

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, September 25, 2023 at 4:40 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	Cynthia Klein	Board Supervisor, Assistant Secretary
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	Barry Jeskewich	Vesta District Services
17	Jere Earlywine	District Counsel, Kutak Rock
18	Bennett Davenport	Kutak Rock
19	Bill Schilling	District Engineer, Kimley-Horn
20	Gary Ferrara	HOA President

21 *The following is a summary of the discussions and actions taken at the September 25, 2023 Parkland*
22 *Preserve CDD Board of Supervisors Regular Meeting. Audio for this meeting is available upon public*
23 *records request.*

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

26 An audience member commented on efforts in scheduling for pickleball, and encouraged keeping
27 an eye on the job that landscapers were doing.

28 **THIRD ORDER OF BUSINESS – Business Matters**

29 A. Exhibit 1: Consideration & Adoption of **Resolution 2023-09**, Certifying Supervisor Seats

30 Mr. McInnes noted for the record that Supervisor Maqsood had notified him via text of her
31 resignation from the Board during the previous CDD meeting at 5:42 p.m. Mr. McInnes stated that
32 this Resolution would reflect the new Board and confirm the seat number for the Board including
33 Ms. Klein.

34 On a MOTION by Mr. Bataineh, SECONDED by Mr. Balanky, WITH ALL IN FAVOR, the Board adopted
35 **Resolution 2023-09**, Certifying Supervisor Seats for the Parkland Preserve Community Development
36 District.

37 B. Exhibit 2: Consideration & Adoption of **Resolution 2023-10**, Authorizing Rulemaking and Rule
38 Development for Parking Rule, and Setting a Public Hearing for Rule Adoption

39 Mr. Earlywine stated that a draft rule was enclosed in the agenda package, and some discussion
40 with Mr. Ferrara ensued regarding overnight parking rules and logistics of rule enforcement.

41 On a MOTION by Mr. Bataineh, SECONDED by Ms. Klein, WITH ALL IN FAVOR, the Board adopted
42 **Resolution 2023-10**, Authorizing Rulemaking and Rule Development for Parking Rule, and Setting a
43 Public Hearing for Rule Adoption for November 27, 2023 at 4:30 p.m., for the Parkland Preserve
44 Community Development District.

45 C. Discussion of Food Vendors Trucks on CDD Owned Property

46 > Exhibit 3A: Emails Regarding Food Truck Schedule

47 > Exhibit 3B: Food Truck Vendor License Agreement

48 Mr. McInnes explained that the vendor license agreement was a common agreement which
49 several of the other CDDs he worked with had.

50 On a MOTION by Mr. Bataineh, SECONDED by Ms. Klein, WITH ALL IN FAVOR, the Board approved
51 the Food Truck Vendor License Agreement, for the Parkland Preserve Community Development District.

52 **FOURTH ORDER OF BUSINESS – Consent Agenda**

53 A. Exhibit 4: Consideration for Approval – The Minutes of the Board of Supervisors Regular
54 Meeting Held August 28, 2023

55 B. Exhibit 5: Consideration for Acceptance – The July 2023 Unaudited Financial Report

56 C. Exhibit 6: Consideration for Acceptance – The August 2023 Unaudited Financial Report

57 D. Exhibit 7: Ratification of Letter Agreement Amendment to Pool Paver and Lake Bank Letter
58 Funding Agreements

59 E. Exhibit 8: Ratification of Letter Regarding Inadvertent Payments under Funding Request Letter
60 Agreements

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

63 **FIFTH ORDER OF BUSINESS – Vendor Reports**

64 A. Exhibit 9: Presentation of Yellowstone Landscape Report

65 B. Exhibit 10: Presentation of Yellowstone Irrigation Inspection Report

66 C. Exhibit 11: Presentation of Charles Aquatics Pond Reports

67 > August 2023

68 Mr. McInnes noted that he planned on following up with Charles Aquatics regarding some
69 resident complaints about potential treatment issues on Pond 5.

70 **SIXTH ORDER OF BUSINESS – Staff Reports**

71 A. District Manager

72 > Exhibit 12: Discussion of Resident’s Request on Pickleball Scheduling

73 Mr. McInnes suggested double-checking with the current amenities policies with regards
74 to scheduling.

75 > Exhibit 13: Consideration of Items regarding On-Site Amenities Management & Volunteer
76 Positions

77 Mr. McInnes noted that the CDD did not have a dedicated employee at the amenity center,
 78 which was unusual for CDDs. Mr. McInnes explained that the current director at the
 79 amenity center was not paid by either the CDD or the HOA, but rather DR Horton, and
 80 advised that she would be leaving her position in early October. Mr. McInnes stated that
 81 Ms. Harden had been consulted to determine the responsibilities needed for amenities
 82 staffing, and Ms. Harden presented the proposal to the Board, explaining logistics and
 83 scheduling. Ms. Harden noted that the CDD did not currently have an events budget, and
 84 Vesta staff provided an overview of the two proposal options, with the first primarily
 85 involving CDD staffing for 8 hours weekly, with additional services for issuing access
 86 cards and gate stickers, distributing eblasts for events and meetings, and maintaining an
 87 amenities website. The second option presented by Vesta staff included everything from
 88 the first option, expanded to include janitorial services, facilities, and pool maintenance.
 89 Following discussion, the Board opted to proceed with Option #1.

90 On a MOTION by Mr. Bataineh, SECONDED by Mr. Balanky, WITH ALL IN FAVOR, the Board
 91 approved Option #1 of the Vesta Property Services proposal for On-Site Amenities Management, in
 92 substantial form, subject to preparation of a contract by District Counsel, for the Parkland Preserve
 93 Community Development District.

94 B. District Counsel

- 95 > Exhibit 14: Update regarding Bulletin Board Agreement

96 Mr. Earlywine advised that the policies governing bulletin boards were enclosed in the
 97 agenda.

98 C. District Engineer

- 99 > Project Completion Update

100 Mr. Schilling stated that they were continuing to work on the punch list items for Phases 1
 101 and 2, and were working to schedule to have the inspector come back out for a site
 102 walkthrough as they drew closer to completion. Mr. Schilling and the Board discussed
 103 pickleball court resurfacing, with comments being made noting that some of the delays
 104 were because the vendor was in the process of looking for a new subcontractor.

105 **SEVENTH ORDER OF BUSINESS – Supervisors Requests**

106 There being none, the next item followed.

107 **EIGHTH ORDER OF BUSINESS – Audience Comments – New Business – (limited to 3 minutes per**
 108 *individual for non-agenda items)*

109 An audience member asked about incoming funds from the amenity center, enforcing street
 110 parking, and the process of hiring specific vendors. Mr. McInnes explained that money came back
 111 under an additional revenue line item, which could be used for any item on the budget, and Mr.
 112 Earlywine outlined the RFP process, noting that it applied for contracts above certain thresholds
 113 depending on the category of services provided. Mr. McInnes additionally explained that the roads
 114 were owned by the CDD, but they did not have a specific towing policy, and that he had reached
 115 out to the local Sheriff's Office with respect to traffic enforcement.

116 **NINTH ORDER OF BUSINESS – Adjournment**

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

119 On a MOTION by Mr. Bataineh, SECONDED by Ms. Klein, WITH ALL IN FAVOR, the Board adjourned
 120 the meeting at 5:51 p.m. for the Parkland Preserve Community Development District.

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

124 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
 125 meeting held on 10-23-2023.

126 

Signature

David C. McInnes

Printed Name



Signature

Mohammad Bataineh

Printed Name

127 Title: Secretary Assistant Secretary

Title: Chairman Vice Chairman