

SOUTH VILLAGE  
COMMUNITY DEVELOPMENT DISTRICT

The recessed meeting of November 7, 2017 of the Board of Supervisors of the South Village Community Development District reconvened Thursday, November 16, 2017 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
Chris Payton	Supervisor
Bobby J. Poole	Supervisor

Also present were:

Jim Oliver	District Manager
Katie Buchanan	District Counsel
Matt Biagetti	Director of Aquatics & Recreation
Corey Hamlin	Arnold Palmer Golf by telephone

The following is a summary of the minutes and actions taken at the November 16, 2017 meeting. A copy of the proceedings can be obtained by contacting the District Manager.

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Oliver called the reconvened 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**

**Discussion of Amenity Staffing for Fiscal Year 2018**

Mr. Oliver stated this item is for the agreement update to be prepared with Eagle Landing Amenities Management (ELAM). For the past two years, the budgeted amount has been \$448,000. During the FY18 budget process, several of those line items were increased with the understanding that we would finalize the contract during the first quarter of the year. The board has given Matt some guidance to review the budgeted amounts to prioritize staffing needs. He

circulated to you his suggested plan, which not only meets budget, but meets his staffing needs ofr this year.

Mr. Biagetti reviewed in detail the proposed positions and staffing plan for the swim and tennis facilitie. After board discussion, the board directed an updated staffing plan and budget will be presented at the next meeting.

**FOURTH ORDER OF BUSINESS**

**Discussion of Process and Scope of Services for Purpose of Soliciting Proposals for Management Services (Golf, Operations and Amenities)**

Mr. Oliver reviewed the three on-site management contracts currently in place: Amenities Management, Operations Management that are both with Eagle Landing Amenities Management and the golf contract with Century Golf Partners Management, also refered to as Arnold Palmer Golf. He discussed process options to seek proposals from management firms which specialize in amenenties, golf and field operatons services, RFP versus informal proposals, distric employees versus contracted services, three solicitations versus one master solicitation, fulltime general manager and guidelines for vendors to propose how they would staff and operate.

After discussion staff was directed to prepare documents for solicitation of services for opeations management, amenities management, golf management, and food & beverage management. Documents would broadly outline of services to be provided, so potential vendors would have the flexibility to incorporate best industry practices into their proposals. The board also is exploring options for use of a full-time onsite general manager

**FIFTH ORDER OF BUSINESS**

**Supervisor's Requests and Audience Comments**

Mr. Biagetti stated the painting of the lines in the gym will begin November 29<sup>th</sup> and 30<sup>th</sup> and the gym will be closed for five days.

Mr. Poole stated sometimes-we ask our residents to reach out to regulatory people at the county level and I'm glad we are doing that but we as an entity should be reaching out on a formal basis around these concerns as well. One issue was streetlights.

Mr. Biagetti stated the concern with the streetlights was a concern in Emerald Dunes. Now people are living there and these lights have been out for years and nobody has called about

them so I instructed her to make contact with Clay Electric give them the streetlight that is in front of her house and also notify them of the other lights.

Mr. Cross asked will you or Steve go back there and get the numbers and do it?

Mr. Biagetti stated I will follow-up.

Mr. Poole stated that is the type of response the operations manager or somebody else should do something about rather than pushing it back on the resident.

Mr. Biagetti stated I still want the residents to be responsible for the lights. I have no problem doing it and I will follow-up with Clay Electric on this particular instance but we have it on the website that if you have a streetlight out contact Clay Electric. It is very simple to go online and give your account number.

Mr. Poole stated I think that falls under the operations side.

Mr. Krueger stated that is not a CDD responsibility.

Mr. Poole stated if we have some lights out in our community there ought to be some central point that the residents ought to be able to reach out and say we have this, this, and this and somebody is going to follow-up on that even though the residents themselves can also do the same thing.

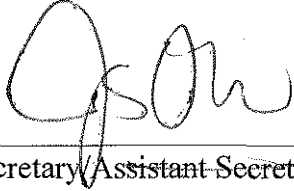
Mr. Oliver stated the CDD at the end of the day is responsible for the funding, construction, acquisition, operation and maintenance of CDD owned facilities, common areas and property. Regarding matters such as installation of a traffic light or Clay Electric streetlights outages, we will assist with reporting the problem, but we are not the local representative government to which to report those problems. If staff is informed of such a problem or concern, we will pass that on to the appropriate agency, but we also encourage our residents that the most effective and quickest way to generate action or a least a response is for residents to directly contact the appropriate agency. I appreciate that Steve Andersen reached out to the county engineer to forward the request for a traffic light at our entrance. As he recommended, residents should also reach out to the county if they support installation of a traffic light.

**SIXTH ORDER OF BUSINESS**

**Next Meeting Scheduled December 5, 2017 at  
6:30 p.m. at Eagle Landing Residents Club**

Mr. Oliver stated the next scheduled meeting is December 5, 2017 at 6:30 p.m.

On MOTION by Mr. Cross seconded by Mr. Krueger with all in favor the meeting adjourned at 8:45 p.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman