

1 **MINUTES OF MEETING**

2 **PARKLAND PRESERVE**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the Parkland Preserve Community
5 Development District was held on Monday, August 28, 2023 at 4:45 p.m. at Parkland Preserve Amenity
6 Center, 835 Parkland Trail, St. Augustine, FL 32095.

7 **FIRST ORDER OF BUSINESS – Roll Call**

8 Mr. McInnes called the meeting to order and conducted roll call.

9 Present and constituting a quorum were:

| | | |
|----|-------------------|---------------------------------------|
| 10 | Mohammad Bataineh | Board Supervisor, Chairman |
| 11 | Nasrullah Ghafoor | Board Supervisor, Vice Chairman |
| 12 | Chase Balanky | Board Supervisor, Assistant Secretary |

13 Also present were:

| | | |
|----|----------------|---|
| 14 | David McInnes | District Manager, Vesta District Services |
| 15 | Dana Harden | Vesta Property Services |
| 16 | Jere Earlywine | District Counsel, KE Law Group |
| 17 | Bill Schilling | District Engineer, Kimley-Horn |
| 18 | Cynthia Klein | Resident |

19 *The following is a summary of the discussions and actions taken at the August 28, 2023 Parkland Preserve*
20 *CDD Board of Supervisors Regular Meeting. Audio for this meeting is available upon public records*
21 *request.*

22 **SECOND ORDER OF BUSINESS – Audience Comments – (limited to 3 minutes per individual for**
23 **agenda items)**

24 An audience member asked about easements, stating that he believed that it was common for
25 landowners to be given compensation when granting easements. Comments were made stating that
26 plans for Parcel 14 were still under negotiation.

27 An audience member commented that she felt that the agenda items for resignation of current
28 Supervisors and appointment of CDD resident Supervisors was a good faith gesture on the part of
29 the Board.

30 **THIRD ORDER OF BUSINESS – Office of Elected Supervisors**

31 **A. Consideration of Resignation of Supervisors**

32 On a MOTION by Mr. Bataineh, SECONDED by Mr. Ghafoor, WITH ALL IN FAVOR, the Board
33 accepted the resignation of Supervisor Sara Ascha, for the Parkland Preserve Community Development
34 District.

35 **B. Consideration of Appointment of Supervisors**

36 Mr. Bataineh nominated Cynthia Klein to the vacancy on Seat #4. No opposition was heard. No
37 other nominations were made to any Board vacancies.

38 On a MOTION by Mr. Bataineh, SECONDED by Mr. Ghafoor, WITH ALL IN FAVOR, the Board
39 approved appointing Cynthia Klein to Seat #4 on the Board of Supervisors for the Parkland Preserve
40 Community Development District.

41 C. Exhibit 1: Administration of Oath of Office to Newly Elected Supervisors

42 Mr. McInnes administered the Oath of Office to Ms. Klein.

43 D. Exhibit 2: Form 1 Reminder

44 Mr. Earlywine gave an overview of the financial disclosure filing process and deadlines.

45 E. Exhibit 3: Consideration and Adoption of **Resolution 2023-05**, Designating Officers

46 On a MOTION by Mr. Bataineh, SECONDED by Mr. Ghafoor, WITH ALL IN FAVOR, the Board adopted
47 **Resolution 2023-05**, Designating Officers, in substantial form, allowing Staff to Update Officers by
48 Removing Names of Resigned Supervisors, Adding the Name of the Newly Appointed Supervisor
49 as an Assistant Secretary and Keeping all Other Officers in Place, for the Parkland Preserve
50 Community Development District.

51 **FOURTH ORDER OF BUSINESS – Business Matters**

52 A. Exhibit 4: Presentation and Acceptance of the FY 2022 Audited Financial Statements

53 On a MOTION by Mr. Bataineh, SECONDED by Mr. Ghafoor, WITH ALL IN FAVOR, the Board
54 accepted the FY 2022 Audited Financial Statements, for the Parkland Preserve Community Development
55 District.

56 B. Exhibit 5: Consideration & Acceptance of Cost Share and License Agreement for Roadway
57 Access

58 Mr. Earlywine provided an overview of the agreement, noting that the cost share terms held that
59 the landowner would be responsible for 36% of the shared expenses, and that there were terms
60 related to granting gate and roadway access for the landowner and residents of the adjacent
61 property.

62 On a MOTION by Mr. Bataineh, SECONDED by Mr. Ghafoor, WITH ALL IN FAVOR, the Board
63 accepted the Cost Share and License Agreement for Roadway Access, in substantial form, for the Parkland
64 Preserve Community Development District.

65 C. Exhibit 6: Consideration of Reciprocal Easement Agreement with Parcel 14

66 Mr. Earlywine presented the agreement, noting that there was some language regarding
67 construction protections and provisions addressing liability.

68 On a MOTION by Mr. Bataineh, SECONDED by Mr. Ghafoor, WITH ALL IN FAVOR, the Board
69 accepted the Reciprocal Easement Agreement with Parcel 14, for the Parkland Preserve Community
70 Development District.

71 D. Exhibit 7: Consideration & Adoption of **Resolution 2023-06**, Adopting FY24 Meeting Schedule

72 Mr. McInnes advised that the meeting schedule would continue with the fourth Monday of each
73 month, and added that no meeting was scheduled for December 2023 because the fourth Monday
74 of that month was Christmas Day.

75 On a MOTION by Mr. Bataineh, SECONDED by Mr. Ghafoor, WITH ALL IN FAVOR, the Board adopted
 76 **Resolution 2023-06**, Adopting the FY24 Meeting Schedule, for the Parkland Preserve Community
 77 Development District.

78 **FIFTH ORDER OF BUSINESS – Consent Agenda**

- 79 A. Exhibit 8: Consideration for Approval – The Minutes of the Board of Supervisors Regular
- 80 Meeting Held June 5, 2023
- 81 B. Exhibit 9: Consideration for Acceptance – The May 2023 Unaudited Financial Report
- 82 C. Exhibit 10: Consideration for Acceptance – The June 2023 Unaudited Financial Report
- 83 D. Exhibit 11: Acceptance of Deficit Funding Letter Agreement for Lake Bank Erosion and
- 84 Irrigation Repairs

85 On a MOTION by Mr. Bataineh, SECONDED by Mr. Ghafoor, WITH ALL IN FAVOR, the Board
 86 approved all items of the Consent Agenda for the Parkland Preserve Community Development District.

87

88 On a MOTION by Mr. Bataineh, SECONDED by Mr. Ghafoor, WITH ALL IN FAVOR, the Board
 89 approved recessing the Regular Meeting for the purpose of conducting the Public Hearing on the FY 2024
 90 Budget, for the Parkland Preserve Community Development District.

91 *(The Board recessed the regular meeting at 5:20 p.m.)*

92 **SIXTH ORDER OF BUSINESS – FY 2023-2024 Budget & Assessment Public Hearing**

- 93 A. Fiscal Year 2023-2024 Budget Public Hearing
- 94 > Open the Public Hearing

95 On a MOTION by Mr. Bataineh, SECONDED by Mr. Ghafoor, WITH ALL IN FAVOR, the Board
 96 approved opening the Fiscal Year 2023-2024 Budget Public Hearing, for the Parkland Preserve Community
 97 Development District.

- 98 > Exhibit 12: Presentation of FY 2023-2024 Budget

99 Mr. McInnes presented the FY 2023-2024 budget, noting increases related to Board
 100 compensation and District staff due to an anticipated increase in the number of meetings
 101 held each year following the Board turnover. Mr. McInnes additionally noted that the
 102 Dissemination Agent line item could be decreased from \$10,000 to \$8,000, and that the
 103 funds for NPDES and Power Sweep would be zeroed out. Additional comments were heard
 104 regarding pond maintenance due to expected stormwater pond erosion, an added line item
 105 for a field manager position, and various utilities and maintenance costs.

- 106 > Public Comments

107 An audience member discussed the 4% discount for early assessments with the District
 108 Manager.

109 Additional comments were heard regarding miscommunications and misunderstandings
 110 based on information from D.R. Horton, and clarification was given that the Board
 111 members were not with D.R. Horton and had only sold the lots to them. Comments were

112 made indicating that any communications from D.R. Horton had not come from the
113 developer or the CDD Board. In response to some comments about the amount listed under
114 field contingency, comments were made explaining that a goal of the budget was to build
115 up capable reserve funds for the future needs of the community.

116 Audience comments were heard expressing appreciation for the explanations and
117 clarification given to clear up resident concerns. A resident suggested for additional levels
118 of clarity for the labels for line items, observing that some of the confusion about the field
119 contingency item was a lack of understanding of its purpose.

120 An audience member noted that the limited amount of information reaching residents, as
121 well as some previous meetings proceeding quickly without much discussion of the agenda
122 items being approved, may have led to residents being suspicious and distrustful of the
123 CDD Board's intent. The audience member commented in support of increased
124 transparency and opportunities for educating residents of the CDD.

125 > Close the Public Hearing

126 On a MOTION by Mr. Bataineh, SECONDED by Mr. Ghafoor, WITH ALL IN FAVOR, the Board
127 approved closing the Fiscal Year 2023-2024 Budget Public Hearing, for the Parkland Preserve Community
128 Development District.

129 *(The Board reconvened the regular meeting at 6:31 p.m.)*

130 B. Exhibit 13: Consideration & Adoption of **Resolution 2023-07**, Adopting Final Budget for FY
131 2023-2024 and Annual Appropriations

132 On a MOTION by Mr. Bataineh, SECONDED by Mr. Ghafoor, WITH ALL IN FAVOR, the Board adopted
133 **Resolution 2023-07**, Adopting Final Budget for FY 2023-2024 and Annual Appropriations in substantial
134 form, for the Parkland Preserve Community Development District.

135

136 On a MOTION by Mr. Bataineh, SECONDED by Mr. Ghafoor, WITH ALL IN FAVOR, the Board
137 approved recessing the Regular Meeting for the purpose of conducting the Public Hearing on the FY 2024
138 Assessments, for the Parkland Preserve Community Development District.

139 *(The Board recessed the regular meeting at 6:32 p.m.)*

140 C. Fiscal Year 2023-2024 Assessment Public Hearing

141 > Open the Public Hearing

142 On a MOTION by Mr. Bataineh, SECONDED by Mr. Ghafoor, WITH ALL IN FAVOR, the Board
143 approved opening the Fiscal Year 2023-2024 Assessment Public Hearing, for the Parkland Preserve
144 Community Development District.

145 > Public Comments

146 Mr. Earlywine clarified for the audience that, while the documents titled the assessments
147 as "special assessments", these were referring to the residents' annual assessments. In
148 response to a resident question, Mr. McInnes explained that these were not additional
149 assessments occurring on top of the assessments that residents were used to paying.

150 > Close the Public Hearing

151 On a MOTION by Mr. Bataineh, SECONDED by Mr. Ghafoor, WITH ALL IN FAVOR, the Board
152 approved closing the Fiscal Year 2023-2024 Assessment Public Hearing, for the Parkland Preserve
153 Community Development District.

154 (The Board reconvened the regular meeting at 6:36 p.m.)

155 D. Exhibit 14: Consideration & Adoption of **Resolution 2023-08**, Levying O&M Assessments for
156 FY 2023-2024

157 On a MOTION by Mr. Bataineh, SECONDED by Mr. Ghafoor, WITH ALL IN FAVOR, the Board adopted
158 **Resolution 2023-08**, Levying O&M Assessments for FY 2023-2024, for the Parkland Preserve Community
159 Development District.

160 **SEVENTH ORDER OF BUSINESS – Vendor Reports**

161 A. Exhibit 15: Presentation of Yellowstone Irrigation Inspection Report

162 B. Exhibit 16: Presentation of Yellowstone Service Report

163 C. Exhibit 17: Presentation of Charles Aquatics Pond Reports

164 > June 2023

165 > July 2023

166 **EIGHTH ORDER OF BUSINESS – Staff Reports**

167 A. District Manager

168 > Exhibit 18: Discussion of Installing Bulletin Board on CDD Property Adjacent to Amenity
169 Center

170 Mr. McInnes stated that the HOA was requesting permission to install the bulletin board at
171 their own cost. Comments were heard on the need for a copy of the HOA rules for the
172 purposes of District Counsel drafting an agreement to allow for the bulletin board
173 installation.

174 On a MOTION by Mr. Bataineh, SECONDED by Mr. Ghafoor, WITH ALL IN FAVOR, the Board
175 approved the installation of the Bulletin Board on CDD Property Adjacent to the Amenity Center, with
176 District Counsel drafting an agreement on behalf of the CDD, for the Parkland Preserve Community
177 Development District.

178 > Exhibit 19: Discussion of Resident’s Request on Pickleball Scheduling

179 Following discussion, this item was tabled to the next meeting.

180 B. District Attorney

181 Mr. Earlywine stated that he had no specific issues to bring to the Board’s attention at this time.

182 C. District Engineer

183 Mr. Schilling explained that the 26-month warranty period had been reached for improvements in
184 Phases 1 and 2, and that he had developed a punch list of warranty items with the County inspector
185 following a site walkthrough. Mr. Schilling provided an overview of the status of the punch list
186 items, noting that they were not yet at the point where they had called the County inspector back

187 out for the final review, and advised that Phases 3 and 4 would be reaching the end of their warranty
188 periods towards the end of 2023. Mr. Schilling stated that they were also in the process of
189 identifying areas where the homebuilder, D.R. Horton, may have caused damage.

190 **NINTH ORDER OF BUSINESS – Supervisors Requests**

191 There being none, the next item followed.

192 **TENTH ORDER OF BUSINESS – Audience Comments – New Business – (limited to 3 minutes per**
193 *individual for non-agenda items)*

194 An audience member asked about repair responsibilities for CDD-owned roads. Mr. Earlywine
195 stated that the maintenance costs generally fell on the CDD’s responsibility, and noted that the
196 Parcel 14 agreement included a cost-share aspect related to the boulevard part that they would be
197 using. Mr. Earlywine added that any damage caused by construction was the responsibility of that
198 company to pay for, though acknowledged that this may sometimes be difficult to prove.

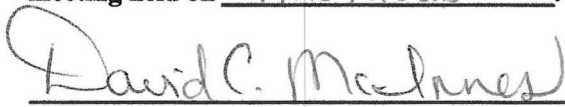
199 **ELEVENTH ORDER OF BUSINESS – Adjournment**

200 Mr. McInnes asked for final questions, comments, or corrections before requesting a motion to
201 adjourn the meeting. There being none, Mr. Bataineh made a motion to adjourn the meeting.

202 On a MOTION by Mr. Bataineh, SECONDED by Mr. Ghafoor, WITH ALL IN FAVOR, the Board
203 adjourned the meeting at 6:58 p.m. for the Parkland Preserve Community Development District.

204 **Each person who decides to appeal any decision made by the Board with respect to any matter considered*
205 *at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made,*
206 *including the testimony and evidence upon which such appeal is to be based.*


207 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
208 meeting held on 9/25/2023.

209 

Signature

David C. McInnes

Printed Name



Signature

Mohammed Bataineh

Printed Name

210 Title: Secretary Assistant Secretary

Title: Chairman Vice Chairman