

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.

**GLEN ST. JOHNS
COMMUNITY DEVELOPMENT DISTRICT**

The **Regular** meeting of the Board of Supervisors of Glen St. Johns Community Development District was held on **Thursday, November 17, 2016 at 3:30 p.m.** at the St. Johns County Airport Authority located at 4730 Casa Cola Way, St. Augustine, FL. 32095.

Present and constituting a quorum:

Maston Crapps	Board Supervisor, Chairman
Brian Reese	Board Supervisor, Assistant Secretary
Darren Romero	Board Supervisor, Assistant Secretary

Also present were:

Lesley Gallagher	DM, Rizzetta & Company, Inc.
Katie Buchanan	DC, Hopping Green & Sams (via speaker phone)
Dan Fagen	Vesta
Kyle Nelson	Vesta
Jeff Nunamaker	Yellowstone Landscape
Cheyne Solesbee	Yellowstone Landscape
Tracey Zaher	Charles Aquatics
Jason Eckert	Charles Aquatics

FIRST ORDER OF BUSINESS

Call to Order

Ms. Gallagher called the meeting to order at 3:42 p.m. and read roll call.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

There were no audience members.

THIRD ORDER OF BUSINESS

**Consideration of the Minutes of the Board
of Supervisors' Special Meeting held
September 7, 2016**

On a motion by Mr. Crapps, seconded by Mr. Romero, with all in favor, the Board approved the minutes of the Board of Supervisors' special meeting held September 7, 2016 for Glen St. Johns Community Development District.

FOURTH ORDER OF BUSINESS

**Ratification of the Operation and
Maintenance Expenditures for August
2016, September 2016 and October 2016**

On a motion by Mr. Crapps, seconded by Mr. Reese, with all in favor, the Board ratified the operation and maintenance expenditures for August 2016 in the amount of \$30,322.28, September 2016 in the amount of \$33,628.83 and October 2016 in the amount of \$25,806.55 for Glen St. Johns Community Development District.

FIFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Ms. Buchanan updated the Board regarding the FDOT acquisition noting FDOT was attempting to complete the acquisition prior to the end of the calendar year. The Board authorized the Chairman to work with District Counsel to execute any required documents on behalf of the CDD for acquisition.

On a motion by Mr. Crapps, seconded by Mr. Reese, with all in favor, the Board authorized the Chairman to work with District Counsel to execute any required documents on behalf of the CDD for the FDOT acquisition for Glen St. Johns Community Development District.

B. District Engineer

Not Present.

C. Landscape Report

Mr. Nunamaker reviewed his landscape report under Tab 3.

D. Amenity Manager Report

Mr. Fagan introduced Kyle Nelson as the new Amenity Manager at Glen St. Johns.

E. District Manager

i.) Discussion Regarding Amenity Center Events

Ms. Gallagher reviewed a request from a resident to put on a free child ID event at the amenity center as a service his employer provides. The Board declined to move forward with this individual request but did authorize the HOA Social Committee event for December 2, 2016 to take place in conjunction with the food truck event since there were no additional mobile food vendors involved.

ii.) Charles Aquatics Service Report, October 26, 2016

Representatives from Charles Aquatics were present to answer any questions regarding their report or pond conditions.

SIXTH ORDER OF BUSINESS

Consideration of Landscape Proposals

The Board approved the fall pine straw proposal for the amenity center in the amount of \$1,500 to be completed by December 1, 2016 as well as tree removal proposal from hurricane Matthew damage in the amount of \$1,866.67 by Yellowstone.

On a motion by Mr. Crapps, seconded by Mr. Reese, with all in favor, the Board approved the fall pine straw proposal for the amenity center in the amount of \$1,500 to be completed by December 1, 2016 as well as tree removal proposal from hurricane Matthew damage in the amount of \$1,866.67 by Yellowstone Landscape for Glen St. Johns Community Development District.

SEVENTH ORDER OF BUSINESS

Consideration of Bike Rack Proposals

The Board reviewed four different options for bike racks with Mr. Nelson. The Board selected the single side rack option with a 10 x10 concrete pad at a cost of \$1,939.07 to be installed on CDD property along Cooper Bay.

On a motion by Mr. Crapps, seconded by Mr. Reese, with all in favor, The Board selected the single side rack option with a 10 x10 concrete pad at a cost of \$1,939.07 to be installed on CDD property along Cooper Bay for Glen St. Johns Community Development District.

EIGHTH ORDER OF BUSINESS

Considerations Charles Aquatics Renewal Agreement for Pond Maintenance

The Board approved the renewal for Charles Aquatics through September 20, 2017 at a monthly amount of \$495.00 for the service of nine ponds. They also authorized the chairman to add Pond 10, when it becomes ready for maintenance, through the district in the new year.

On a motion by Mr. Crapps, seconded by Mr. Reese, with all in favor, the Board approved the renewal for Charles Aquatics through September 20, 2017 at a monthly amount of \$495.00 for the service of nine ponds. They also authorized the chairman to add Pond 10, when it becomes ready for maintenance, through the district in the new year for Glen St. Johns Community Development District.

NINTH ORDER OF BUSINESS

**Consideration of Air Conditioning
Proposals for Preventative Maintenance**

The Board considered two proposals for air conditioning preventative maintenance. They selected the proposal from Howard Services at a cost of \$149.00 per year or \$74.50 per paid inspection.

On a motion by Mr. Crapps, seconded by Mr. Romero, with all in favor, the Board approved the proposal from Howard Services at a cost of \$149.00 per year or \$74.50 per paid inspection for Glen St. Johns Community Development District.

TENTH ORDER OF BUSINESS

**Consideration of Resolution 2017-01,
ReDesignating a Treasurer**

On a motion by Mr. Reese, seconded by Mr. Crapps, with all in favor, the Board adopted Resolution 2017-01, ReDesignating a Treasurer for Glen St. Johns Community Development District.

ELEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2017-02,
Prompt Payment Policies**

Ms. Buchanan reviewed Resolution 2017-02.

On a motion by Mr. Crapps, seconded by Mr. Romero, with all in favor, the Board adopted Resolution 2017-02, Prompt Payment Policies, for Glen St. Johns Community Development District.

TWELFTH ORDER OF BUSINESS

**Consideration of Resolution 2017-03,
Regarding Service Animal Policies**

Ms. Buchanan reviewed Resolution 2017-03.

On a Motion by Mr. Crapps, seconded by Mr. Romero, with all in favor, the Board adopted Resolution 2017-03, Regarding Service Animal Policies for Glen St. Johns Community Development District.

THIRTEENTH ORDER OF BUSINESS

**Ratification of District Fiscal Year
2016/2017 Insurance Policy**

The Board ratified Chairman's approval of Egis Insurance Proposal for Fiscal Year 2016/2017 in the amount of \$10,872.00.

On a motion by Mr. Reese, seconded by Mr. Romero, with all in favor, the Board ratified Chairman's approval of Egis Insurance Proposal for Fiscal Year 2016/2017 in the amount of \$10,872.00 for Glen St. Johns Community Development District.

FOURTEENTH ORDER OF BUSINESS

**Ratification of Agreement with LLS Tax
Solutions, Inc.**

The Board ratified the agreement with LLS Tax Solutions for arbitrage reports.

On a motion by Mr. Crapps, seconded by Mr. Romero, with all in favor, the Board ratified the agreement with LLS Tax Solutions for arbitrage reports for Glen St. Johns Community Development District.

FIFTEENTH ORDER OF BUSINESS

**Audience Comments and
Supervisor Requests**

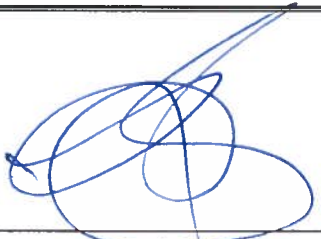
An audience member had questions about dedicating CDD property.
An audience member had a question about additional gym equipment.

Supervisor Reese had a question regarding sidewalks.

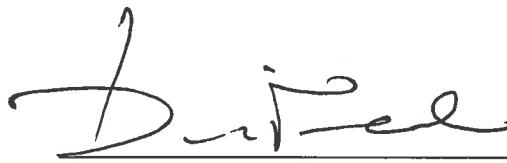
SIXTEENTH ORDER OF BUSINESS

Adjournment

On a motion by Mr. Reese, seconded by Mr. Romero, with all in favor, the Board adjourned the Board of Supervisors' Meeting at 5:11 p.m. for Glen St. Johns Community Development District.



Secretary/Assistant Secretary



Chairman/Vice Chairman