

**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, June 7, 2017 at 10:03 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	<b>Board Supervisor, Chairman</b>
Kevin Jund	<b>Board Supervisor, Assistant Secretary</b>
Carla Luigs	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Melissa Dobbins	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Katie Buchanan	<b>District Counsel, Hopping Green &amp; Sams (via speakerphone)</b>
Dan Fagen	<b>Vesta</b>
Scott Lockwood	<b>ETM (via speakerphone)</b>
Kim Shine	<b>Hines</b>

**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 Minutes of the Board of  
Supervisors' Regular Meeting held March  
1, 2017**

On a motion by Mr. O'Shea, seconded by Ms. Luigs, with all in favor, the Board approved the Minutes of the Board of Supervisors' regular meeting held on March 1, 2017 for Southaven Community Development District.

**FOURTH ORDER OF BUSINESS**

**Ratification of the Operation and  
Maintenance Expenditures for January  
2017 through March 2017**

On a motion by Mr. O’Shea, seconded by Ms. Luigs, with all in favor, the Board ratified the Operation and Maintenance Expenditures for January 2017 in the amount of \$51,596.03, February 2017 in the amount of \$33,364.72 and March 2017 in the amount of \$19,545.50 for Southaven Community Development District.

**FIFTH ORDER OF BUSINESS**

**Ratification of Special Assessment Bonds,  
2016 CR#4-#7, CR#8-#11, CR#12-#15 and  
CR#16-#19**

REQUISITION NO.	PAYEE	AMOUNT
CR 4	England, Thims & Miller, Inc.	\$50,885.73
CR 5	Hopping Green & Sams	\$770.00
CR 6	Prosser, Inc.	\$6,744.13
CR 7	Southaven Land Associates, Inc.	\$500.00
CR 8	AJ Johns	\$235,281.00
CR 9	England, Thims & Miller, Inc.	\$4,586.33
CR 10	Hopping Green & Sams	\$452.50
CR 11	Southaven Land Associates, Inc.	\$4,571.72
CR 12	AJ Johns	\$436,627.89
CR 13	England, Thims & Miller, Inc.	\$5,119.02
CR 14	Hopping Green & Sams	\$460.49
CR 15	Prosser, Inc.	\$906.25
CR 16	AJ johns	\$489,916.26
CR 17	Ellis & Associates	\$2,183.50
CR 18	England, Thims & Miller, Inc.	\$29,654.50
CR 19	Hopping Green & Sams	\$147.00

On a motion by Mr. O’Shea, seconded by Mr. Jund, with all in favor, the Board ratified Special Assessment Bonds, 2016 CR#4-#7, CR#8-#11, CR#12-#15 and CR#16-#19 for Southaven Community Development District.

**SIXTH ORDER OF BUSSINESS**

**STAFF REPORTS**

- A. District Counsel  
No report.

B. District Engineer

- i.) Ratification of ETM Amendment #1 to Work Authorization #10

On a motion by Mr. O'Shea, seconded by Mr. Jund, with all in favor, the Board ratified Amendment #1 to ETM Work Authorization #10 for Southaven Community Development District.

C. Construction Administrator

Ms. Shine updated the Board on the Phase 2 construction and the work performed by AJ Johns.

- i. Ratification Southern Recreation Order Agreement

On a motion by Mr. O'Shea, seconded by Mr. Jund, with all in favor, the Board ratified the Southern Recreation Order Agreement in the amount of \$28,151.00, for Southaven Community Development District.

- ii. Ratification of Paving Stone Concepts Order Agreement

On a motion by Mr. O'Shea, seconded by Mr. Jund, with all in favor, the Board ratified the Paving Stones Concepts Agreement in the amount of \$2,515.00, for Southaven Community Development District.

- iii. Ratification of Farrell Brothers Marine Service Agreement

On a motion by Mr. O'Shea, seconded by Mr. Jund, with all in favor, the Board ratified the Farrell Brothers Marine Service Agreement in the amount of \$31,588.50, Southaven Community Development District.

D. Amenity Report

Mr. Fagen reviewed report under (Exhibit A) on Mr. Myhill's behalf.

- i. Consideration of AED (Automatic Electronic Defibrillator)

After discussion, the Board approved the ordering of two Phillips Heart Start onsite AED's in the amount of \$1,049.00 each. One of each will be installed upstairs and downstairs.

On a motion by Mr. O'Shea, seconded by Ms. Luigs, with all in favor, the Board approved an order of two Phillips Heart Start onsite AED's in the amount of \$1,049.00 each, Southaven Community Development District.

ii. Consideration of HVAC Preventative Maintenance Proposal

After discussion, the Board approved Albritton's proposal for two maintenance visits per year in the amount of \$390.00.

On a motion by Mr. O'Shea, seconded by Ms. Luigs, with all in favor, the Board approved the proposal received from Albritton in the amount of \$390.00 for two maintenance visits per year, Southaven Community Development District.

E. District Manager

Ms. Dobbins noted that the registered voter count was 20 as of April 15, 2017. She also noted that the next meeting was scheduled for July 5, 2017 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**

**Ratification of FPL Light Agreement**

On a motion by Mr. O'Shea, seconded by Mr. Jund, with all in favor, the Board ratified the FPL Light Agreement (Phase 2A) for Southaven Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Ratification of Amendment #1 to Prosser Agreement**

On a motion by Mr. O'Shea, seconded by Ms. Luigs, with all in favor, the Board ratified Amendment #1 to the Prosser Agreement in the amount of \$26,500.00, for Southaven Community Development District.

**NINTH ORDER OF BUSINESS**

**Ratification of Amendment to Vesta Agreement**

After discussion, the Board authorized to extend the original contract terms to expire on September 30, 2017.

On a Motion by Mr. O'Shea, seconded by Mr. Jund, with all in favor, the Board ratified the amendment to the Vesta Agreement for Southaven Community Development District.

**TENTH ORDER OF BUSINESS**

**Consideration of Pond Aquatic  
Maintenance Contract Renewal**

On a motion by Mr. O'Shea, seconded by Mr. Jund, with all in favor, the Board approved the proposal renewal with Clearwater in the amount of \$196.00 per month, for Southaven Community Development District.

**ELEVENTH ORDER OF BUSINESS**

**Ratification of Gatehouse Guard Service  
Agreement**

On a Motion by Mr. O'Shea, seconded by Mr. Jund, with all in favor, the Board ratified the Gatehouse Guard Service Agreement with Allied Universal Security, for Southaven Community Development District

**TWELFTH ORDER OF BUSINESS**

**Ratification of First Amendment to Allied  
Universal Security Service Agreement**

On a Motion by Mr. O'Shea, seconded by Mr. Jund, with all in favor, the Board ratified the first amendment to Allied Universal Security Service Agreement for Southaven Community Development District.

**THIRTEENTH ORDER OF BUSINESS**

**Ratification of Approved Post Orders**

On a motion by Mr. O'Shea, seconded by Ms. Luigs, with all in favor, the Board ratified Allied Universal Security Post Orders, for Southaven Community Development District.

**FOURTEENTH ORDER OF BUSINESS**

**Discussion to Schedule Public Hearing to  
Set Gate Access Fees and Policies**

After discussion, the Board agreed to set a maximum replacement rate for the gate stickers of \$30.00.

On a motion by Mr. O'Shea, seconded by Ms. Luigs, with all in favor, the Board approved to schedule a Public Hearing (August 8, 2017 at 10:00 a.m.) , for Southaven Community Development District.

**FIFTEENTH ORDER OF BUSINESS**

**Ratification of County Traffic Control  
Agreement**

Ms. Buchanan reviewed the County Traffic Control Agreement with the Board and noted that it allows golf carts to drive on roadways within the District within St. Johns County.

On a motion by Mr. O'Shea, seconded by Mr. Jund, with all in favor, the Board ratified the County Traffic Control Agreement, for Southaven Community Development District.

**SIXTEENTH ORDER OF BUSINESS**

**Consideration of Resolution 2017-14,  
Authorizing Trespass Enforcement**

On a motion by Mr. O'Shea, seconded by Mr. Jund, with all in favor, the Board adopted Resolution 2017-14, Authorizing Trespass Enforcement, for Southaven Community Development District.

**SEVENTEENTH ORDER OF BUSINESS**

**Consideration of Resolution 2017-15,  
Approving Fiscal Year 2017/2018  
Proposed Budget and Setting the Date,  
Time and Location of the Public Hearing**

After discussion and review of the proposed budget, the Board set the public hearing for August 8, 2017 at 10:00 a.m. .

On a motion by Mr. O'Shea, seconded by Ms. Luigs, with all in favor, the Board adopted Resolution 2017-15, Approving Fiscal Year 2017/2018 Proposed Budget and Setting the Date, Time and Location of the Public Hearing (August 8, 2017 at 10:00 a.m. located at the Marshall Creek CDD Recreation Center located at 625 Palencia Club Drive, St. Augustine, FL. 32095), for Southaven Community Development District.

**EIGHTEENTH ORDER OF BUSINESS**

**Audience Comments and Supervisor  
Requests**

There were no audience members for comments.

There were no supervisor comments.

**NINTEENTH ORDER OF BUSINESS**

**Adjournment**

On a motion by Mr. Jund, seconded by Ms. Luigs, with all in favor, the Board adjourned the Board of Supervisors' Meeting at 11:04 a.m. for Southaven Community Development District.



Secretary/Assistant Secretary



Chairman/Vice Chairman

# Exhibit A

# Markland

*Amenity and Field Manager Report  
Southaven CDD Meeting  
June 7, 2017*

Date of Report: May 27, 2017

Submitted by: Todd Myhill

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- **Ongoing and Upcoming Programs**
  - None Scheduled
- **Upcoming Events**
  - None currently scheduled.
- **Concluded Events**
  - Tapas Potluck
    - 32 residents (20 adults, 11 kids) attended the potluck, which gradually turned into a pool party. It was a great opportunity for a lot of our new residents to make new friends.
- **Facility**
  - Water use has been normalized at the amenity center. Seven of the eight new palms trees appear to have established well. One palm tree is borderline and is being monitored.
- **Field Management**
  - Parks
    - One crape myrtle was replaced at the Bronson Park and several loropetalum will be replaced. Some turf browning/thinning at the park on Kirkside. Yellowstone will be fertilizing to encourage root growth.
  - Lakes
    - The lakes still have a few submerged algae blooms, but overall appear in good condition. .
  - Grand Entry, Gate House, Front Wall, and Common Area Along International Golf Pkwy
    - The new barrier gate was installed. An additional eye beam was installed to prevent the gate arm from closing on any vehicle while passing the unit.
    - The barcode scanner had to be replaced a second time to ensure that barcodes are read within two feet of the unit. The new unit reads within one foot, so all vehicles with barcodes are guaranteed to be read and to activate the resident gate.
  - Landscaping
    - Yellowstone is following a more rigorous fertilization of shrubs and trees after consulting a specialist and working with Kim Shine.
  - Community Street Signs.
    - A pedestrian sign on Fremont Avenue has been replaced using a street sign post we had on site. In the meantime, a speed limit sign was knocked down on Upham. This will be replaced within two weeks according to Sundancer.

**Todd Myhill, Amenity Manager**

Please call me with any questions or concerns.

Cell Phone: (904) 536-1088

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