

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 15, 2020 at 11:00 a.m. using *Zoom* media technology pursuant to Executive Orders 20-52, 20-69 and 20-150 issued by Governor DeSantis and pursuant to Section 120.54(5)(b)2., Florida Statutes.

Present and constituting a quorum were:

|                 |               |
|-----------------|---------------|
| Mac McIntyre    | Chairman      |
| Randy Schaublin | Vice Chairman |
| Judy Long       | Supervisor    |
| Erick Saks      | Supervisor    |
| Jacob O'Keefe   | Supervisor    |

Also present were:

|                   |                        |
|-------------------|------------------------|
| Jim Perry         | District Manager       |
| Jennifer Kilinski | District Counsel       |
| Lauren Gentry     | Hopping Green & Sams   |
| Ryan Stillwell    | District Engineer      |
| Roy Deary         | Vesta/Amenity Services |
| Zach Davidson     | Vesta/Amenity Services |
| Jason Davidson    | Vesta/Amenity Services |
| Marci Pollicino   | Vesta/Amenity Services |
| D.J. Smith        | Mattamy Homes          |
| Ernesto Torres    | GMS                    |

The following is a summary of the discussions and actions taken at the July 15, 2020 meeting. An audio 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 and called the roll.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

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**THIRD ORDER OF BUSINESS****Discussion/Direction on Appointment Process  
for Landowner Seat**

Mr. Perry stated under item 4 we will be accepting the resignation of the chairman, Jason Sessions. His seat was a landowner elected seat and that seat goes through November when that seat will convert to a resident seat. The District has a policy for filling vacant seats, but it does not address landowner seats. We will have an open seat and it can be appointed with a non-resident or a resident and it is up to the board.

**FOURTH ORDER OF BUSINESS    Organizational Matters****A.    Acceptance of Resignation of Jason Sessions**

On MOTION by Ms. Long seconded by Mr. McIntyre with all in favor Jason Sessions's resignation was accepted with regrets.

**B.    Consideration of Appointing a New Supervisor**

Mr. Saks stated we were given a resume for Jacob O'Keefe. Do we want to consider him?

Mr. Perry stated yes, I forwarded each of you a resume, Jacob is currently employed with Mattamy and is very familiar with this project having worked on it for the last couple of years. He is also knowledgeable about CDDs and homeowners' associations and he is willing to serve if the board nominates him.

On MOTION by Ms. Long seconded by Mr. Saks with all in favor Jacob O'Keefe was appointed to fill the unexpired term of office.

**C.    Oath of Office for Newly Appointed Supervisor**

Mr. Perry being a notary public of the State of Florida administered the oath of office to Mr. O'Keefe.

*Mr. Schaublin joined the meeting at this time.*

**D.    Consideration of Resolution 2020-08 Designating Officers**

Mr. Perry stated I would ask the board consider having the following, which are GMS employees for administrative purposes: Jim Oliver assistant treasurer, Ernesto Torres treasurer and assistant secretary, I would be assistant treasurer and secretary, which would leave the chair

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position open, the vice chair position open and typically the remaining supervisors would be assistant secretaries. We would look for nominations for chair and vice chair.

On MOTION by Ms. Long seconded by Mr. Saks with all in favor Mr. McIntyre was elected as chairman.

On MOTION by Mr. Saks seconded by Mr. McIntyre with all in favor Mr. Schaublin was elected vice chair.

On MOTION by Mr. Saks seconded by Mr. McIntyre with all in favor the remaining supervisors were elected as assistant secretaries, Jim Oliver assistant treasurer, Ernesto Torres treasurer and assistant secretary, Jim Perry assistant treasurer and secretary.

**FIFTH ORDER OF BUSINESS**

**Approval of the Minutes of the June 10, 2020 Meeting**

On MOTION by Mr. McIntyre seconded by Mr. Saks with all in favor the minutes of the June 10, 2020 meeting were approved as presented.

**SIXTH ORDER OF BUSINESS**

**Ratification of Agreement with C&H Marine Construction, Inc. for Dock Repair Services**

Mr. Perry stated I previously contacted each of the supervisors independently in regard to this and this is a repair that we needed to take care of; we received two bids, and this was the lowest bid and we wanted to get that work started.

On MOTION by Ms. Long seconded by Mr. McIntyre with all in favor the agreement with C&H Marine Construction, Inc. for dock repair services was ratified.

Mr. Schaublin asked what is our liability if something were to happen at Riverfront Park?

Ms. Kilinski responded we have liability insurance for that property, and we have had issues on other district property where insurance counsel is hired to defend a lawsuit and pay out of our insurance proceeds, which really haven't impacted our premium. Like anything we do or anything we own there is going to be some liability associated with it. The District entered into

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an agreement a number of years ago and I believe that sometime in the future the county will accept the park for operation and maintenance, but we are not at that threshold yet.

Mr. Stillwell stated I don't know the timeline either, it is based on a threshold of units from the DRI perspective of when the park is transferred over. We can research that and get back to the board.

## **SEVENTH ORDER OF BUSINESS**

### **Discussion of the Fiscal Year 2021 Budget**

Mr. Perry stated item seven is a placeholder for the 2021 budget and a copy of the budget is included in the agenda package. We will adopt the budget at the next meeting and there have been no changes. We will be updating the actuals and projections for this fiscal year for the adoption next month.

Mr. Schaublin stated under the amenity center, the general reserves we budgeted \$200,000 for 2020 but we are budgeting only \$98,000 for 2021. Why such a big drop? Isn't this for replacing capital items in the amenity center?

Mr. Perry responded it is. In order to keep assessments flat that is where we pulled the funds from.

## **EIGHTH ORDER OF BUSINESS**

### **Discussion of Towing Policy**

Mr. Perry stated the reason this item is on the agenda is that we have been experiencing some issues over the last few months especially in regard to food trucks parked on streets, cars parked on streets that have just been left there, trailers, various items. We are looking to have a formal policy adopted by the board eventually, so we have the ability to have those vehicles towed without any issues to the district.

Ms. Gentry stated earlier this year we updated your amenity rules to address parking; things like vehicles must be parked in designated areas, can't be parked on the district's grass lawns or blocking the flow of traffic and parking on district owned roads is prohibited. Violations of that are subject to the amenity suspension procedures in those rules, however, that doesn't give much enforcement power. You have to be able to locate the owner of the vehicle and staff has to figure that out. In light of the increased problems being reported by staff we are introducing this suggested policy today as an additional step that this district could take to address that unauthorized parking. Under this policy it sets out that vehicles can only be parked in designated parking areas,

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they can't be parked overnight, oversized vehicles that include those large trailers would not be allowed to be parked on district property unless staff had authorized an exception. The policy also notably sets out procedures that you would follow in order to have a vehicle towed. In order to do that we recommend adopting written policies so that everyone knows how it would work, and you would have to install signs in any areas you would be towing.

The board and staff discussed the proposed policy, how it would work, who would have the ability to have a vehicle towed, a map of the areas where cars can be towed will be attached to the policy and who pays for the towing of vehicles.

Mr. Perry stated next month we will bring this back to the board along with a map designating the areas.

## **NINTH ORDER OF BUSINESS**

## **Staff Reports**

### **A. Attorney**

There being none, the next item followed.

### **B. Engineer**

There being none, the next item followed.

### **C. District Manager**

There being none, the next item followed.

### **D. General Manager**

#### **1. Report**

Mr. Davidson stated we had one resident who inquired if she could buy a bench and plaque to be placed within the Rivertown community as a memorial of a resident who has passed. Is that something the board would consider at this time?

The board and staff discussed: dimensions of plaque and proposed location, could an existing bench be used, with the proposed build-out of the CDD the number of memorials could become a problem, and brick pavers in a park opposed to benches.

This item will be placed on the next agenda in order for the board to have more time to consider the request and other possible recommendations.

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## **2. Discussion of Amenity Facility Hours of Operation and Capacities**

Mr. Jason Davidson stated currently the River House is running from 9:00 a.m. to 8:00 p.m., the River Club from 10:00 a.m. to 8:00 p.m. We haven't had any issues with capacity. The sign-up genius was filling up at the beginning of June, however, it has backed off, so we haven't been filling up those 50 slots, we haven't turned anyone away who walked up and used either facilities due to not reaching capacity. Social distancing has been established and been followed along with sanitation methods per our design and our previous recommendations.

Mr. Saks asked are we prepared to act if the state starts to backtrack?

Mr. Jason Davidson responded yes; we would revert back to our previous plan of Phase 1 reopening. We would do capacity according to the state's guidelines.

## **TENTH ORDER OF BUSINESS                      Supervisors' Requests and Audience Comments**

The following requests and items were raised and discussed: signage by the boat launch and kayak launch area warning of wildlife such as snakes and alligators, cost share agreement between Rivers Edge, Rivers Edge 2 and Rivers Edge 3, proposed town hall meeting to present future amenity plans and timelines, possible improvements to the green space by the Orchards or other green spaces, golf cart path map to be posted on the website, trim trees that block speed limit signs at all entrances, and timing of activating the stop light at Long Leaf Pine and RiverTown Main Street.

## **ELEVENTH ORDER OF BUSINESS                      Other Business**

There being none, the next item followed.

## **TWELFTH ORDER OF BUSINESS                      Financial Reports**

### **A. Balance Sheet & Income Statement**

A copy of the balance sheet and income statement were included in the agenda package.

### **B. Assessment Receipt Schedule**

A copy of the assessment receipt schedule was included in the agenda package.

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**C. Approval of Check Register**

On MOTION by Ms. Long seconded by Mr. McIntyre with all in favor the check register was approved.

**THIRTEENTH ORDER OF BUSINESS      Next Scheduled Meeting – Wednesday, August 19, 2020 @ 6:00 p.m.**

Mr. Perry stated our next scheduled meeting is going to be August 19, 2020 at 6:00 p.m. onsite. If the governor extends his order, we will probably have it via Zoom again. We will let you know in advance of that if we will be meeting onsite or not.

On MOTION by Ms. Long seconded by Mr. McIntyre with all in favor the meeting adjourned at 12:15 p.m.

DocuSigned by:  
*Jim Perry*  
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Secretary/Assistant Secretary

DocuSigned by:  
*Almed McIntyre*  
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Chairman/Vice Chairman