particularly related to requests for tree removal, approval process, and any tree replacement requirements. The board rescinded the 12/21 disapproval of tree removal request, and it will be reconsidered after formal tree policy is developed and approved.

At this point, Supervisor Paul Armstrong left the meeting.

Mr. Matthews presented his engineer's report. Last month he was asked to look at a pavement failure at 1035 Eagle Point Drive. Additional investigation needs to be taken on that property, which would include geo-technical borings and survey. A proposal from Ellis and

Associates in the amount of \$1,950 for geo-technical work was received. A proposal for survey work from Perrel and Associates for \$350 was received. This information will give the engineer a better understanding of the cause of the drainage issues and determine the extent needed to address.

On MOTION by Mr. Murray seconded by Mr. Hayes with all in favor for geo-technical borings and survey work to be completed was approved.

Mr. Matthews referenced the Drury Court repair. The contract has been approved, and the contractor has tried to contact the homeowner but has had no success. The contractor will try again today.

Mr. Matthews stated Requisition #14 is for Basham and Lucas in the amount of \$2,900.00. We have reviewed and approved the requisition.

On MOTION by Mr. Murray seconded by Mr. Hayes with all in favor Series 2016 Requisition #14 for Basham and Lucas in the amount of \$2,900.00 was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Easement Amendment for Golf Clubhouse Expansion

This items was addressed after Public Comment.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2017-06 Approving an RFP Package for Amenity Improvements

This item was tabled until the next meeting.

TENTH ORDER OF BUSINESS

Update Regarding Golf Cart Path and Obstacles

Mr. Cowling stated the golf cart parking area had concrete poured this week. After doing research, using creosote logs to deter traffic was cancelled. He presented pictures of post without rails with 3' spacing. After discussion, the board decided to use posts without rails 2' high and spaced about 3' apart. They will be painted/stained in a color consistent with other playground fixtures.

On MOTION by Mr. Hudson seconded by Mr. Murray with all in favor that posts without a rail spaced three feet apart be installed along the cart path was approved.

ELEVENTH ORDER OF BUSINESS

Consideration of Proposals for Access Control Systems

Mr. Oliver stated Mr. Cowling emailed you proposals from Atlantic Security, Jacksonville Sound, and Mainline.

Mr. Cowling stated he went back to the vendors and got updated proposals. They are close in their estimates and all offer similar systems.

Ms. Tincher liked Jacksonville Sound because they were easier to get in touch with and much more accessible. She had trouble getting test cards from Atlantic Security.

On MOTION by Mr. Hayes seconded by Mr. Hudson with Mr. Murray in favor and Mr. Sharpe opposed the Jacksonville Sound proposal for installation of Access Control System was approved.

TWELFTH ORDER OF BUSINESS

Discussion of FPL Lighting Plan (additional streetlights)

Mr. Cowling stated he sent out the plan and has had a lot of positive feedback. He will finalize additional info regarding Redline lighting plan from FPL. This item will be put on next month's agenda.

THIRTEENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

FOURTEENTH ORDER OF BUSINESS Staff Reports

A. Attorney

Mr. Haber had no report.

B. Engineer

Mr. Matthews presented his report under Section VII.

C. Manager

Mr. Oliver stated he will work with Supervisor Hudson, Mr. Haber and the HOA on developing a tree policy.

D. Operations Manager

The Operations Manager report is located in the agenda package under Section XIV-D.

On MOTION by Mr. Murray seconded by Mr. Hayes with all in favor to install security fence NTE \$1,700.00 was approved.
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E. Amenities & Recreation Manager

Ms. Tincher's report is part of the Operations Manager's report under Section XIV-D. She had nothing else to report. There will be a First Responder event on February 12.

FIFTEENTH ORDER OF BUSINESS Supervisors' Request

Mr. Murray requested power washing of the building. The board authorized pressure washing of the amenity center in preparation of Spring season.

Mr. Hudson expressed his desire to help with the communications in the neighborhood. He would like to write articles that have been vetted by legal and the District Manager where he will express his own opinions and welcome feedback.

Mr. Hayes stated the tennis people have been asking for a water fountain. There is one that looks like a standard water fountain, but it has a bottle filler at the bottom.

Mr. Cowling stated they range from about \$1,200 to \$1,400 for refrigerated. Everything can be done, including installation, for around \$1,600. He will bring more information to the next meeting.

Mr. Sharpe offered his apology for interrupting a resident making a comment by asking for his name. He asked that the chairman have those in the audience speaking state their name and address. It helps Mr. Sharpe put in context where the resident lives and remember his comment. Mr. Sharpe stated he has seen Mr. Murray walking around the tennis courts doing his due diligence, but because of sunshine laws could not ask him what was going on, so he posed the question to Mr. Murray tonight.

Mr. Murray responded he had some time off, so he started doing his homework on some things the residents had concerns about regarding the tennis courts. He went at varied days and times, and not once were all four courts being used. That was his observation. He looked at the lighting and how it will affect some residents. He can see where it would be a concern from their perspective. He also observed the noise level. He felt the noise wasn't constant and probably not a big issue. He will continue to go up there and check things out.

Mr. Sharpe stated he was frustrated with the agenda for this meeting. We have been getting emails from people supporting and not supporting the new tennis courts. He had asked that the tennis court issue be put on the agenda, but was told there was no new information at this time. Mr. Sharpe feels that it doesn't matter if a decision is scheduled to be made or not, but he wanted to continue the dialogue regarding the tennis courts and have it on the agenda.

Mr. Murray asked can he make a motion during a meeting to bring something up on the agenda?

Mr. Oliver responded yes, at the end of the meeting, you can say next month we want this on the agenda. Also, you will see the draft agenda on my meeting notes when I send that out a day or so after the last meeting. That is based on the guidance you give me during the meeting. There are some items that must be addressed that come up between meetings, and I will confer with the Chair or the Vice Chair. The Rules of Procedure can certainly be changed. What we can't do is have five different supervisors setting the agenda. There has to be some protocol to avoid having conflicting items on the agenda.

Mr. Hayes' explanation as to why the tennis issue was not put on the agenda was because there was no new information available.

SIXTEENTH ORDER OF BUSINESS

Audience Comments

Ms. Jen Bachman stated I think everyone should agree to start fresh, forget the history, and that there is no agenda or politics to the tennis or splash pad issue.

Mr. Mike Yuro, an audience member, stated he would like to ask the board to commit to following up on an earlier suggestion to produce a listing with the original budgets and where we are now with all the information we have on updated cost estimates. He would like for that to be at the next meeting so the residents can see where it all shakes out.

Mr. Jeff Gibbons, the acting president of the HOA, stated that we should look at some revenue-generating plans as well.

SEVENTEENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures

Mr. Oliver stated you have the unaudited financials through December 31, 2016 in the agenda package.

A. Special Assessment Receipts

Mr. Oliver stated you are 93.79% collected.

B. Check run Summary


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


EIGHTEENTH ORDER OF BUSINESS Next Scheduled Meeting

The next scheduled meeting is Wednesday, February 15, 2017 at 6:00 p.m.

NINETEENTH ORDER OF BUSINESS Adjournment

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


Secretary/Assistant Secretary


Chairman/Vice Chairman