

**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, October 17, 2018 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
Shawn Murray	Vice Chairman ( <i>via phone</i> )
Steve Sharpe	Supervisor
Tom Hudson	Supervisor
Kim Kalke	Supervisor

Also present were:

Ernesto Torres	District Manager
James Oliver	GMS, LLC
Wes Haber	District Counsel
Alex Acree	District Engineer
Brian Stephens	Operations Manager
Leah Tincher	Amenities Manager
Lt. A.J. McCaffery	Central Security Agency
Michael Johnson	Duval Landscape Maintenance
Louis Brown	Duval Landscape Maintenance
Matthew Journey	Matthews Design Group
John Ellis	Legacy Engineering
Residents	

*The following is a summary of the actions taken at the October 17, 2018 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. and called the roll.

**SECOND ORDER OF BUSINESS**

**Pledge of Allegiance**

The Pledge of Allegiance was recited by all who attended the meeting.

**THIRD ORDER OF BUSINESS****Public Comment**

Ms. Brogan, a resident, of Cross Pointe Way, noted that the landscaping at the entrances was not maintained and was not a good representation of the St. Johns Golf & Country Club (SJGCC). A resident asked about a vacant strip before the bushes. Mr. Stephens noted that Duval Landscaping would replace the plant material in two weeks.

- **Landscape Maintenance Update** *(Taken Out of Order)*

Mr. Johnson- reported that Duval was performing weekly drive-throughs with Mr. Stephens to work on issues addressed by the board. He noted they would also attend monthly CDD meetings, take comments from residents, and provide monthly reports.

Mr. Hudson stated that the landscaping should be at a “Disney standard”. Mr. Johnson stated that Duval planned to do a better job to increase performance standards and provide consistency and add additional crew.

*Mr. Johnson and Mr. Brown left the meeting.*

Mr. Hudson requested clarification about which areas were owned by the CDD and Billy Casper Golf (BCG), particularly the buffer off of St. Johns Golf Drive behind the volleyball court that was used for access by BCG and the pool contractor. . Mr. Sharpe requested repairs to sidewalks and cart paths damaged by equipment. After further discussion, there was Board consensus for:

1. Mr. Stephens to speak to BCG about conveying the area behind the volleyball court and that a contractor engaged by the CDD would repair sidewalks and cart paths in two weeks.
2. Mr. Stephens to obtain a proposal from Duval to clean up the buffer area.
3. The District Engineer and Mr. Stephens to prepare detailed maps showing the CDD maintenance areas of responsibility and identify the ownership of parcels owned by the CDD and BCG.

**FOURTH ORDER OF BUSINESS****Security Update by Central Security**

Officer A.J. McCaffery of Central Security Agency (CSA) reported:

- Since school was back in session, weekday issues diminished.

- A resident reported that this past weekend at 11:00 p.m., kids caused a disturbance in the street, but when security investigated, the kids ran away. Kids from Coral Gables were accessing the property from a service road.
- The new fence helped deter people from using the pool after hours, but kids were still hopping the front pool gate; however, there was a camera and security was able to identify the kids. Mr. Hayes suggested that the camera emit a quick flash to take a picture of the kids while they were hopping the fence.
- When Comcast was onsite there were issues with the cameras, but now the cameras were working and guards were able to monitor the cameras from any location.
- There has been an increase in excessive speeding over the past month on St. Johns Golf Drive. Speed monitoring from the patrol vehicles, radar signs, and contacting the Sheriff's Office for enforcement were suggested during peak traffic times.

Mr. Hayes asked if there were further issues at the back of the property. Mr. McCarthy stated that golf course maintenance staff placed obstacles on the trail to block trespassers.

**FIFTH ORDER OF BUSINESS**

**Approval of Minutes of the September 19, 2018 Meeting**

Mr. Hayes presented the Minutes of the September 19, 2018 Meeting. Ms. Kalke clarified that on Page 2, Juvenile A was issued an amenity suspension notice, not a trespass notice and on Page 3, "one instance" should be "third instance." She asked if the letter requested by Officer Saunders on the bottom of Page 4 was sent. Mr. Oliver did not send it and would follow up.

On MOTION by Mr. Hudson, seconded by Mr. Hayes, with all in favor, the Minutes of the September 19, 2018 Meeting, as amended, were approved.
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**SIXTH ORDER OF BUSINESS**

**Landscape Maintenance Update**

This item was taken earlier in the meeting.

**SEVENTH ORDER OF BUSINESS**

**Discussion of Landscape Architecture Services for Update to Amenity Center Grounds**

Mr. Matthew Journey of Matthews Design Group recommended the following:

1. Removing three large Oak trees in front of the Amenity Center to provide more sunlight, allowing for colorful plants to meet the “Disney standard.”
2. Moving ornamental grasses from foreground to the background next to walkway.
3. Planting specimen trees and palms as focal points.

Mr. Hayes asked about the walkway between the tennis courts and pool deck. Mr. Journey recommended including seasonal annuals under the Hollies. Mr. Hayes asked if the 15-year-old plants along the golf cart barn and pathway should be removed. Mr. Journey stated that if the plants remained it would take time to grow in. Ms. Kalke suggested that Mr. Johnson evaluate the area. Mr. Hayes noted overgrown trees, Bermuda grass and dirt at the edge of the parking lot where the basketball court, Country Club, and parking lot meet. Mr. Journey suggested shade hearty plants, such as Cast Iron Plants, Camellias, and Hydrangeas.

Mr. Journey presented a proposal for Matthews Design Group to prepare landscape architecture plans and facilitate the county permitting requirements for the tree removal for \$4,500. Mr. Sharpe requested proposals for the plantings, a master plan for the exterior of the gym, playground, basketball court and all entrances, budgeting a certain amount for upkeep each year and repeating the process in five years. Discussion ensued.

Ms. Kalke MOVED to approve the proposal for Matthews Design Group to prepare the landscape architecture plans and facilitate the County permitting requirements, in the amount of \$4,500, and Mr. Hudson seconded the motion.

Mr. Sharpe asked how long Mr. Journey has been with Matthews Design Group. Mr. Journey has been with Matthews Design Group for six months, but was a landscape architect for 13 years.

On VOICE VOTE with all in favor, approving the proposal for Matthews Design Group to prepare the landscape architecture plans and facilitate the County permitting requirements, in the amount of \$4,500, was approved.

Mr. Hayes requested completed plans by November 28, 2018.

## **EIGHTH ORDER OF BUSINESS**

### **Update Regarding Splash Pad Project**

Mr. Oliver stated at the last meeting the board directed staff to meet with Mr. Brad Correia, the President of Crown Pools, to ask Mr. Correia to acknowledge that the Splash Pad was defective due to cracks on the concrete pad, remove the existing concrete and re-pour, per the Engineering Plans and industry best practices. Mr. Correia did not agree to remove the existing concrete work and re-pour the pad..

Mr. John Ellis, an engineer with Legacy Engineering evaluated the following:

- Whether the solution proposed by Crown for the Splash Pad was structurally sound and if the cracks would continue. Mr. Ellis determined that it was structurally sound and would not continue to crack.
- Whether the work completed and the cement mix complied with what was contracted, based on review of the plans and the concrete work ticket. Mr. Ellis found nothing in the work to indicate that the plans were not complied with.
- Whether the cement mix matched the contract regarding the requirement to use a curing agent. Mr. Ellis concluded that use of a curing agent was not on the cement ticket and that the contractor took the correct measures to protect the concrete from cracking during high temperatures. Mr. Correia stated that a curing agent was applied after the concrete was poured, but he did not have any documentation because the curing agent was purchased in bulk.

Mr. Oliver stated that Mr. Haber investigated the case law. Prior to the meeting, Mr. Haber, Mr. Torres and Mr. Oliver spoke with each Supervisor regarding this matter. Mr. Acree reviewed the documents and advised that the work complied with the Splash Pad construction plans. The plans did not call for any saw cuts or expansion joints within the Splash Pad surface and the concrete mix was adequate. Mr. Haber questioned the contractor's proposed fix and whether it was sufficient to make the Splash Pad structurally sound and aesthetically pleasing. Mr. Ellis of Legacy Engineering reviewed the Splash Pad on August 22<sup>nd</sup> and reported:

- The Splash Pad had classic shrinkage cracking. When concrete cures, a lot of shrinkage occurs and cracks appear- in places with the greatest stress, mainly the thin sections.
- In the plans where there were drainage and water features, there was steel that held the cracks together. The cracks were small and once the Splash Pad was wet, the cracks would be hard to see, but over time the sun would burn off the finish and the cracks may be detected.
- Cleaning the cracks and sealing to prevent chemicals in the water from corroding the steel was recommended to prevent the concrete from deteriorating. If the sealant was close to grade, the entire slab did not need to be sealed. The contractor's solution to apply a coating on the entire slab would provide a smooth surface but would eventually discolor.

Mr. Sharpe asked what Mr. Ellis would have done to prevent the cracking. Mr. Ellis responded that he would have uniform thickness by the drains, water features and joints, versus having changes in the thickness of the concrete which caused the cracks. Mr. Hayes proposed that Crown come out every three to four years to ensure that the uniform coating remained fresh or that the district retain liquidated damages to maintain the coating. Mr. Hudson did not see any additional cracks since Mr. Ellis evaluated it on August 22<sup>nd</sup>. Mr. Ellis could re-evaluate it; however, cracking occurs within the first few days to a week after the concrete is poured and any additional cracks would be considered a structural issue.

Residents voiced concern about the acrylic coating becoming slippery. Mr. Sharpe noted that the contractor proposed applying a two-part acrylic deck topping and two coats of anti-skid paint. Mr. Sharpe suggested asking Ms. Erica Cahill of Vortex for recommendations.

Mr. Oliver recommended that Mr. Ellis and the district engineer work on developing different options that may be acceptable to the board and we recommend that a supervisor be designated to negotiate with the contractor. Mr. Sharpe asked about the Florida Department of Health (FDOH) approval. Mr. Oliver stated that FDOH would perform the final inspection, after the requested modifications were completed by the contractor. A resident questioned the cost to seal the splash pad. Mr. Ellis stated the typical cost was \$4,000 to \$5,000; however, if the cracks were sealed the board could wait to apply the coating.

Mr. Hayes felt that Mr. Correia was responsible and should seal it correctly. Mr. Hayes proposed that Mr. Ellis and Vortex provide two to three surface options so that the board could make a final decision on November 28, then the sealant should be applied January/February, and the splash pad would be inspected before Spring Break. Mr. Hudson was in favor of trying to find a reasonable solution that was satisfactory and was not interested in litigation.

Mr. Sharpe MOVED to designate Mr. Hudson to represent the board to discuss surface options with Mr. Ellis and the district engineer and negotiate the sealing of the cracks, warranty and other issues with Crown Pools and provide options to the board on November 28, 2018.

Mr. Hayes preferred to represent the board. Mr. Sharpe withdrew the prior motion.

On MOTION by Mr. Sharpe, seconded by Ms. Kalke, with all in favor, - the Chairman was designated to represent the board to discuss surface options with Mr. Ellis and the district engineer and negotiate the sealing of the cracks, warranty and other issues with Crown Pools, and provide options to the board on November 28, 2018.

**NINTH ORDER OF BUSINESS**

**Planning for Future Road Resurfacing Project**

Mr. Oliver noted that the district engineer would be lead staff member for the road resurfacing project. Mr. Acree stated that Matthews Design Group has a roadway engineer on staff and would provide a proposal for a complete evaluation of all roads and a full report to the District.

Mr. Hayes stated at the last meeting - the board wanted to limit the resurfacing to major roads, particularly St. Johns Golf Drive and the parking lot. Also, Mr. Murray requested that the scope include re-grading specific roads such as Eagle Point Drive. After further discussion, Matthews Design Group would provide a work authorization to Mr. Oliver for a District roadway evaluation, preparation of the scope for the (RFP), evaluation of proposals and contract management.

**TENTH ORDER OF BUSINESS**

**Consideration of FPL Street-Lighting Plan for Conversion to LED**

Mr. Torres stated that Mr. Bob Sevestre, President of the HOA, was going to contact Mr. Scot Thrapp of Florida Power & Light (FPL) to discuss this matter. Mr. Stephens noted that no lights on CDD property had yet been converted to LEDs. Mr. Hayes requested Mr. Sevestre’s opinion for the November 28<sup>th</sup> meeting. Ms. Kalke requested that FPL straighten light poles in Cross Pointe, Stonehedge, and the back part of Eagle Point as requested by residents.

**ELEVENTH ORDER OF BUSINESS**

**Ratification of Audit Engagement Letter with Berger, Tooms, Elam, Gaines & Frank for Fiscal Year 2018**

On MOTION by Mr. Hudson seconded by Ms. Kalke with all in favor the engagement letter with Berger, Toombs, Elam, Gaines & Frank to perform the fiscal year 2018 audit was ratified.

**TWELFTH ORDER OF BUSINESS**

**Consideration/Ratification of Series 2016 Requisitions**

On MOTION by Mr. Hudson- seconded by Ms. Kalke with all in favor- requisition #83 was ratified.

**THIRTEENTH ORDER OF BUSINESS**

**Other Business**

Mr. Acree reported on discussions with the St. Johns River Water Management District (SJRWMD) regarding Pond 25A near Fox Tail Court. The best option was to install a secondary control structure to provide positive outfall and bring the water level down to the design level. However, it must cross onto Glen St. Johns CDD property to get into the conservation easement and wetlands to provide positive flow. He presented a proposal to the Glen St. Johns CDD today and they approved an easement. The next step was getting approval from SJRWMD. After further discussion, this item would be discussed at the November meeting.

**FOURTEENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

There being none, the next item followed.

**B. Engineer**

There being none, the next item followed.

**C. Manager**

Mr. Oliver reported that due to another GMS district manager retiring, Mr. Torres would begin service as the primary district manager for Sampson Creek CDD.

Mr. Haber stated he was going on a six-month sabbatical in June 2019.

**D. Amenities & Recreation Manager**

Ms. Tincher nothing significant to report. Mr. Hayes stated that last night LPA's boys soccer took over the entire soccer field and requested that Amenity Manager review the roster to ensure that the players were residents. Ms. Tincher would inform the LPA.

**E. Operations Manager - Report**

Mr. Stephens presented the Operations Manager Report and highlighted the following:

- Several potholes were repaired at the Leo Maguire Parkway entrance to the SJGCC.
- The "No Golf Carts" signs were installed by the tennis courts. Mr. Sharpe noted that the primary abusers were golf course maintenance staff. Mr. Stephens spoke to the golf course and they had no issues.
- Additional bollards were installed by the volleyball court and 30 additional bollards would be painted and installed.
- Concrete work on the sidewalks was scheduled to start on October 29<sup>th</sup>.
- A portion of the field was roped off to place sand and sprigs on the eastern side. It would be fertilized by the end of the week.
- Duval Landscaping installed new Fakahatchee Grass to fill in beds on the south end of Leo Maguire and by the power control panel at the front entrance, sod on both sides of the sidewalk by the tennis courts and tri colored Jasmine by the Fitness Center.
- The following proposals were presented:
  - Adding 4 to 5 inches of sand to the volleyball court for \$5,360, including the material and freight. Ms. Kalke felt that \$5,360 was excessive to haul away and buy new sand. Mr. Stephens stated that the old sand would be graded out and new sand would be added on top. Mr. Hayes suggested

golf course sand. Mr. Stephens stated that golf course sand was extremely coarse and would ask Southern Recreation for a proposal.

- Plants for the area by the west volleyball court. Duval Landscaping provided a proposal and rendering. The board requested a proposal earlier in the meeting from Matthews Design Group.
- Curbing along the sidewalks. A proposal was requested from Matthews Design Group.

Mr. Sharpe asked if Bold City was still trimming CDD trees. Mr. Stephens stated that Bold City trimmed a large portion of trees; however, they were now handling dead trees behind homeowners' houses and on Leo Maguire Parkway. Ms. Kalke asked if the CDD tree trimming was being incorporated into homeowner tree trimming. Mr. Stephens stated that a list was turned over to the owner of Bold City who would contact each homeowner. Mr. Hudson thanked Mr. Stephens for his hard work.

**FIFTEENTH ORDER OF BUSINESS**

**Supervisors' Request**

Mr. Sharpe stated that this was his last meeting and congratulated Mr. Torres on his new role. Mr. Oliver noted that the departing supervisors would be recognized on November 28<sup>th</sup>, and requested that Mr. Sharpe attend. Mr. Sharpe requested inspection of the Amenity Center roof for hail damage from the April and June hailstorms.

**SIXTEENTH ORDER OF BUSINESS**

**Audience Comments**

Mr. Gibbons asked about trash pickup at the soccer field particularly after Friday night events. Ms. Tinchler noted that she picked up trash and kids picked up trash to earn community service hours, but it stopped after the soccer season. Ms. Kalke suggested asking residents in the newsletter to pick up trash and Mr. Hayes agreed.

**SEVENTEENTH ORDER OF BUSINESS**

**Financial Reports**

**A. Balance Sheet and Statement of Revenues & Expenditures**

A copy of the balance sheet and financials were included in the agenda package.

**B. Special Assessment Receipts**

A copy of the assessment receipt schedule was included in the agenda package.

**C. Check Run Summary**

On MOTION by Mr. Hudson and seconded by Mr. Sharpe, with all in favor, the check run summary was approved.

**EIGHTEENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – 11/28/18 @ 6:00 p.m.**

Mr. Hayes noted that the next scheduled meeting was on November 28, 2018 at 6:00 p.m.

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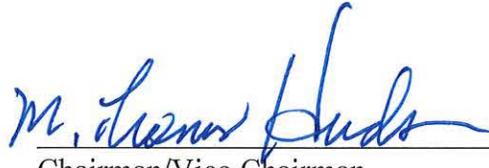
**NINETEENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Ms. Kalke- seconded by Mr. Hayes- with all in favor- the meeting was adjourned.



Secretary/Assistant Secretary



Chairman/Vice Chairman