

MINUTES OF MEETING

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

**SOUTHAVEN
COMMUNITY DEVELOPMENT DISTRICT**

The **regular** meeting of the Board of Supervisors of Southaven Community Development District was held on **Wednesday, January 6, 2016 at 10:00 a.m.** at the Marshall Creek CDD Recreation Center located at 625 Palencia Club Drive, St. Augustine, FL. 32095.

Present and constituting a quorum:

Walter O'Shea	Board Supervisor, Chairman (via speakerphone)
Naomi Lumley	Board Supervisor, Assistant Secretary
Dan Jones	Board Supervisor, Assistant Secretary

Also present were:

Melissa Dobbins	District Manager, Rizzetta & Company, Inc.
Lesley Gallagher	District Manager, Rizzetta & Company, Inc.
Katie Buchanan	District Counsel, Hopping Green & Sams (via speakerphone)
Scott Lockwood	ETM (via speakerphone)
Kim Shines	Hines

FIRST ORDER OF BUSINESS

Call to Order

Ms. Dobbins called the meeting to order at 10:03 a.m. and read roll call.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

There were no audience members present.

THIRD ORDER OF BUSINESS

**Consideration of the Minutes of the Board
of Supervisors' Regular Meeting held
November 4, 2015**

Ms. Buchanan recommended adding the additional language, "from effective landowners" to the 6th order motion box.

On a motion by Mr. Jones, seconded by Mr. O'Shea, with all in favor, the Board approved the Minutes, as amended, of the Board of Supervisors' Regular Meeting held on November 4, 2015 for Southaven Community Development District.

FOURTH ORDER OF BUSINESS

**Ratification of the Operation and
Maintenance Expenditures for October
2015 and November 2015**

On a motion by Mr. O'Shea, seconded by Mr. Jones, with all in favor, the Board ratified the Operation and Maintenance Expenditures for October 2015 in the amount of \$8,353.10 and November 2015 in the amount of \$5,083.11 for Southaven Community Development District.

FIFTH ORDER OF BUSINESS

**Ratification of Requisitions CR #33–
CR#37, #38 - #43 Special Assessment
Bonds, Series 2015**

REQUISITION NO.	PAYEE	AMOUNT
33	Carlton Construction, Inc.	\$73,113.61
34	Ellis & Associates, Inc.	\$2,791.25
35	England –Thims & Miller, Inc.	\$8,072.44
36	Global Contracting Group, LLC	\$438,723.51
37	Southaven Land Associates, LLC	\$500.00
38	Carlton Construction, Inc.	\$111,877.89
39	Ellis & Associates, Inc.	\$4,273.50
40	Global Contracting Group, LLC	\$327,792.99
41	Hopping Green & Sams	\$845.00
42	Odom's Beaches Tree Services. Inc.	\$6,462.50
43	Southaven Land Associates, LLC	\$500.00

On a motion by Mr. O'Shea, seconded by Ms. Lumley, with all in favor, the Board ratified the Requisitions CR #33- CR#37, #38 - #43 Special Assessment Bonds, Series 2015 for Southaven Community Development District.

SIXTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Ms. Buchanan advised the Board that if the amenity facilities will be opening during the summer of 2016 that the staff should start working on developing rules, policies and rates to be reviewed at the next meeting, which rates will need to be adopted at a scheduled future public hearing.

B. Construction Administrator

Ms. Shine presented Carlton Change Order #1 (Exhibit A) in the amount of \$101,991.07.

On a motion by Mr. O'Shea, seconded by Ms. Lumley, with all in favor, the Board approved Carlton Change Order #1 (Exhibit A) in the amount of \$101,991.07 for Southaven Community Development District.

C. District Engineer
No Report

D. District Manager

Ms. Dobbins noted the next meeting will be held on February 3, 2016 at 10:00 a.m. at the Marshal Creek CDD Amenity Center located at 625 Palencia Club Drive, St. Augustine, FL. 32084.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2016-03,
Authorizing the Chair to Execute
Plats, Permits and Conveyance**

On a motion by Mr. Jones, seconded by Ms. Lumley, with all in favor, the Board adopted Resolution 2016-03, Authorizing the Chair to Execute Plats, Permits and Conveyance for Southaven Community Development District.

EIGHTH ORDER OF BUSINESS

**Consideration of Resolution 2016-04,
Designating an Assistant Secretary**

On a motion by Mr. O'Shea, seconded by Ms. Lumley, with all in favor, the Board adopted Resolution 2016-04, Designating an Assistant Secretary for Southaven Community Development District.

NINTH ORDER OF BUSINESS

**Ratification of Hold Harmless Agreement
with St. Johns County**

Ms. Buchanan noted that this agreement allows district to install improvements, like landscaping and irrigation, in the county right of ways.

On a motion by Mr. O'Shea, seconded by Mr. Jones, with all in favor, the Board approved the ratification of Hold Harmless Agreement with St. Johns County for Southaven Community Development District.

TENTH ORDER OF BUSINESS

**Ratification of Temporary Construction
Easements for Perimeter Wall**

Ms. Buchanan stated at the last meeting the Board authorized the Chair to execute a temporary construction easement with landowners who would be impacted by the district constructing a wall. The template of the final form is under Tab 7 and the district has entered into agreements with five builders; Cottage Homes, Drees Homes, Marcus Allen, Providence Construction and Riverside.

On a motion by Mr. O'Shea, seconded by Ms. Lumley, with all in favor, the Board approved the final form of the Temporary Construction Easement Agreement for Southaven Community Development District.

ELEVENTH ORDER OF BUSINESS

**Audience Comments and Supervisor
Requests**

There were no Audience members present to comment.

There were no Supervisor comments.

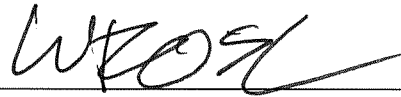
TWELFTH ORDER OF BUSINESS

Adjournment

On a motion by Mr. O'Shea, seconded by Mr. Jones, with all in favor, the Board adjourned the Board of Supervisors' Meeting at 10:28 a.m. for Southaven Community Development District.



Secretary/Assistant Secretary



Chairman/Vice Chairman

Exhibit A



4615 U. S. Highway 17
Suite 1
Fleming Island, Florida 32003

Office (904) 284-8321
Fax (904) 284-8308

Change Order Form

Project: Markland Gatehouse & Entry
Project Number: 201526
Change Order Number: 1
01.06.2016

The Owner has reviewed the Proposal from Contractor submitted in response to the Change Order Request No. 1, in which the Contractor has agreed to the changes in the Work described in the Change Order Request. Based upon this acceptance of the Contractor's Proposal, this Change Order is entered into by and between Owner and Contractor, as detailed below. In the event this Change Order increases or decreases the Contract Amount, the Contractor agrees, by accepting this Change Order, that all direct and indirect costs related to this Change Order, and any effect of the change on the remainder of the Project, the Schedule, or the Time(s) of Completion have been fully compensated by this Change Order. All other provisions of the Construction Contract remain in full force and effect.

The original Contract Amount was	<u>\$ 1,219,322.00</u>
Net change by previously authorized Change Orders	
The Contract Amount prior to this Change Order was	<u>\$ 1,219,322.00</u>
The contract Amount will be (increased) (decreased) (unchanged) by this Change Order in the amount of	<u>\$ 101,991.07</u>
The new Contract Amount including this Change Order will be	<u>\$ 1,321,313.07</u>
The Contract Time will be (increased) (decreased) (unchanged) by (79) days	
The Date of Substantial Completion as of the date of this Change Order therefore is <u>4/8/2016</u> .	

Accepted:


CONTRACTOR

Accepted:

OWNER

By: CLINT THOMAS

By: _____

Date: 1/6/16

Date: _____



4615 U.S. Highway 17, Suite 1
 Fleming Island FL 32003
 904-284-8321
 License: CGC 1508883

Change Order

Change Order#: 1

Change Order Date: 01/06/2016

Project: Markland Entry & Gatehouse
 60 Harkness Court
 St. Augustine FL 32095

Client: Southaven Community Dev. Dist.
 605 Palencia Club Drive
 St. Augustine FL 32095

The contractor agrees to perform and the owner agrees to pay for the following changes to this contract.

Plans Attached

Specifications Attached

Subcontractor quote attached

Ordered By: 11 Brian Mulvaney

Description of change: Alternates & Landscape Changes

Description of Work	Amount
Alt 1 Deco Aluminum Railing	1,872.00
Alt 1 Custom Entry Gates	14,400.00
Alt 1 Concrete	3,930.00
Alt 1 CMU	4,600.00
Alt 1 Cast Stone	3,500.00
Alt 1 Cast Stone Install	1,637.00
Alt 1 Brick Veneer	2,100.00
Alt 1 Stucco	3,850.00
Alt 1 Painting	750.00
Alt 1 Signage Lettering	4,014.00
Alt 1 Gate Operators	12,500.00
Alt 1 Bond	684.00
Alt 2 Alt-A Lighting Fixtures @ Park	1,100.00
Irrigation Construct Set Changes	1,621.55
Irrigation IGP Changes	6,555.00
Landscape IGP Changes	27,150.07
Electrical Lighting per Revision 3 E1.1	3,980.00
Precast Wall 2nd Paint Color	3,561.00
Liability Insurance	269.59
P&P Bond	431.37
8% Fee	3,485.49

Negative changes will lower the overall contract price requiring no additional payment by owner.

Requested Amount of Change

101,991.07

The original Contract Sum was	1,219,322.00
Net change by previous Change Orders	0.00
The Contract Sum prior to this Change Order	1,219,322.00
The Contract Sum will be changed by this Change Order	101,991.07
The new Contract Sum including this Change Order will be	1,321,313.07
The Contract Time will be changed by	79 Days

Owner: _____ Date: _____

Contractor: Christ Thomas

Date: _____

Date: 1/6/16

Change Order

Order: 1

Continued...

Date: 12/22/2015

Description of Work	Amount
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Notes

1. Time Extension Difference between Reuse Water Availably and Actual (12-11-15 - 10-14-15 = 58 Calendar Days.
 2. Additional Landscape Scope of Works adds 3 weeks = 21
- Total Additional Calendar Days = 79 Days

*Contractor will do everything possible to complete landscape and irrigation installation along International Golf Parkway (IGP) by 1/20/16.



Project: Markland Entry & Gatehouse

Markland Entry Feature and Gatehouse Conceptual Budget 06-08-1 Update

Bid Item #5 Alternate 1

2000 Site Work

- 2821 36" Deco Aluminum Railing
- 2821 24' Custom Entry Gates

Unit	Qty	Amount
LS	1.00	\$1,872.00
LS	1.00	\$14,400.00

2000 Site Work Subtotal: \$16,272.00

3000 Concrete

- 3001 Concrete

LS	1.00	\$3,930.00
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3000 Concrete Subtotal: \$3,930.00

4000 Masonry

- 4001 CMU
- 4430 Cast Stone
- 4430 Cast Stone Install
- 4430 Brick Veneer

LS	1.00	\$4,600.00
LS	1.00	\$3,500.00
LS	1.00	\$1,637.00
LS	1.00	\$2,100.00

4000 Masonry Subtotal: \$11,837.00

9000 Finishes

- 9236 Stucco
- 9910 Painting

SY	1.00	\$3,850.00
LS	1.00	\$750.00

9000 Finishes Subtotal: \$4,600.00

10000 Specialties

- 10430 Signage Lettering

LS	1.00	\$4,014.00
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10000 Specialties Subtotal: \$4,014.00

16000 Electrical

- 16720 Gate Operators

LS	1.00	\$12,500.00
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16000 Electrical Subtotal: \$12,500.00

Alternate 1 Subtotal: \$53,153.00

P&P Bond: \$684.00

Liability Insurance:

CM Fee:

Alternate 1 Total: \$53,837.00

Alternate #1 Entry Gates and associated operations equipment	\$ 53,837.00
Alternate #2 Substitute Light fixture Alt-A in lieu of fixture A Occurs in Item 28 (Parks and Common Areas Division 16 electrical).	\$ 1,100.00

PROPOSAL



ELECTRIC COMPANY

EC-0001925

P.O. BOX 8567 FLEMING ISLAND FL 32006-0014

Phone 904-541-1000 Fax 904-215-3475

Date: 12/17/2015

To: Brian

Of (company): Carlton

City, State, Zip: _____

Good until: _____

Project name: Markland entry

We propose to furnish all material and perform all labor necessary to complete the following:

Changes to the Markland Park F & D

Add (3) SH light fixtures \$1,880

Material, conduit & wire \$700

Labor \$1,000

Minitrack Machine \$400

\$3,980

We propose to furnish material and labor, complete in accordance with above specifications, for the sum of: Four thousand nine hundred eighty Dollars \$ 3,980

Payments to be made as follows: _____

Contractor's signature: Keith A. Dease

Acceptance of proposal - The above price, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Owner's signature: _____ Date: _____



**SUN
STATE**
NURSERY &
LANDSCAPING, INC.

Clint Thomas
Carlton Construction
4615 US Highway 17, Suite 1
Fleming Island, Florida 32003

RE: Markland Phase 1
Date: October 19, 2015

CHANGE ORDER #1

Added:

- (4) ICV – 100
- (4) ICV – 150
- (6) latching solenoids
- (360') of 2.5" purple main
- (200') zone line
- Misc. Fittings and wire
- (8) valve boxes
- (120') of sch40 2"
- (40') of sch40 4"
-

\$4,697.00

Overhead & Profit

\$704.55

\$5,401.55

Deleted:

- (1) 12" Live Oak

(\$3,780.00)

TOTAL

\$1,621.55



**SUN
STATE
NURSERY &
LANDSCAPING, INC.**

Brian Mulvaney
Carlton Construction
4615 US Highway 17, Suite 1
Fleming Island, Florida 32003

RE: **Markland Phase – Addendum #4**
Date: **December 21, 2015**

**Revised
CHANGE ORDER #2**

Added:

- (8) Bubblers
- (11) Sprays
- (1) 1 1/2" Valve
- (3) 1/2" Valves
- (2,200) l/ft of zone line
- (48) Rotors
- Irrigation changes are thru plans with the latest revision date of 10/30/15.

Included in Irrigation Changes @ IGP

\$5,700.00

- (86) DD Blanchard 4" (subject to availability) \$43,537.50
- (86) Muhley Grass \$261.63
- ~~• (34,029) sq/ft Empire Zoysia \$17,741.96~~
- (60) bales of pine straw \$450.40
- (10) yards of pine bark \$256.50
- ~~• (22,708) sq/ft of Bahia \$6,131.16~~
- Tax \$1,994.03

\$76,073.18

Overhead & Profit ~~\$11,410.98~~ \$6,975.01
~~\$87,484.16~~ \$53,475.07

Deleted:

- (78) Alle Elms (\$26,325.00)
- Landscape revisions are thru plans with the latest revision date of 12/16/15.

\$27,150.07

TOTAL ~~\$61,159.16~~

***Add 3 weeks to schedule**