

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, May 4, 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
Lane Gardner	Board Supervisor, Vice Chairman
Naomi Lumley	Board Supervisor, Assistant Secretary

Also present were:

Melissa Dobbins	District Manager, Rizzetta & Company, Inc.
Katie Buchanan	District Counsel, Hopping Green & Sams
Kim Shine	Hines

FIRST ORDER OF BUSINESS

Call to Order

Ms. Dobbins called the meeting to order at 10:07 a.m. and read roll call.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

There were no audience members present.

*Chair requested to move to Agenda items 5A, 5B and then 5C first.

THIRD ORDER OF BUSINESS

**Consideration of Landscape and Irrigation
Maintenance Proposals
(Under separate cover)**

Ms. Shine presented three, (3), Landscape and Irrigation Maintenance Proposals by Brightview, Yellowstone and United Landscape.

After discussion, the Board of Supervisors approved a one, (1), year agreement with Yellowstone in the amount of \$73,314.00.

On a motion by Mr. O'Shea, seconded by Mr. Gardner, with all in favor, the Board approved a one year agreement with Yellowstone in the amount of \$73,314.00 for Southaven Community Development District.

FOURTH ORDER OF BUSINESS

**Consideration of Lake and Waterway
Maintenance Proposals
(Under separate cover)**

Ms. Shine presented four, (4), Lake and Waterway Maintenance Proposals by Charles Aquatics, Clear Waters, Future Horizon and Lake Doctors.

After discussion, the Board of Supervisors approved a one, (1), year agreement with Clear Waters in the amount of \$2,280.00.

FIFTH ORDER OF BUSINESS

**Consideration of Construction Funding
Agreement
(Under separate cover)**

Ms. Buchanan presented a draft Construction Funding Agreement to the Board of Supervisors.

After discussion, the Board approved, in substantial form, and authorized the Chair to review with District Counsel to determine if agreement is needed.

On a motion by Mr. O'Shea, seconded by Mr. Gardner, with all in favor, the Board approved, in substantial form, and authorized the Chair to review with District Counsel to determine if agreement is needed for Southaven Community Development District.

*Resume agenda back to Business Item 3A.

SIXTH ORDER OF BUSINESS

Consideration of the Resignation of Board Supervisor – Dan Jones

On a motion by Mr. O’Shea, seconded by Mr. Gardner, with all in favor, the Board accepted Dan Jones’ resignation from Seat #3 for Southaven Community Development District.

SEVENTH ORDER OF BUSINESS

Consideration of the Minutes of the Board of Supervisors’ Regular Meeting held March 2, 2016

On a motion by Mr. Gardner, seconded by Ms. Lumley, with all in favor, the Board approved the Minutes of the Board of Supervisors’ Regular Meeting held on March 2, 2016 for Southaven Community Development District.

EIGHTH ORDER OF BUSINESS

Ratification of the Operation and Maintenance Expenditures for February 2016 and March 2016

On a motion by Mr. O’Shea, seconded by Mr. Gardner, with all in favor, the Board ratified the Operation and Maintenance Expenditures for February 2016 in the amount of \$9,318.76 and March 2016 in the amount of \$5,743.95 for Southaven Community Development District.

NINTH ORDER OF BUSINESS

Ratification of Requisitions #54– #57, #58 - #63 Special Assessment Bonds, Series 2015

REQUISITION NO.	PAYEE	AMOUNT
54	Carlton Construction, Inc.	\$91,916.45
55	England –Thims & Miller, Inc.	\$7,706.66
56	Hopping Green & Sams.	\$540.50
57	Southaven Land Associates, LLC	\$500.00
58	England –Thims & Miller, Inc.	\$36,491.93
59	Southaven Land Associates, LLC	\$500.00
60	Carlton Construction, Inc.	\$179,068.91
61	Global Contracting Group	\$140,830.73
62	Global Contracting Group	\$374,000.33
63	Hopping Green & Sams.	\$2,185.20

On a motion by Mr. Jones, seconded by Ms. English, with all in favor, the Board ratified the Requisitions #54 - #57, #58 - #63 Special Assessment Bonds, Series 2015 for Southaven Community Development District.

TENTH ORDER OF BUSSINESS

STAFF REPORTS

- A. District Counsel
No Report

- B. District Engineer
No Report

- C. Construction Administrator
 - i.) Carlton Construction Change Order #4

On a motion by Mr. O' Shea, seconded by Mr. Gardner, with all in favor, the Board approved Carlton Change Order #4 in the amount of the \$13,185.11 for Southaven Community Development District.

- ii.) Carlton Construction Change Order #5 & 6.

On a motion by Mr. O' Shea, seconded by Mr. Gardner, with all in favor, the Board approved Carlton Change Order #5 with an increased amount of the contract of \$7,339.17 for Southaven Community Development District.

On a motion by Mr. O' Shea, seconded by Mr. Gardner, with all in favor, the Board approved Carlton Change Order #6 with a deductible amount of \$185,000.00 for Southaven Community Development District.

- D. District Manager
 - i.) Update on number of Registered Voters

Ms. Dobbins noted, per the memo under Tab 7, there are zero, (0), registered voters living within the district boundaries.

Ms. Dobbins stated the next meeting will be held on June 1, 2016 at 10:00 a.m. at the Marshal Creek CDD Amenity Center located at 625 Palencia Club Drive, St. Augustine, FL. 32084.

ELEVENTH ORDER OF BUSINESS

**Consideration of LLS Tax Solution
Proposal**

After discussion, the Board approved the LLS Tax Solution proposal in the amount of \$500.00.

On a motion by Mr. O'Shea, seconded by Mr. Gardner, with all in favor, the Board approved the LLS Tax Solution proposal in the amount of \$500.00 for Southaven Community Development District.

TWELFTH ORDER OF BUSINESS

**Public Hearing on District Amenity Center
Rules, Policies and Rates**

On a motion by Mr. O'Shea, seconded by Mr. Gardner, with all in favor, the Board opened the Public Hearing on District Amenity Center Rules, Policies and Rates for Southaven Community Development District.

Ms. Dobbins noted the no audience is present at this time.

Ms. Buchanan stated the purpose for today's public hearing is the adoption of rates, fees, rentals, and other charges, and the adoption of rules relating to user privileges, and the suspension and termination of usage privileges would also be established here by rule.

Such rates, fees, rentals and charges may be based upon the amount of service furnished. The annual user fee entitles the purchaser to all the rights and privileges of a District Resident including unlimited access to the pools, fitness room, and ability to rent the facilities and access to District sponsored events. The amenities offered at the Southaven Community Development District facilities are similar in the northeast Florida area to other Districts. Ms. Buchanan asked Ms. Dobbins if Southaven's proposed non-resident rates and rental rates are consistent with similar CDD facilities, Ms. Dobbins responded "yes".

Such rates, fees, rentals, and charges shall be just equitable and uniform for users of the same class. Ms. Buchanan stated rates, fees, rentals or other charges prescribed will produce revenues, together with other assessments and revenues pledges for that purpose at least sufficient to provide for all expenses of the operation and maintenance of such facility or service and to pay when due all bonds and interest thereon for the payment of such revenues pledged. Ms. Buchanan asked Ms. Dobbins if Southaven levies sufficient assessments to provide for the operation and maintenance of each facility. Ms. Dobbins replied "yes".

Mr. O'Shea noted to remove the \$50.00 for the lost / stolen access cards and to incorporate that with the \$30.00 for damaged cards. He also recommended setting the amenity building rental room fee at \$250.00 and refundable deposit at \$500.00 and the pool pavilion rental fee and refundable deposit at \$100.00 each.

Discussion ensued.

On a motion by Mr. Gardner, seconded by Mr. O'Shea, with all in favor, the Board approved Amenity Policies in substantial form authorizing the Chair to finalize with District Staff for Southaven Community Development District.

On a motion by Mr. O'Shea, seconded by Mr. Gardner, with all in favor, the Board adopted Resolution 2016-06, Adopting the Rules, Policies and Rates for Southaven Community Development District.

On a motion by Mr. O'Shea, seconded by Mr. Gardner, with all in favor, the Board closed the Public Hearing on District Amenity Center Rules, Policies and Rates for Southaven Community Development District.

THIRTEENTH ORDER OF BUSINESS

**Consideration of Resolution 2016-07,
Approving the Proposed Budget for
Fiscal Year 2016/2017 and Setting the
Public Hearing**

Ms. Dobbins presented Resolution 2016-07, approving the Proposed Budget for Fiscal Year 2016-2017. After discussion, the Board adopted Resolution 2016-07, adopting the Proposed Budget for Fiscal Year 2016/2017 and set the Public Hearing for August 3, 2016 at 10:00 a.m.

On a motion by Mr. Gardner, seconded by Mr. O'Shea, with all in favor, the Board adopted Resolution 2016-07, Adopting the Proposed Budget and Setting the Public Hearing for Fiscal Year 2016/2017 for August 3, 2016 at 10:00 a.m. for Southaven Community Development District.

FOURTEENTH ORDER OF BUSINESS

**Consideration of Resolution 2016-08,
Designating the Date, Time and Location
of the Landowner Election.**

On a motion by Mr. Gardner, seconded by Mr. O'Shea, with all in favor, the Board set the Landowner Election for November 1, 2016 at 1:00 p.m. at the Marshall Creek CDD Recreation, located at 625 Palencia Club Drive, St. Augustine, Florida 32092 for Southaven Community Development District.

FIFTEENTH ORDER OF BUSINESS

**Audience Comments and Supervisor
Requests**

There were no audience members present to comment.
There were no supervisor comments.

SIXTEENTH ORDER OF BUSINESS

Adjournment

On a motion by Mr. O'Shea, seconded by Mr. Gardner, with all in favor, the Board adjourned the Board of Supervisors' Meeting at 11:43 a.m. for Southaven Community Development District.



Secretary/Assistant Secretary



Chairman/Vice Chairman