

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, February 26, 2024 at 4:31 p.m. at Parkland Preserve Amenity
6 Center, 835 Parkland Trail, St. Augustine, FL 32095.

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

8 Ms. Harden 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	Gwen Leonhardt	Vesta Property Services
17	Bennett Davenport	District Counsel, Kutak Rock
18	Bill Schilling	District Engineer, Kimley-Horn

19 *The following is a summary of the discussions and actions taken at the February 26, 2024 Parkland*
20 *Preserve CDD Board of Supervisors Regular Meeting. Audio for this meeting is available upon public*
21 *records request.*

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

24 **THIRD ORDER OF BUSINESS – Consent Agenda**

- 25 A. Exhibit 1: Consideration for Approval – The Minutes of the Board of Supervisors Regular
26 Meeting Held October 23, 2023
- 27 B. Exhibit 2: Consideration for Acceptance – The October 2023 Unaudited Financial Report
- 28 C. Exhibit 3: Consideration for Acceptance – The November 2023 Unaudited Financial Report
- 29 D. Exhibit 4: Consideration for Acceptance – The December 2023 Unaudited Financial Report
- 30 E. Exhibit 5: Consideration for Acceptance – The January 2024 Unaudited Financial Report
- 31 F. Exhibit 6: Ratification of Entry Monument Painting by Amenity Management Group

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

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

35 On a MOTION by Mr. Bataineh, SECONDED by Mr. Balanky, WITH ALL IN FAVOR, the Board
36 approved recessing the regular meeting for the purpose of holding the Public Hearing on the Parking Rule,
37 for the Parkland Preserve Community Development District.

38 *(The Board recessed the regular meeting at 4:38 p.m.)*

72 Mr. McInnes noted that this proposal had been carried over from the previous fiscal year, and that
73 Yellowstone had confirmed that they would be willing to honor the price.

74 On a MOTION by Mr. Bataineh, SECONDED by Mr. Balanky, WITH ALL IN FAVOR, the Board
75 approved the Yellowstone Tree Straightening and Staking Proposal, in the amount of \$524.00, for the
76 Parkland Preserve Community Development District.

77 H. Exhibit 14: Consideration of Amenity Proposals

- 78 ➤ Indoor Flag & Pole Kit Set for Amenity Room
- 79 ➤ Vesta signage for Amenity Room
- 80 ➤ No Parking sign design for grass by dog park

81 On a MOTION by Mr. Bataineh, SECONDED by Ms. Klein, WITH ALL IN FAVOR, the Board approved
82 the amenity proposals, for the Parkland Preserve Community Development District.

83 I. Exhibit 15: Consideration of Wind Screen Proposal for Pickleball Courts - \$4,240.00

84 Mr. McInnes explained that a resident, Jim Fitzgerald, had volunteered to install purchased
85 windscreens to help to lessen the cost to the CDD. Mr. Davenport advised that the insurance carrier
86 would need to sign off on the installation via a document which he would need to create, but noted
87 that similar documents had been signed off by insurance carriers without any issue. Mr. McInnes
88 stated that the adjusted price of purchasing the wind screens and applying the CDD's tax exemption
89 would be in the amount of \$3,438. Mr. Fitzgerald additionally provided comments to the Board
90 regarding the importance of the wind screens to the sport.

91 On a MOTION by Mr. Bataineh, SECONDED by Ms. Klein, WITH ALL IN FAVOR, the Board approved
92 the wind screen purchase and installation, subject to consultation with the District Counsel, the Chair, and
93 the resident volunteer, in an amount not to exceed \$3,500.00, for the Parkland Preserve Community
94 Development District.

95 J. Exhibit 16: Consideration of Lickety Split Septic Proposal for Hydro Jetting Drain Restoration
96 Level 2 - \$1,968.75

97 On a MOTION by Mr. Bataineh, SECONDED by Mr. Balanky, WITH ALL IN FAVOR, the Board
98 approved the Lickety Split Septic Proposal for Hydro Jetting Drain Restoration Level 2, in the amount of
99 \$1,968.75, for the Parkland Preserve Community Development District.

100 K. Exhibit 17: Consideration of AED Lease to Purchase

101 On a MOTION by Mr. Bataineh, SECONDED by Mr. Balanky, WITH ALL IN FAVOR, the Board
102 approved the AED Lease for the Parkland Preserve Community Development District.

103 **FIFTH ORDER OF BUSINESS – Discussion Items**

104 A. Discussion of Swim Lanes at Pool

105 This item was tabled for future consideration by a resident-controlled Board of Supervisors.

106 B. Discussion of Locks on Pickleball Court Gates

107 This item was tabled to the next meeting, pending additional research from District Counsel as to
108 whether a rule change was required.

109 C. Exhibit 18: Discussion of Initial Draft of FY 2025 Budget

110 Ms. Harden and Mr. McInnes presented the first draft of the FY 2025 budget to the Board. Mr.
111 McInnes explained the budget adoption process, noting that the high water mark budget was to be
112 adopted in May, then could be reduced overall if the Board wished until the final adoption in
113 August.

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

115 A. District Manager

116 ➤ Action Item Report

117 ➤ Exhibit 19: Meeting Matrix

118 ➤ Update on SJCSO Patrolling of Community

119 Mr. McInnes stated that the District Engineer would need to perform a traffic study prior
120 to community patrolling, and estimated that a study would cost about \$6,500.

121 This item was tabled for future consideration by a resident-controlled Board of Supervisors.

122 B. District Counsel

123 Mr. Davenport explained that Form 1 was to be filed electronically by Supervisors, and noted that
124 a recent new requirement had passed Florida legislature, holding that elected officials needed to
125 complete 4 hours of ethics training.

126 C. District Engineer

127 Mr. Schilling provided an update on the punchlist of items to close out the St. Johns County
128 requirements. Mr. Schilling noted that the cleanout of the underdrains had been completed, and that
129 he was working on getting proposals in for some broken back tiles in the pool.

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

131 A. Exhibit 20: Vesta Property Services

132 B. Exhibit 21: Presentation of Charles Aquatics Pond Reports

133 ➤ November

134 ➤ December

135 ➤ January

136 ➤ February

137 **EIGHTH ORDER OF BUSINESS – Supervisors Requests**

138 Ms. Klein commented on the low level of street lighting in some areas throughout the community,
139 particularly in areas of Robin Tree, and requested that the CDD work with FPL on adding additional
140 lights. Mr. Schilling additionally commented that there was at least one light at the end of Parkland
141 Trail that had also not been connected properly, and that this was being addressed. Additional
142 Supervisor comments were heard regarding financial impacts associated with installing a pool
143 heater.

144 **NINTH ORDER OF BUSINESS – Audience Comments For Non-Agenda Items – (limited to 3 minutes**
145 *per individual for non-agenda items)*

146 An audience member read the language from Florida Statutes Chapter 190 regarding Board
147 members holding office, and Mr. Davenport clarified that while a full Board of Supervisors had
148 five members, there was no mandatory timeframe by which a District must fill any vacancies so
149 long as quorum could still be met. Mr. Davenport noted that it was fairly common practice for CDD
150 Boards to generally not have five Supervisors.

151 An audience member provided comments on wild animals in the surrounding area which may pose
152 a safety issue, and commented on amenities including the pool area.

153 An audience member commented on reserves in the budget.

154 An audience member commented negatively on the amount of downtime that the pool had gone
155 under since 2022. The audience member additionally commented negatively on the behavior of
156 pool users. Mr. McInnes explained the delays that had occurred on the vendors' part, and noted that
157 the field operations manager performed daily tests on the pool chemicals.

158 An audience member commented on the relative usage of swim lanes in the pool, and asked for
159 clarification as to whether there would be additional charges associated with the traffic study being
160 performed for SJCSO patrolling.

161 **TENTH ORDER OF BUSINESS – Action Item Review**

162 Mr. McInnes stated that the action items were as follows:

- 163
- District Management will obtain a proposal for installing a heater in the pool.
 - The District Engineer will obtain an estimate for installing additional lighting in the
164 community.
 - District Counsel will determine whether a rule change was needed to install locks on the
165 pickleball court.
- 166
167

168 **ELEVENTH ORDER OF BUSINESS – Adjournment**

169 Ms. Harden asked for final questions, comments, or corrections before requesting a motion to
170 adjourn the meeting. There being none, Mr. Bataineh made a motion to adjourn the meeting.

171 On a MOTION by Mr. Bataineh, SECONDED by Ms. Klein, WITH ALL IN FAVOR, the Board adjourned
172 the meeting at 6:26 p.m. for the Parkland Preserve Community Development District.

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

176 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
177 **meeting held on _____.**

178

David C. McInnes

M. Batz

Signature

Signature

David C. McInnes

Mohammad Batzineh

Printed Name

Printed Name

179 Title: Secretary Assistant Secretary

Title: Chairman Vice Chairman