

TURNBULL CREEK
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Turnbull Creek Community Development District was held Tuesday, September 10, 2019 at 6:00 p.m. at the Murabella Amenity Center, 101 Positano Avenue, St. Augustine, Florida.

Present and constituting a quorum were:

Lee Clabots	Chairman
Wil Simmons	Vice Chairman
Brian J. Wing	Supervisor
Chuck Labanowski	Supervisor
Chris DelBene	Supervisor

Also Present were:

Ernesto Torres	District Manager
Jennifer Kilinski	District Counsel
Mike Yuro	District Engineer
Mike Krabill	Vesta/Amenity Services Group
Lourens Erasmus	Vesta/Amenity Services Group
Michael Johnson	Duval Landscape Maintenance
Daniele Simpson	Riverside Management
Brian Stephens	Riverside Management
Jerry Lambert	Riverside Management
Andy Jimenez	Egis Insurance

The following is a summary of the actions taken at the September 10, 2019 meeting. A copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Torres called the meeting to order at 6:00 p.m. and called the roll.

Mr. Clabots stated I would like to thank Lourens and Matt for their service to this board and the community.

SECOND ORDER OF BUSINESS

Audience Comments

Mr. Garzia stated my pond bank was done three times last year and I have pictures of how it looks now. Spend the money wisely, don't throw away good money.

Mr. Clabots stated that will be discussed under the engineer's report.

Mr. Quinto stated I want to thank the board and staff for the good job with the aerators.

Ms. Rice stated I want to know about fishing in our backyard and how we deal with approaching people when we have issues.

Mr. Clabots stated we will keep that until the end. Right now it is on agenda items.

THIRD ORDER OF BUSINESS

Staff Reports (Part 1)

A. Landscape Manager (Presenter: Duval Landscape)

Mr. Johnson gave an overview of the landscape maintenance work that has taken place since the last meeting.

B. Engineer (Presenter: Mike Yuro)

1. Update on 3531 Garribaldi Court

Mr. Yuro stated at the last meeting we talked about getting a topographic survey and I reached out to several surveyors and received two proposals, one for \$4,400 and one for \$2,700. Once we get the topo I can provide possible options on how to address the drainage behind the lots. Even the as-built information doesn't give us what we need to have.

On MOTION by Mr. Clabots seconded by Mr. Simmons with all in favor the proposal for a topographic survey with Bennett Surveying in the amount of \$2,700 was approved.

2. County Proposed Sidewalk Crossing

Mr. Yuro stated at the meeting there was discussion of making the crosswalk similar to the others where it would go through that little island and landscaping. The county is proposing doing a crosswalk just to the west of the landscaping other than the turf grass to minimize costs. They have contractors on continuing contract, but they don't do landscaping. They wanted me to present this to the board to see if there were any objections.

Mr. Clabots stated we can ask them to make it consistent with the rest of the circle and if they do that then fine but in the end it is the county's call, it is their property.

Mr. Yuro stated I can bring that back to them, but I would expect the county to say the cost of the landscape will be on the community.

3. Estimate for Necessary Pond Bank Repairs

Mr. Yuro stated in June 2018 we walked the banks and developed the priority list. Between then and now some things have shifted, some have gotten bigger, probably new areas have cropped up that might need to be addressed. As a starting point I wanted to bring the cost estimate and those numbers were based on the two types of repairs that Aquagenix did for us during the last repair. We prepared this exhibit with the high priority areas and the number corresponds to the number on the priority list cost estimate and then the lower priority list.

The board discussed the priority list, protective vegetation on the bank and slopes and requested the engineer bring back a quote for rip rap to the next meeting.

C. Future Horizons (Chris Ralling)

Mr. Erasmus stated Future Horizons came today and sprayed. It seems like the shoreline spraying is working. Once you put more nutrients back in the water you are going to have algae problems. They can spray one topical application at a time, they cannot treat shoreline and algae at the same time because the chemicals work against each other.

FOURTH ORDER OF BUSINESS

Insurance Policy Review from Egis Insurance

Mr. Jimenez gave an overview of coverage and suggested a site visit by a loss control specialist to walk the property and break out items rather than having them lumped together.

FIFTH ORDER OF BUSINESS

Discussion of Alcohol Policy

Mr. Torres stated this item was put on the agenda at the request of a supervisor to reconsider the rules under the facility rental policy where there is a paragraph on the alcohol policy and the requirements of the renter having the right insurance and licensed bartender.

Mr. Simmons stated other subdivisions have parties, weddings, receptions even though there is no hard alcohol. I think it is an opportunity in renting out our place a licensed bartender is fine but for beer and wine I don't see why it is so strict in that regard.

Mr. Wing stated I agree and I think it is something we ought to change whether someone is having a party and they are supplying it or if it is community event and everybody brings their own beer or wine.

Ms. Kilinski stated we have a number of communities that have a BYOB policy and we can bring back a couple forms of draft policies at the next meeting.

SIXTH ORDER OF BUSINESS

Discussion of Amenities League

Ms. Simpson stated I spoke with Dan Fagen earlier this afternoon and we are going to continue with them and have them and with what they have set up currently. There seems to be a favorable attitude towards them so I don't know why we would come in and boot out a vendor if residents are happy with them. We are more than happy to continue working with them as we are managing the schedule if you would like a contract with them, we can oversee that and get that set up.

Ms. Kilinski stated since you don't have a formal proposal in front of you and because the contract starts October 1st I think we are looking for authority to model the program after the Ancient City contract with the understanding based on those representations that the profit sharing would be 10% gross revenue to the district but everything else would be similar to the terms and conditions as the Ancient City contract.

On MOTION by Mr. Simmons seconded by Mr. Labanowski with all in favor staff was authorized to bring back a contract with Vesta for a sports program modeled after the Ancient City contract with 10% gross revenue to the district.

SEVENTH ORDER OF BUSINESS

Riverside Staffing Level and Update

Mr. Clabots stated at the last meeting I was not overly comfortable with what was outlined. I was hoping at this meeting we would get a better sense of the staffing levels

Ms. Simpson stated we have between 2 and 5 staff members we are looking at. Keep in mind that is from fulltime amenity manager to operations, maintenance and an assistant or that fill-in individual to complement the hours outlined in that RFP. We did five interviews on Monday and we are hoping to make a decision Thursday or Friday.

Mr. Stephens stated I am senior operations manager with Riverside and I have been with them for eight years. I want to introduce Jerry Lambert, he is going to be operations manager onsite fulltime. He will be here and I will be here to assist during the transition while he

familiarizes himself with the facility and at all times available for any questions from the board, staff and residents.

Mr. Lambert stated I have been involved in the building trades, engineering for 26 years and consider myself to be user friendly. I have been with Riverside since January and look forward to being part of the team. I have worked with Brian for about five months on different properties.

EIGHTH ORDER OF BUSINESS

Capital Budget Items

- A. Signage Estimates**
- B. Necessary Pond Bank Repairs (per Engineer discussion)**
- C. Planned 2020 Projects per the Capital Reserve Study**
- D. Pool Lighting for Extension of Hours of Operation**
- E. Additional Lighting Needs e.g. San Marino & Pescara Tracks**
- F. 125 Foot Fence Along Pacetti Road**
- G. Landscaping Improvements**
- H. Update – Capital Reserve Study**
- I. Other**

Mr. Clabots stated we have a number of items if you go through the reserve study and look at page 27 and 28 there are suggested items that we will be dealing with in 2019/2020 and 2021. I wanted some input from the updated reserve study. We have had a number of things that were presented to us that will be new in the capital budget items that are outside the capital reserve study. We have a limited amount of money and we should look at what priorities as a board we felt that we want to do this year as well as 2020 and 2021.

Mr. Torres stated I have had discussions with several board members about this very same subject after our last meeting in preparation for this meeting. A fence along Pacetti Road and the lighting project for the swimming pool are not part of our capital reserve because they are not existing now and are new projects. Based on that I had the accountant reformat our FY20 budget and put a line for capital projects right below capital reserves. The goal is to identify which capital project is not currently in the capital reserve study, which ones the board chooses to prioritize and if there is anything new we can discuss that. Once you finalize the list of capital projects, then prioritize it and find a source of funding for it. We have already done some of those things in prior years and we have taken care of some of those things that are in future years. 2019/2020 which is year three in your capital reserve study is very light. You have the a/c and Lourens has said it is

in good condition and you have fitness equipment that we have already taken care of. The big ticket items for 2019/2020 is landscaping allowance of \$53,000. A few months ago we had some residents bring to our attention the conditions of the roundabouts and Mike from Duval has said that with the life expectancy on some of these plants, sometimes you just have to replace them. We also have some allowance for pond repairs. The goal is to determine which capital projects you wish to continue to pursue and give me a priority of projects and recommend a funding source. It could also mean the delay of funding for FY21 and add a line to the budget to fund that item.

Additional items the board would like to see are: playground equipment for children who are 6-10 years old, a suggestion of relocating the volleyball court by the tennis courts to accommodate play equipment, outdoor fitness equipment, ping pong tables on pool deck, emergency exit from children's play area, an open air building like a cabana,

Ernesto to come back with the list of proposed improvements, estimated cost and possible source of funding, will put a list of items at the amenity center and ask amenity center staff to send out an e-blast to residents for input.

NINTH ORDER OF BUSINESS

Staff Reports (Part 2)

A. Attorney (Presenter: Jennifer Kilinski)

There being none, the next item followed.

B. Manager – (Presenter: Ernesto Torres)

There being none, the next item followed.

C. Operations Manager (ASG) (Presenter: Lourens Erasmus)

Mr. Torres stated the mailbox that was approved was discontinued and I will work with Lourens and perhaps RMS to replace that mailbox.

D. Amenity Center Update (Presenter: Matthew Krabill)

Mr. Krabill gave an overview of the amenity center management report, copy of which was included in the agenda package.

TENTH ORDER OF BUSINESS

**Approval of Consent Agenda (Presenter:
Ernesto Torres)**

- A. Approval of Minutes of the August 13, 2019 Meeting**
- B. Balance Sheet as of July 31, 2019 and Statement of Revenues & Expenditures for the Period Ending July 31, 2019; Month-to-Month Income Statement; Assessment Receipt Schedule**
- C. Approval of Check Register**

On MOTION by Mr. Wing seconded by Mr. Labanowski with all in favor the consent agenda items were approved to include amendments to the minutes.

ELEVENTH ORDER OF BUSINESS

**Supervisor's Requests and Audience
Comments**

The board and residents discussed the fishing policy, enforcement of that policy and that fishing is allowed in two lakes at this time, but the policy can be amended.

Ms. Kilinski stated the enforcement of the policies will generally come with your amenity management company, when it comes to use of these facilities, the fields, that sort of thing. They are absolutely authorized to say no horseplay in the pool, those kinds of amenity policies. When it comes to fishing it is much more difficult to enforce. Usually it is resident to resident so if I have a house on a pond and someone is back there fishing I may call the police because it is trespass. We would never from a district's perspective recommend to any of you to be enforcing rules for all kinds of reasons, and because it is not good practice. I always recommend you as board members and you as residents if you see somebody violating it, call the amenity management company, call the police but never take it into your own hands, ever, because things could quickly escalate and you just don't know who you are dealing with.

Right now because you say no fishing on every pond except for those two if we were to call the police and say this is trespassing this is either district easement they are abusing or private property the police have the right to enter that property and remove that person. We can bring back policies for discussion that says if it is your own lot you can fish in front of it, it is just going to be more difficult to enforce.

A resident asked can we come to a procedure if we see a stranger fishing on a pond, do we call the police or amenity center?

Mr. Clabots stated if they are on your property call the police. Otherwise I would call the amenity center.

Mr. DelBene stated as a board member we should have consensus that it is our job to contact our management company who then handles the situation. If they call the cops after they assess the situation then they call the cops. I'm not saying a homeowner can't call the cops or the amenity center; I'm saying as board members if it is not our property we need to look to our management company to resolve the situation. That is the action a board member needs to take.

Mr. Clabots stated that is what Jennifer advised us.

TWLEFTH ORDER OF BUSINESS

**Next Scheduled Meeting – November 12, 2019
at 6:30 p.m.**

Mr. Clabots stated our next meeting will be November 12, 2019 at 6:30 p.m.

The meeting adjourned at 8:02 p.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman