

Minutes of Meeting  
Rivers Edge  
Community Development District

The regular meeting of the Board of Supervisors of the Rivers Edge Community Development District was held Wednesday, July 20, 2016 at 11:00 a.m. at the Rivertown Amenity Center, 156 Landing Street, St. Johns, Florida.

Present and constituting a quorum were:

Jason Sessions	Chairman
Chris Reese	Vice Chairman
Kerry Soltis	Supervisor

Also present were:

Jim Perry	District Manager
Jennifer Kilinski	District Counsel by telephone
Ryan Stillwell	District Engineer by telephone
Roy Deary	ASG Vesta
Amanda Lee	ASG Vesta
Eric Lawry	ASG Vesta

The following is a summary of the minutes and actions taken at the July 20, 2016 meeting. A copy of the proceedings can be obtained by contacting the District Manager.

**FIRST ORDER OF BUSINESS**                      **Roll Call**

Mr. Perry called the meeting to order at 11:00 a.m.

**SECOND ORDER OF BUSINESS**                      **Audience Comments**

Ms. Sharp stated it looks like Orange Branch has been opened up towards the back.

Mr. Sessions stated it is not open it is still under construction.

Ms. Sharp stated I wanted to check and see if that was open and when the little pathway close to where we live might be open.

Mr. Sessions stated all of that is still in the works. We moved the gates because we plan on opening sales in the next section, what we call the Lakes I in the next 45 days and also we are

adding monumentation and a railing system that will go on the wetland crossing there. We encourage everybody to stay out of those areas.

Ms. Mannoia asked the monumentation you are planning on putting in - do you have an artist's rendition you can share with us?

Mr. Sessions stated no, I just have the civil drawings at this point.

Ms. Mannoia asked can you describe what it is going to look like? Is it huge?

Mr. Sessions stated it is a column with a brick base and it has some stainless metal fencing and other columns. There are probably 12 of them in the works and they range in size from \$15,000 to \$2.5 million. We have different monuments going in all along the roadway.

Ms. Mannoia stated it is a public record at St. Johns County so maybe I will go there and see it.

Mr. Peacock stated there is a lot of heavy traffic going back there at night. Did you say you were thinking about bringing it back to the front?

Mr. Sessions stated we relocated the gates where Kendall Crossing Drive comes in on Orange Branch Trail. We did gates on the perimeters of the developed neighborhoods to try to keep people out of the woods and off the roads but this is quite a large parcel and most of the violators are residents.

Mr. Mulcahy stated I use the gym every morning and I would like to know if we can have an AED.

Mr. Sessions stated that is interesting that you bring that up I think that is a proposal that will be brought up today.

Mr. Mulcahy stated I spend a lot of time at the pool and there are no lifeguards during the week. Last week there was a group of young kids doing back flips off the starting blocks and one almost hit his head. Can those be removed?

Mr. Deary stated in some facilities they put orange cones on top of the blocks that are affixed to the blocks, they are not attractive. They could be removed right now and we can put them back in and leave them for a season.

Mr. Sessions stated we just had the swim team there and now we have high school starting up quickly so there is not a whole lot of down time.

Ms. Mannoia stated the old covers said "keep off" and I think there are new covers and they don't have that anymore. Is there a way to write it in marker or something?

Mr. Sessions stated there are better options than a marker.

Mr. Burbowden stated the way the road comes through all the way here, the people who turn left there is a sign but it could be a stop sign. Is there a way to address that?

Mr. Sessions stated we don't have control over the roadways and signage that would be a St. Johns County issue and there are oftentimes different guidelines as to where stop signs go and don't and that will change as the community grows. The county will dictate where those go, the same as with traffic signals. In a previous community I built everybody really wanted a traffic signal at an intersection and we paid to have a traffic study to show that a traffic signal should be there and the county and FDOT said we are not putting up a traffic signal.

Mr. Mannoia stated there was a lot of talk about putting the north loop on the park. Now it dead ends with a south loop and since there is so much new development in the community is this the time to finish that loop in the park?

Mr. Sessions stated I'm not sure where you are speaking to.

Mr. Mannoia stated in the park across the street you have the blacktop and the loop around the southern end and comes around and ends at the dock. When will that be blacktopped?

Mr. Sessions stated it may never be blacktopped but we are looking at putting a trail system through there.

Ms. Mannoia stated my concern with that is the shade. We are trying to stay out of the construction zones and also find shade. We only have that quarter loop in the shade and we addressed this question four or five months ago and it was about \$90,000 to possibly put that in. I believe that was in discussion about clearing that area out. It would be nice if you could look into this now instead of later and put another ¼ mile loop in the shade for bikers and walkers.

Mr. Sessions stated I will take that into consideration.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the June 15, 2016 Meeting**

On MOTION by Ms. Soltis seconded by Mr. Sessions with all in favor the minutes of the June 15, 2016 meeting were approved.

**FOURTH ORDER OF BUSINESS**

**Acceptance of Fiscal Year 2015 Audit Report**

Mr. Perry stated item four is consideration by the board of acceptance of the fiscal year 2015 audit report. It is included in your agenda package and has been filed with the state. The audit report is referred to as clean opinion. Under page 1 it states that everything is presented fairly in all material respects and if you see an opinion that says, "except for", then there is a problem. We have always had clean opinions in regards to the audit year after year. Under page 24 is a report on the compliance with internal control and the auditors found no issues that they had to report. Subsequently, on page 28 is the management letter to the board along with the compliance with numerous provisions under the State of Florida and state statutes as far as reporting and compliance with the state. Again, there are no items that were noted for the board and we had no issues in regards to that. This is consistent with what you have seen in prior years and once you accept it we will post it on the district's website.

On MOTION by Ms. Soltis seconded by Mr. Reese with all in favor the fiscal year 2015 audit was accepted.

**FIFTH ORDER OF BUSINESS**

**Consideration of Interlocal Agreement with the St. Johns County School District Regarding Use of the District's Facilities**

Mr. Perry stated item five is consideration of interlocal agreement with the St. Johns County School District regarding the use of district facilities and that is in relation to the pool. I believe this agreement is in the same form as you have seen previously.

Ms. Kilinski stated the agreement in substantial form is what we are looking for approval on. St. Johns County has reviewed it and didn't have any comments that I'm aware of. I believe there will be five meets at the pool ranging from December 1<sup>st</sup> through October 3<sup>rd</sup> from 4:30 p.m.

On MOTION by Mr. Sessions seconded by Ms. Soltis with all in favor the interlocal agreement with the St. Johns County School District regarding use of district facilities was approved in substantial form and the chair was authorized to finalize the agreement.

**SIXTH ORDER OF BUSINESS**

**Consideration of First Addendum to Agreement with Amenity Services Group, Inc. for Amenity Related Services**

Mr. Perry stated item six is consideration of the first addendum to agreement with Amenity Services Group, Inc. for amenity related services. This is for the next fiscal year. The agreement is pretty much a standard form agreement, there have been very little changes other than some updates on some of the schedules from the prior agreement.

Ms. Kilinski stated I think the only change is on the last page, there are additional services, janitorial and pool maintenance an extra day has been added but that is the only change. We also updated the public records language to reflect what was changed statutorily this year.

Mr. Sessions stated on the schedule in the back is a number left out of the initial base rate in the FY 2017 fee and it appears it is a big up charge when it is just a carry over.

On MOTION by Mr. Sessions seconded by Ms. Soltis with all in favor the first addendum to the agreement with Amenity Services Group, Inc. was approved with a modification to the proposed fee schedule as noted.

**SEVENTH ORDER OF BUSINESS**

**Discussion of the Fiscal Year 2017 Budget**

Mr. Perry stated item seven is a placeholder for the fiscal year 2017 budget. There are copies of the latest version of the budget for the board. There really have been no modifications to that in the total assessments for the year. There was an adjustment to the proposed landscaping for new additions that was approved by the board at \$350,000 and that has been adjusted down to \$317,500 and there is a provision for operations management of landscape and stormwater, etc. at \$32,500. The total stays the same it is just a change in line items for those two items.

The budget will be adopted at our next meeting on August 17<sup>th</sup> at 6:00 p.m. and the board can make additional changes if they want to at that time. We might have a few little changes but nothing material.

A resident stated at the last meeting you had quite a substantial raise in the assessments and at this meeting it is zero.

Mr. Perry stated during the last meeting we were changing a lot of numbers on the fly but the chair stated the goal was to keep the assessments for all the platted lots at the same level and that is what we have done with this budget. We did a little more analysis of the lands that are going to be developed in the near term and there are 600 lots that we have broken out from the

undeveloped lands that Mattamy owns. Mattamy owns the 600 lots plus the undeveloped lands and there is an allocation to them.

Mr. Sessions stated our goal is to keep the assessments level on the operation and maintenance near where they are. Obviously with a 15 to 20 year build-out there are going to be natural inflationary costs that are going to go up and will cause your assessments to go up. There will be times when we will add things into the budget that will cause them to go up and there will be times that just costs go up. You expect a certain level of service in the community and we want to provide that but I want to caution everybody that as this board gets handed over to landowners as years go by I too often see and I'm attending a CDD meeting on Monday night because they have taken the goal of leaving it the same every year and ten years has gone by without a raise and unfortunately what has happened is costs such as JEA have gone up and they are now providing less service for the community and we are seeing property values decline because of that. I caution you not to think that because there are going to be more homes it will be less per home because we already account for that in this budget. There will be more amenities, more entries, a tremendous amount of landscaping, more people, more utilities, everything will grow with that proportionately. That is why we do it on an equivalent residential unit basis so we do it on the basis of what that cost is per unit then we build infrastructure per unit and maintenance needs per unit. This is different than a lot of communities in that we are going to be here 15 to 20 years building this out. There will be a lot of iterations of this and we will see some growth in just costs. Your debt service is a fixed rate your O&M is variable upon the services you are requesting and the cost of those services.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2016-09  
Designating a Date, Time and Location for a  
Landowners' Meeting**

Mr. Perry stated item eight is consideration of Resolution 2016-09 designating a date, time and location for a landowners meeting. We suggest it be done November 16<sup>th</sup> at 10:30 a.m., which is approximately half an hour prior to the regular meeting.

On MOTION by Mr. Session seconded by Ms. Soltis with all in favor Resolution 2016-09 designating November 16, 2016 at 10:30 a.m. in the same location as the landowners' meeting was approved.

**NINTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

There being none, the next item followed.

**B. Engineer**

There being none, the next item followed.

**C. Manager – Discussion of the FY 2017 Meeting Schedule**

Mr. Perry stated we have proposed next year's meeting schedule to be consistent with the meeting schedule this year with monthly meetings at this location at 11:00 a.m. and we will have a night meeting for the budget on August 16, 2017. If the board approves the schedule we will post it on the website. We can change meeting dates if we have conflicts or issues with quorum. We will advertise this in the next month.

On MOTION by Ms. Soltis seconded by Mr. Sessions with all in favor the fiscal year 2017 meeting schedule was approved.
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**D. Amenity Manager**

Mr. Deary stated I want to introduce a couple new members to our team Todd Myhill has transferred to another community within our company and our new amenities manager is Amanda Lee. Amanda has been here for several months working on events and activities and she was at Durbin Crossing and a couple other communities prior to this. Eric Lawry is our new maintenance technician; Chris Clark has been with us for a number of years and decided to pursue other opportunities.

**1. Report**

Ms. Lee gave an overview of the report, copy of which was included as part of the agenda package.

Staff was authorized to move forward with the following proposals.

**2. Flooring Proposal**

First Place Fitness Equipment for rubber flooring in the fitness area in the amount of \$837.40.

**3. HVAC Proposal**

Howard Services, Inc. to provide HVAC maintenance and inspection in the amount of \$490.

**4. Pest Control Proposals**

Turner Pest Control in the amount of \$3,185.00.

**5. Termite Bond Proposals**

Turner Pest Control in the amount of \$225 per quarter was approved.

On MOTION by Ms. Soltis seconded by Mr. Sessions with all in favor staff was authorized to purchase an AED defibrillator by Cintas in an amount not to exceed \$3,500.

A resident suggested having the local fire department come in and have a class for people in the neighborhood on the defibrillator.

**E. Field Services**

Mr. Stillwell stated in regards to the First Coast Electric invoice the previous invoice was processed as a requisition. I know with the closure of the 2008 project we itemized this out I think we should get approval for the invoice but we might process it as a requisition.

On MOTION by Mr. Sessions seconded by Mr. Reese with all in favor the invoice from First Coast Electric in the amount of \$45,018 was approved.

**ELEVENTH ORDER OF BUSINESS                      Supervisors' Requests and Audience Comments**

Mr. Mulcahy stated in the budget you have lakes, vegetation and algae control, the pond behind me is totally filled in with lily pads you can't see the water. Last year the guy came in a little boat and sprayed it and there was nothing. Maybe it's too early.

Mr. Sessions stated I saw the boat yesterday but I don't know in which pond. If you have a problem email Jim or David and say your pond needs maintenance.

Ms. Forester stated I have been here for three years and have not had any problems but it seems like every time we switch a manager and amenities then everyone in the neighborhood gets frustrated. I had one issue last summer with lifeguards and that management company was asked to leave or those lifeguards were no longer used here. In the last two weeks being at the pool I have had issues and this is my profession. I am a Red Cross instructor, a lifeguard, a summer camp executive director and a teacher for ten years. The lifeguards don't know that there are residents who know the job they are supposed to be doing. There is no point in having a lifeguard if they don't know their job. Two weeks ago I had to deal with lifeguards that did not do their job correctly and it ended up being a real problem.

Mr. Sessions asked did you report that to anybody?

Ms. Forester stated I did, yes. They were rude to my husband and wouldn't give us her name so we could talk to the manager about her. Then I had another issue today and it is a small issue but the issue I see is there is not consistency. We can be emailed a set of rules, we have the policies, there are rules on the board at the pool but if you allow one person to do something at the pool you have to be consistent and allow other people to do that. For instance yesterday someone was here with their children with a huge alligator float and they were allowed to use the float at the pool. Today I brought a small toddler float to the pool but I was asked not to use the float in the pool. The sign says "no large floats" this sounds silly but every time I go to the pool I end up having an issue. We know the rules but there has to be consistency.

A resident stated it does seem like they change very often. Every time you come to the pool you are getting into trouble.

Mr. Sessions stated there shouldn't be new rules. It should be how they are being enforced.

Mr. Deary stated we don't want the residents in any of our communities to feel like there is inconsistency from day to day. We will work on correcting that so you can expect a level of consistency day to day regardless of whether a different guard is on duty.

Ms. Lee stated the policies have been in place for some time. We have limited staff so what you are able to do when someone is not here you may not be able to do if we see it and part of our job is to follow the policy rules.

Mr. Sessions stated first and foremost we need to be consistent and being consistent can be a pain in the neck and follow every rule that is fine and we will take that direction I think that is probably the best direction so there are no ambiguities to it. I will follow that with a challenge as Amanda has alluded to in an effort to keep costs down we don't have lifeguards on duty everyday as other facilities in this area do and there is a manpower issue and there has to be some self policing.

Ms. Forester stated my issue with the lifeguard was in them not doing their job.

Mr. Sessions stated we appreciate that and to follow that up a little bit more, the lifeguards don't get paid a tremendous amount of money and we are dealing with younger people and sometimes they are a little less responsible than those that we would like to have in place that we can't afford. We don't have full time positions available so it becomes a seasonal position and we have to work through that. In every facility I have ever managed there are always lifeguard issues and hopefully we have made the correct choice in the long term plan of having Amanda here and she can help try to be more consistent with the community and to teach and instruct the staff under her to work better with you. We have had issues in the past with different managers. I have pushed with Roy to try to get the best person here and we feel this is our best choice and really top class and I think you have seen that in her report and the events she is putting on for you and hopefully, we can have that trickle down into the lifeguards. We have new maintenance staff here to bring this facility up another notch. If you have direct issues and they are not being addressed by the manager you need to speak with Jim and put it in writing and that way we can all be accountable and have a record of it.

A resident stated there are a lot of young families with little kids that use that pool during the week. I guess there was an issue on the 4<sup>th</sup> of July with the lifeguards. What is the rule with swimmies? A lifeguard told a woman that her little girl couldn't have swimmies on.

Ms. Deary stated we will double check that.

Ms. Forester stated we need to know what large means because I brought a toddler float out today, which I think is small.

Mr. Sessions stated the rules state, on a case by case basis lifeguards, the amenity center manager or attendants will determine if and when balls designed for water play will be permitted in the pools. Tennis balls, beach balls, larger than 8", basketballs, nerf balls, soccer balls or any other type of hard non-water sports are not permitted. Play equipment such as snorkels, dive sticks must meet with lifeguard's approval prior to use. Mask and goggles must be shatter proof, polycarbonate lenses. Only the following inflatable or floating devices are permitted: infant water floats with seats, arm floats, which I assume is swimmies, and pool noodles. For 1 and 2 parents or guardians must remain within arms length of the children under their care, no other inflatable rafts, tubes or floats are permitted. The facility reserves the right to discontinue use of play equipment during times of peak or scheduled activity at the pool if the equipment provides a safety concern.

Ms. Forester stated there are large signs at the pool with the pool rules on them they need to have the same policies as the policies for the neighborhood.

Mr. Sessions stated we will change the sign to say refer to the policy.

A resident asked would it make sense to have a laminated set of rules posted right there so it eliminates any questions?

Mr. Sessions stated the rules are 12 pages.

Ms. Lee stated in the three weeks I have been here several residents said they never received a copy of the rules. I will be happy to send them to people.

A resident stated people have parties at the pool and the host leaves but their guests stay.

Mr. Sessions stated that is not allowed.

A resident stated there is a big gap in communication between the residents, the board and Mattamy. There are always questions, where do I get rules, how do I do this, can I go back there or not go back there. Would you consider putting together a newsletter group so that we could communicate with you or the pool people or whoever and they can have phone numbers or email addresses to ask questions?

Mr. Sessions stated we can look into something like that. I have tried to do that at these meetings and I have always said at the meetings that if anyone wants to stay after and ask questions they can do so but nobody ever stays. Our contact for everything in the community that you should be accessing or using belongs to the CDD and your contact is Jim Perry for everything.

A resident stated I have a contract to build on Rambling Water Run and I noticed the big island doesn't have the same quality or amount of landscaping that other areas. Are there plans to put in more trees?

Mr. Sessions stated that was designed to be that way, designed to be an active use park because you don't have yards in that location and it is designed to be more of an activity center versus if we had landscaping like this it would be destroyed by the people using it.

**TWELFTH ORDER OF BUSINESS                      Financial Reports**

**A.    Tri-Party Funding Request No. 36**

On MOTION by Mr. Sessions seconded by Ms. Soltis with all in favor tri-party funding request no. 36 in the amount of \$11,137.71 was approved.

**B.    Balance Sheet & Income Statement**

Mr. Perry stated under Tab B is the balance sheet and income statement as of May 31, 2016. Included with that is the debt service funds of the 2008A Bonds, the 2008A Capital Projects Funds that remain and a month-by-month analysis of revenues and expenditures.

**C.    Assessment Receipt Schedule**

Mr. Perry stated the assessment receipt schedule is included and we are 102% collected for the year. The reason we are over 100% collected is residents that don't take advantage of the 4% early payment discount that interest comes to the district.

**D.    Approval of Check Register**

On MOTION by Mr. Sessions seconded by Ms. Soltis with all in favor the check register in the amount of \$82,861.10 was approved.

**THIRTEENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – Wednesday,  
August 17, 2016 @ 6:00 p.m. at the  
Rivertown Amenity Center**

July 20, 2016

Rivers Edge CDD

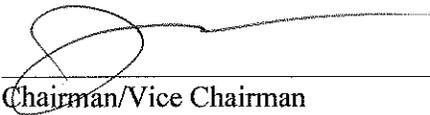
Mr. Perry stated the next meeting is scheduled for August 17, 2016 at 6:00 p.m. at this location.

On MOTION by Mr. Sessions seconded by Ms. Soltis with all in favor the meeting adjourned at 12:07 p.m.



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Secretary/Assistant Secretary



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Chairman/Vice Chairman