

SOUTH VILLAGE  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the South Village Community Development District was held Tuesday, February 6, 2018 at 6:30 p.m. at the Eagle Landing Residents Club, 3975 Eagle Landing Parkway, Orange Park, Florida

Present and constituting a quorum were:

Gary Cross	Chairman
Grant Krueger	Vice Chairman
Kelly Hermening	Supervisor (by telephone)
Chris Payton	Supervisor
Bobby J. Poole	Supervisor

Also present were:

Jim Oliver	District Manager
Katie Buchanan	District Counsel (by telephone)
Keith Hadden	District Engineer
Matt Biagetti	Director of Aquatics & Recreation
Steve Andersen	Operations Manager
Corey Hamlin	Arnold Palmer Golf
Josh Heintzman	Arnold Palmer Golf
Dan Steiner	Century Golf Partners
Andy Gaudet	Century Golf Partners
Ernesto Torres	GMS, LLC

The following is a summary of the actions taken at the February 6, 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 6:30 p.m. and called the roll.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the January 9,  
2018 Meeting and January 24, 2018  
Continued Meeting**

On MOTION by Mr. Poole seconded by Mr. Cross with all in favor the minutes of the January 9, 2018 meeting and January 24, 2018 continued meeting were approved as presented.

#### **FOURTH ORDER OF BUSINESS**

#### **Request for Space Regarding a Mental Health First Aid Seminar**

Ms. Jill Hill stated Mental Health America received a grant about two and a half years ago to provide free training and we have so far trained over 1,400 people in that time. We are hoping to train another 650 for our community so that people are more aware of mental health signs and symptoms. My training is specially designed for youth, so adults who work with youth, have children, grandparents, teachers so that they understand signs of mental health issues. We would like to reserve the space one time for eight hours so that we could provide training for up to 30 people.

On MOTION by Mr. Cross seconded by Mr. Poole with all in favor the request of Mental Health America through Project AWARE Community Grant for one day use of the meeting space for youth mental health first aid training was approved.

#### **FIFTH ORDER OF BUSINESS**

#### **Update Regarding Management Proposals Process**

Mr. Oliver stated staff worked with Supervisor Payton to finalize the four RFPs (golf management, food & beverage management, amenities management and GM/operations management) provided copies to the board and posted them to the website. The only significant change made was that because some vendors may decide that they are going to make a combination proposal that will include two or more of the four functions that are listed, the deadline for all proposals is March 29<sup>th</sup>. We have scheduled onsite pre-bid meetings, optional but recommended. We have assigned supervisors to participate in those onsite meetings with potential vendors. We reached out to the National Golf Foundation and they agreed to assist us by announcing the RFP process to its members. We already received some interest from at least two other golf management firms. On the food and beverage side, North Florida Restaurant and Lodging Association has agreed to send out the scope to all of their members, also. We think that is going to be very helpful. For operations as well as the amenities, we have reached out to

qualified firms in Northeast Florida that have provided similar quality service in other districts. If you are award of any companies that could meet expectations of any of these four scopes, you can contact me or send them the scopes directly with my contact information, which is included in the scope.

**SIXTH ORDER OF BUSINESS**

**Golf Update**

Mr. Hamlin gave an overview of the golf operation financials, copy of which was distributed to the board.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2018-04  
Amending the Fiscal Year 2018 Recreational  
Fund Budget**

Mr. Oliver stated when you adopted the budget for 2018, you included an increased level of staffing costs for the recreational component with the understanding that once you reached agreement with Eagle Landing Amenities Management for 2018 renewal, you would fine-tune those numbers, which you have subsequently done. This revised staffing costs are included in tonight's budget amendment.

Mr. Oliver reviewed the amendments to the adopted budget, copy of which was provided in the agenda package.

On MOTION by Mr. Cross seconded by Mr. Krueger with all in favor Resolution 2018-04 was approved.
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**EIGHTH ORDER OF BUSINESS**

**Update Regarding Capital Projects**

**A. Review Cost to Complete Schedule**

**B. Remaining Construction Funds – Obligated and Unobligated**

Mr. Andersen stated you have the budget tracker and there is \$23,010 that has not been allocated and is yet to be spent.

**C. Status of Remaining Projects**

Mr. Andersen stated the tennis courts are still on track and the fence will be constructed for the tennis courts that you will have to get through to get to the gym after hours and will be outside the paver brick patio.

The driving range has been an ongoing issue and they have to fix it based on a plan that Keith is going to put on paper and he and I are going to meet with Vallencourt and in April when sod is viable to put down they will do that and it will be done in four or five days.

Mr. Hadden stated we are limited on where we can get dirt from and things will evolve quickly once they get in there to do the work.

Mr. Andersen stated the day after Super Bowl we started taking the bar out. The work will be completed by April 2<sup>nd</sup>.

**D. Consideration of Series 2016 A 1/2 and Series 2016 A3 Requisitions**

Mr. Oliver stated at the January 24<sup>th</sup> meeting you looked at the invoices for these requisitions. You changed some of the invoice amounts and these requisitions reflect what the board decided at that meeting.

On MOTION by Mr. Payton seconded by Mr. Poole with all in favor requisitions 41 – 47 out of the 2016 A 1/2 Special Assessment Bonds were approved.

**NINTH ORDER OF BUSINESS**

**Update Regarding POS Systems Proposals**

Mr. Oliver stated the next item is a placeholder for the point of sale system proposals. Is there any movement on that?

Mr. Biagetti stated unfortunately it has taken me longer to get these guys out here who are familiar with our current lines and where everything is laid out. T&M Electric and Network Cabling Services are scheduled to come out at 9:00 a.m. tomorrow morning to give us an idea of what we would be looking at to directly connect all the buildings with fiber. This is one of the things that has been holding up the process and I can send an email to all of you of the findings. I will get an estimated cost to bury the new conduit lines and run the fiber through it.

**TENTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**ELEVENTH ORDER OF BUSINESS      Staff Reports**

**A. Attorney**

Ms. Buchanan stated at this point I have not been able to obtain certificates of insurance related to the canine carnival. I spoke with Ms. Baldwin today and she is going to try to track it down for Clay County and the shelter. She tells me they both have it they just haven't gotten it to me yet.

Mr. Cross stated I'm more than happy to help them but it is not our job to hunt down their certificate to use our facilities.

Mr. Payton stated the event is on the 24<sup>th</sup> and do we want to give them a date by which to have the documents or it is not going to happen.

Ms. Buchanan stated they need to have it by the end of the week because I don't want there to be a misconception and we can't go to the last minute.

Mr. Cross stated I will have Matt reach out to them and tell them we need it by the end of the week.

**B. Engineer**

Mr. Hadden stated I'm still working on the FEMA reimbursement. Phase 5B Dream Finders has reached out to me and said let's go ahead and activate all the permits. It is already platted and now they want to get the water and sewer permits and they wouldn't be doing that and paying all those fees if they didn't plan on building.

**C. Manager**

Mr. Oliver stated we will be starting the FY19 budget process pretty soon and we will want to deliver a proposed budget at the May or June meeting to kick off the process and be able to adopt a budget in late August.

The capital reserve fund shows a \$170,000 balance. Several months ago we talked about bringing in Community Advisors to do an update on the capital reserve report. They will look at all the capital assets we have and the useful life and replacement costs of that so you can put away enough money over the years to maintain these facilities. The tabled that at the time. Now that we are near the end of the renovations, we should update the report so we have this

information for the FY19 budget process. I will put that proposal on the March agenda and should you decide to approve it we will get them engaged so we can have the numbers by the beginning of May.

**D. Golf Course General Manager**

Mr. Hamlin gave an overview of the events that took place since the last meeting and upcoming events.

**E. Director of Aquatics & Recreation**

Mr. Biagetti stated the last communication I received was that the recumbent bike is at the top of everyone's list and we should have it shortly, the rest of the rubber flooring has been ordered and he is trying to get it at the same time the bike arrives. Ariel from GMS will be here tomorrow and he will set up guest WiFi in the workout facility and he will connect all the cardio machines to the internet. Comcast has a system that will eliminate the boxes and remotes that are on each piece of cardio equipment and we will have the ability to control the volume channels through the buttons on the touchscreen and that may happen within the next two weeks.

Chris had asked about a golf cart community sign and we had one that disappeared, but we can get a couple and we can spread them out.

Mr. Payton stated we have some empty posts and we will discuss it.

**F. Operations Manager**

**1. Report**

Mr. Andersen gave an update on the refurbishment of the fountain, pavers for the tennis courts that will replace the stepping stones and removal of a tree.

On MOTION by Mr. Cross seconded by Mr. Payton with all in favor staff was authorized to have the pavers put in by the tennis courts for \$2,100 and remove one tree in the amount of \$300.
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**2. Proposal from The Lake Doctors**

On MOTION by Mr. Cross seconded by Mr. Poole with all in favor the proposal from Lake Doctors for grass carp in the budgeted amount of \$3,900 was approved.

**TWELFTH ORDER OF BUSINESS                      Supervisor’s Requests and Audience Comments**

Mr. Krueger stated March 10<sup>th</sup> is spring break. What do we have planned for that? When are we getting a cover for the pool, the slide for the baby pool and when are we getting the pool table fixed?

Mr. Biagetti stated I haven’t scheduled anything for the pool table, but I can do that. I received a text this morning and the adult pool cover is supposed to be shipped tomorrow and he is also dealing with the bottom of the baby slide. I haven’t had an update on that but I will check on that.

Mr. Poole asked has anyone been in touch with you about water aerobics?

Mr. Biagetti stated Karen usually starts that once we get into April and warmer weather.

Mr. Payton stated the missing bike we talked to Mike and I talked to the owner of Life Fitness and he said he wasn’t aware that we are still waiting for a bike. When our bike got here it was broken and Mark was going through the process of getting it repaired and apparently the cart coming from Life Fitness was taking forever so when I called the owner I told him just to get us a new bike, we have already paid for it so just get us a new bike. He agreed and they placed that order. There is lead time for that to be set up for us and that process is ongoing for a new bike. They are also continuing the process to repair the one we already purchased, whichever one gets done faster will be here. He is due tomorrow to give me a date for those two processes and if it is longer than a couple weeks they are going to give us a loaner bike so we have the equipment in there until our bike gets back.

Mr. Hermening stated find out on the televisions and cable if there is any cost savings if we looked at Direct TV versus Comcast, once again we saved on what we were paying previously for Direct TV contract when Dan reached out to them and they switched to a corporate account.

Mr. Biagetti stated sure.

Mr. Payton asked for the TVs in the fitness center has there been any thought about putting advertisements to go to the clubhouse and eat?

Mr. Oliver stated there are some districts and Aberdeen comes to mind where they have one of their monitors that scrolls all their events and specials.

Mr. Cross stated we could take one of the TVs and do that or we may need to get a new TV.

Mr. Heintzman reviewed the new membership offerings and gave a breakdown of the current memberships.

Mr. Cross asked did you look at the all-inclusive cost?

Mr. Hamlin responded yes, we implemented a new strategy to track our all-inclusive, we also costed out what our offerings for both breakfast and lunch so we know what all the cost is for all-inclusive pancakes versus all-inclusive fish & chips and we can determine what that cost is. We ran an historical to determine what the redemption numbers are based on a month and we also looked at the amount of revenue coming in. We broke out the type of golfers that play Eagle Landing and broke them out into different categories and identified those revenues in our game plan and we identified the dues based on the number of rounds as well. It is part of our game plan, we also have an all-inclusive chart and I can share it with you.

Mr. Gaudet stated the club has been tracking the meals that have been consumed in detail so we actually have 12 month of data and it will take a little more work but it came to where the food cost portion for every all-inclusive round of golf is \$2.50 to \$2.75 per round in our cost.

Mr. Cross stated the board was interested if we were going to keep the \$29 and buy a \$6 ticket or just wanted to make it \$35 straight up every time we wanted to revisit that. We wanted to get the data together to look at whether we want to go with the \$35 all-inclusive or the \$29 and buy the ticket.

Mr. Gaudet stated I understand and we talked a little more today about making sure we have the correct data moving forward to get a little more detail and more concise. I don't know if it was communicated at the last meeting why we made that decision, our senior player, military, fire, police play has been declining at the club over the last 12 months. We have been trying to figure out how to reverse that. Nationwide the price for senior and fire and military and police really gets a lot of play at the \$29 rate and we wanted to see if the \$29 rate or the value of the all-inclusive. Early indications are it is the value of the all-inclusive and it is not necessarily the \$29 rate.

Mr. Cross stated the board needs guidance in that area and we asked for that to be looked at anyway. We want to continue to look at that and make sure we are handling it in the right way.

Mr. Poole stated I had an experience sitting in the restaurant and I was looking at one of the waitresses was sitting there and they were going through their ticket of charges for the day where they actually looked at a print out, which they obviously got out of the database associated with the cash register and looking at each one of the tickets that they had written for the day and my question is how do we look at charges or checks that are written on the part of waiter, hostess or whatever on a daily basis and come to the conclusion that what is being billed reflects what the service is being given.

Mr. Biagetti stated each individual server that works in the front of the house works off their own bank and then they keep their own tickets and what are the checks and balances at the end of the day or the next day to make sure. We go through that and it is actually a collective effort both Josh and myself and Dan we all look at that and make sure that everything balances out. To get a food component to go to the kitchen has to be fired to the kitchen through the register so we are looking at that and making sure that is accurate as well from the front to the back. There are checks and balances and Andy gets involved on Mondays, we go through a weekly revenue call and expense call to make sure everything lines up to what we feel is accurate. There is a variety of different checks and balances.

Mr. Poole stated that also takes place with alcoholic beverages.

Mr. Biagetti stated normally in a large setting servers don't have their drawers per se, they wouldn't have five or six different drawers like in a department store, they work off of a cash bank and they have their tickets and that is how they make their gratuity.

Mr. Cross stated I got a call today from a resident and he said it was a topic of discussion among some residents about this being a golf cart community or not being a golf cart community in the future. I explained to him that when I did the resolution to make this a golf cart community part of what I had to do was take the plat for Eagle Landing and that was the boundaries for my resolution to make this a golf cart community. That being said, West Bank was not part of Eagle Landing at that time and was not included in the plat. If and when West Bank is brought on board to drive your golf cart in West Bank would theoretically be a violation of the law because that was not included in the resolution. Once West Bank is brought in and if

some resident has a desire to do a resolution to the county commissioners to include it they are more than welcome to.

The entrance is paved and I thought they did a shoddy job of paving it and Stephanie Kopelousos, the county manager, called me and said why did you thank me for paving your road and I said because you did it but you didn't do a very good job and she said we didn't pave your road, we haven't approved the funding yet and she said they will look at the job that was done and once it is funded we will look at repaving it.

Mr. Poole asked who did it?

Mr. Andersen stated public works did it, they did a patch job.

Mr. Poole asked does anyone understand what is the game plan for Public Works of Clay County as it relates to paving streets? Is it based on condition or is there some planned obsolescence associated with repairs?

Mr. Cross stated both, the county instituted a gas tax and they evaluated all the roads that they had complaints about, people were asking them to be paved because some roads are not even paved, they looked at the amount of usage they get and came up with a list of roads that will be paved over the next couple of years. There is a plan and you can see it online on the claycountygov.com.

Mr. Andersen asked wasn't there something like \$33 million worth of work paving to do and they had \$5 million?

Mr. Cross stated correct, every road that they wanted to do was \$33 million worth of paving to do and they only have \$5 million to use.

A resident stated I think we missed the update on the point of sales.

Mr. Oliver stated earlier tonight Matt stated a vendor will be onsite the next day or so determine if cost of installation of fiber connection with all the facilities here onsite.

A resident asked can the board make a requirement of the developer to have West Bank designated as a golf cart community?

Mr. Cross stated I don't see why he wouldn't want to do it. I will ask him.

A resident stated in the free weight area upstairs is it possible to put up a sign to tell people not to drop the weights from as high as they can get them and just throw them on the floor? I was in the lobby last Friday and it sounded like it was going to come through the

ceiling. The whole building shook. I would have expected a staff member to go up and tell them not to do that.

Mr. Biagetti stated we can have some signs put up.

A resident stated I had some old notes that talked about the playground that was going to be by the neighbors by Wild Dunes. Is that underway or still in planning?

Mr. Andersen stated we are real close.

A resident stated on the golf membership I looked on the website today and it is different than what was on the piece of paper.

Mr. Gaudet stated I just updated the membership page about an hour ago.

A resident asked what is the expected completion date for the bar?

Mr. Andersen responded eight weeks.

A resident stated there is a broken rail on the patio down to the path by the lake and it is broken pretty bad.

Mr. Andersen stated we will get someone to fix it.

**THIRTEENTH ORDER OF BUSINESS      Financial Reports**

**A. Balance Sheet as of December 31, 2017 and Statement of Revenues and Expenses for the Period Ending December 31, 2017**

The balance sheet and income statement were included as part of the agenda package.

**B. Assessment Receipt Schedule**

The assessment receipt schedule was included as part of the agenda package.

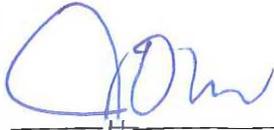
**C. Approval of Check Register**

On MOTION by Mr. Cross seconded by Mr. Poole with all in favor the check register was approved.

**FOURTEENTH ORDER OF BUSINESS      Next Meeting Scheduled for Tuesday, March 6, 2018 at 6:30 p.m. at Eagle Landing Residents Club**

Mr. Oliver stated the next scheduled meeting is March 6, 2018 at 6:30 p.m. and I will be in contact with the board members for each of the four onsite meetings with vendors.

On MOTION by Mr. Cross seconded by Mr. Poole with all in favor  
the meeting adjourned at 8:15 p.m.

  
Secretary/Assistant Secretary  
Chairman/Vice Chairman