MINUTES OF MEETING
ARBORS
COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Arbors Community Development District held a Regular Meeting on May 7, 2024 at 1:00 p.m., at the Arbors Amenity Center, 12520 Russian Olive Road, Jacksonville, Florida 32218.

Present were:

Sarah Wicker	Chair
Christopher Williams	Vice Chair
James Teagle	Assistant Secretary
Mikel Denton	Assistant Secretary

Also present:

Ernesto Torres	District Manager
Katie Buchanan (via telephone)	District Counsel
Vince Dunn (via telephone)	District Engineer
Tony Shaver	

FIRST ORDER OF BUSINESS **Call to Order/Roll Call**

Mr. Torres called the meeting to order at 1:00 p.m. Supervisors Wicker, Williams, Denton and Teagle were present. Supervisor Allen was absent.

SECOND ORDER OF BUSINESS **Public Comments**

There were no public comments.

THIRD ORDER OF BUSINESS **Consideration of Resolution 2024-05, Approving the Proposed Budget for Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date**

Mr. Torres presented Resolution 2024-05 and distributed an updated version of the proposed Fiscal Year 2025 budget. The Board and Staff discussed the various line items, compared to the Fiscal Year 2024 budget.

Mr. Shaver suggested the Board consider adding a line item for special events, such as holiday parties and community events. He suggested a budget of $3,000 for items such as holiday decorations and office supplies. He discussed upcoming changes to telephone and cable services and recommended increasing the budgeted amount to $4,000.

Mr. Torres stated, if the Addendum to the BrightView Landscape Services, Inc. Master Agreement is approved, the budget line item will need to increase by $39,480, increasing the line item total to $104,480. The Board Members agreed it will be approved.

The following changes were made to the proposed Fiscal Year 2025 budget:

Page 2: Increase "Pool chemicals" to "15,000"

Page 2: Increase "Janitorial supplies" to "5,000"

Page 2: Add "Special events" for "3,000"

Page 2: Increase "Telephone & cable" to "4,000"

Page 2: Increase "Landscape maintenance" to "104,480"

Page 2: Add "Miscellaneous contingency" for "15,000"

Mr. Torres stated the adjustments discussed will increase total expenditures to $513,485. The Operation & Maintenance assessment will increase to $1,122.90. When added to the Debt Service assessment of $1,891.72, the total on-roll assessment will increase to $3,014.62.

Mr. Torres stated that further budget adjustments can be made but, after today, the budget cannot be increased further.

Mr. Shaver suggested a "Miscellaneous contingency" line item be added. The consensus was to add a line item in the amount of $15,000.

Mr. Torres stated the adjustments discussed will increase total expenditures to $528,739. The Operation & Maintenance assessment will increase to $1,156.26. When added to the Debt Service assessment of $1,891.72, the total on-roll assessment will increase to $3,047.98.

On MOTION by Ms. Wicker and seconded by Mr. Teagle, with all in favor, Resolution 2024-05, Approving the Proposed Budget for Fiscal Year 2024/2025, as amended, and Setting a Public Hearing Thereon Pursuant to Florida Law on July 9, 2024 at 1:00 p.m., at the Arbors Amenity Center, 12520 Russian Olive Road, Jacksonville, Florida 32218; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date, was adopted.

FOURTH ORDER OF BUSINESS **Consideration of BrightView Landscape Services, Inc. Addendum "A" to Master Agreement [Add Additional Landscape Services]**

The Board and Staff discussed BrightView Landscape Services, Inc. Addendum "A" to the Master Agreement.

On MOTION by Ms. Wicker and seconded by Mr. Williams, with all in favor, BrightView Landscape Services, Inc. Addendum "A" to Master Agreement to Add Additional Landscape Services, was approved.

FIFTH ORDER OF BUSINESS **Discussion: Amenity Policy**

Ms. Buchanan stated she forwarded a similar amenity's Amenity Policy for the Board to consider. She suggested Mr. Teagle and Mr. Shaver tailor the Amenity Policy to the CDD and that the Board delegate authority to the Chair to approve it so that it can be in place prior to opening.

Mr. Torres stated he already received a resident inquiry about renting meeting space and suggested the Board consider how to address these types of requests and whether to charge a fee.

Mr. Shaver discussed another CDD in which a $100, non-refundable fee is charged to reserve space.

Ms. Buchanan stated that notice of the intended rates must be published in advance; the advertisement can be placed and the matter discussed at the upcoming Budget Public Hearing. She suggested the deposit be high enough to ensure that people take care of the facility.

Mr. Shaver discussed implementation of a $250 refundable deposit, on-site staff assistance and providing access electronically when the room is in use when the facility is not staffed. He stated that fees typically include the rental fee, replacement card fee, and nonresident user fees.

Ms. Buchanan stated the Board can implement a $25 access card replacement fee, a $250 amenity center room rental fee with a $250 deposit, or a $200 amenity center room rental fee with a $300 deposit. The Board can decide which is best for the CDD. A nonresident annual user fee must also be adopted. Most CDDs set a $4,000 cap; the cap can be set high today and then lowered at the public hearing.

On MOTION by Ms. Wicker and seconded by Mr. Teagle, with all in favor, authorizing the Chair to finalize the Policies, was approved.

On MOTION by Ms. Wicker and seconded by Mr. Teagle, with all in favor, authorizing Staff to a rules public hearing for July 9, 2024 at 1:00 p.m., at the Arbors Amenity Center, 12520 Russian Olive Road, Jacksonville, Florida 32218, and publish notice of rates, with the nonresident annual user fee in an amount not to exceed $4,000, the meeting room refundable deposit in the amount of $250, the rental fee in the amount of $250 and the replacement card fee in the amount of $25, was approved.

SIXTH ORDER OF BUSINESS **Acceptance of Unaudited Financial Statements as of March 31, 2024**

On MOTION by Ms. Wicker and seconded by Mr. Teagle, with all in favor, the Unaudited Financial Statements as of March 31, 2024, were accepted.

SEVENTH ORDER OF BUSINESS **Approval of April 2, 2024 Regular Meeting Minutes**

On MOTION by Mr. Teagle and seconded by Mr. Williams, with all in favor, the April 2, 2024 Regular Meeting Minutes, as presented, were approved.

EIGHTH ORDER OF BUSINESS **Staff Reports**

A. District Counsel: Kutak Rock LLP

Ms. Buchanan stated that a request for information was submitted regarding the Arbors Boundary Amendment Petition and the CDD responded. She believes the initial reading of the Ordinance will be on May 27, 2024; she will keep the Board apprised of any schedule changes.

B. District Engineer: Dunn & Associates, Inc.

There was no report.

▪ **Amenity Center Report**

This item was an addition to the agenda.

Mr. Shiver stated an e-blast will be sent this week to inform residents that staff is ready to begin registration for the Amenity Center. The goal is to have the Amenity Center open next Tuesday or Wednesday.

C. District Manager: Wrathell, Hunt and Associates, LLC

- **NEXT MEETING DATE: June 4, 2024 at 1:00 PM**
  - **QUORUM CHECK**

Supervisors Wicker, Denton, Teagle and Williams confirmed their attendance at the June 4, 2024 meeting.

NINTH ORDER OF BUSINESS **Board Members' Comments/Requests**

For Fiscal Year 2025, Ms. Wicker asked for meetings to be changed to Monday or Friday at a different time.

The Board and Staff discussed meeting days, times and frequency. The consensus was that the first Monday of the month, at 9:00 a.m., is convenient, and meetings could be held every other month.

This item will be included on the next agenda.

TENTH ORDER OF BUSINESS **Public Comments**

There were no public comments.

ELEVENTH ORDER OF BUSINESS **Adjournment**

On MOTION by Ms. Wicker and seconded by Mr. Teagle, with all in favor, the meeting adjourned at 1:30 p.m.

Secretary/Assistant Secretary

Chair/Vice Chair