

MINUTES OF MEETING  
MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Middle Village Community Development District was held on Monday, September 10, 2018 at 2:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

Present and constituting a quorum were:

Rocky Morris	Chairman
Michael Steiner	Supervisor
Rod Swartz	Supervisor
Shawn Vick	Supervisor
Mike Reynolds	Supervisor

Also present were:

Jim Perry	District Manager
Jason Walters	District Counsel
Jay Soriano	GMS Operations Manager

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Perry called the meeting to order.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There were no audience members in attendance.

**THIRD ORDER OF BUSINESS**

**Approval of Consent Agenda**

- A. Approval of the Minutes of the August 20, 2018 Board of Supervisors Meeting and August 13, 2018 Joint Committee Meeting
- B. Financial Statements
- C. Assessment Receipt Schedule
- D. Check Register

On MOTION by Mr. Morris seconded by Mr. Swartz with all in favor the consent agenda was approved.
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**FOURTH ORDER OF BUSINESS**

**Acceptance of the Engagement Letter with  
Grau & Associates for FY 2018 Audit  
Services**



maintenance to the site for about \$1,350. We have to do this throughout the state for all districts and I think we talked about it a little bit in previous meetings. We do have some breathing room as far as time goes but we want to get this started. There has been some litigation in the state already filed against districts in regards to this and hopefully when we're said and done with this the website won't be dramatically different from what it is now but there will be changes to it obviously. As for old records, we're going to be looking to do the statutory minimum requirements so if our requirements are to have two years of audited financial statements, we won't have ten years worth, we will just have those two and things of that nature.

Mr. Steiner asked what's proposed is simply to bring it up to ADA and State requirements? Do we have other services that provide the website itself? In other words if things are added to the website.

Mr. Perry responded yes.

Mr. Steiner asked so this is simply to handle the ADA conversion?

Mr. Perry responded yes.

Mr. Soriano stated this is only going to be for the official district site, not the Oakleaf resident's site. We're waiting for that portion.

Mr. Perry stated there might be other options for that because obviously there are a lot of districts that have the same customer oriented base that's different than the official district website. That's still to be determined.

On MOTION by Mr. Swartz seconded by Mr. Morris with all in favor the proposal from VGlobalTech was approved.

**SEVENTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

Mr. Steiner asked have you made any headway on the special entity down here? I know there were some issues with getting approval for the change in density.

Mr. Walters responded from our perspective we've done everything we're required to in the agreement and they have done everything they're required to. They sent me the

certificate of title so they have taken formal title to that. We have the true-up agreement, if you recall approving that six or seven months ago, so we will be levying assessments on that property in accordance with that agreement, which is currently 55 single-family units. They haven't come back to us in terms of here's a proposed plat with a different lot make up but I anticipate as they get their approval set and their development plans finalized they will come to us at some point and say this is the final product and we will make adjustments accordingly but for this fiscal year it will be in accordance with that true-up agreement.

**B. District Engineer**

There being none, the next item followed.

**C. District Manager**

1. **Consideration of Work Authorization #1 for Onsite Management and Maintenance Contract Administration for FY19**
2. **Consideration of Work Authorization #2 for General Maintenance Services for FY19**
3. **Consideration of Work Authorization #3 for Aquatic and Athletic Manager Staff for FY19**
4. **Consideration of Work Authorization #4 for Professional Tennis Services for FY19**

Mr. Perry stated these are the standard work authorizations we do each year after the budget has been adopted. There have not been any changes to work authorization numbers two, three or four. Number one was changed for some additional charges related to oversight of the aquatic staffing. Number one is a shared agreement with your sister district. All of the amounts are reflected in the budget that was adopted.

On MOTION by Mr. Morris seconded by Mr. Swartz with all in favor GMS Work Authorization Numbers 1-4 were approved.
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**D. Operations Manager – Report**

Mr. Soriano stated you have some upcoming events. This is typically when the District starts having more of the community-sponsored events. We have Fall Campout, which will occur in September. We've also taken over the garage sale from the Double Nickel club. That is something that occurs on both sides of Oakleaf and that is set for October 13<sup>th</sup>. This year we have the Pumpkin Plunge. If you remember the last few years the way we've worked is we have that very large Halloween party that we throw over at your sister district. It is very costly but everybody enjoys it and we've been doing it since year one. I got to the point that I

alternated with the Pumpkin Plunge where we give everybody free pumpkins to jump in the pool and swim around and it's kind of like a giant bobbing for apples. Everybody enjoys it but it's a quick easy event and it's good for the staff. Residents have asked us to do both but I've alternated every other year where one year we do the party and one year we do the Pumpkin Plunge. I will put these dates on the website and we also have an email to send out for this month that will address everything all the way up to Cocoa with Clause which is in December, plus some of the outside events that are not really ours like the Fall Expo which occurs on the 15<sup>th</sup> of September. Because it occurs here everybody looks at it like it's ours. They want to know about it so we try to help out but we remind everyone that it is not a district event.

Mr. Morris asked is that the event that is being advertised on that sign at the front of the community in phase one?

Mr. Soriano stated we do put it on the marquees and I'll include it in the emails.

Mr. Morris stated it's a separate sign that I saw this morning.

Mr. Soriano stated I may have to get on them. They're not supposed to put any signs out. They still have to follow all of the same rules that we expect our residents to follow.

Mr. Morris stated it's actually closer to Publix.

Mr. Soriano stated they will put them out there early. Jacksonville has the same rules that Clay County has. You'll see their public works department come out maybe once every other month or three months cleaning up the area and pulling up signs. Clay County Public Works takes that a little more serious.

We are on that limited schedule for the pool and aquatics so during the week now the pools are open but it's mostly pool monitors so we've cut out the slides to where that's only a Friday, Saturday Sunday thing. If you've been to the pools you'll see it's just fit for what's needed because there's really not that many people out at either of the pools. We have a few more weeks of that and then after the second weekend of October we shut everything down where the only thing that's left is the heated adult-only pool on your side. Next month I will bring a schedule to you. I'm looking at usage. For that heated pool we've kind of played it by ear with the weather, however it makes it very hard to plan and budget correctly. Last year we kept it open as long as we could and we ended up shutting down for three weeks. Those new heaters cost us \$26,000 worth of gas last year so well over our budget. Usage-wise I don't think it's worth it but we've told residents we will try to keep it open as long as possible. I

think if we put a steady schedule in place it would be a little easier for residents to understand rather than waiting for an email to tell them if we're shut down.

Our usage has started to drop down so last month we had about 13,000 check-in between the pools, basketball courts, tennis courts and the fitness facilities. Because of that alternating schedule and that pool usage dropping the way it has this number goes down greatly this time of year to where we will get down to about six or seven thousand in the off season. We are still pretty high on printing cards. I've warned you before that one of the things we have to budget for every year is all of the free cards and how many we print off during the summer. Typically in off-season we would see any where from 100 to 200 so it is starting to make it's way down. You will see 343 for both districts so it's still kind of high but we are still getting a lot of new families moving in and you'll see that especially here on your side because of the apartment buildings that are getting finished up.

The only other thing I had was tentative dates that I will send out by email. We have to finish the steps for the RFP. After that's finalized we will send out dates for restarting the process to try to get everything done. Whether it's November or December, it will be based on timing. We still have to give notice and 30-days from notice so I'm limited on how fast I can do the RFP but I'll try to do it as quick as possible.

Mr. Swartz asked how is our elevator repair going?

Mr. Soriano responded the elevators are done. They were opened back up the day of our meeting last month and we haven't had any issues. They came back a couple times that week just to check and take readings from the board to make sure it wasn't recording any odd logs but everything has been great. Now I'm just trying to get our money back and that may take a few months.

**NINTH ORDER OF BUSINESS**

**Audience    Comments    /    Supervisors'  
Requests**

There being none, the next item followed.

**TENTH ORDER OF BUSINESS**

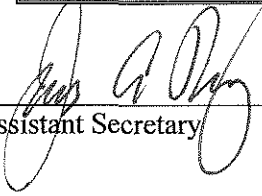
**Next Scheduled Meeting – October 15, 2018  
at 2:00 p.m. at the Plantation Oaks  
Amenity Center**

Mr. Perry stated our next regular meeting is going to be October 15<sup>th</sup> at 2:00.

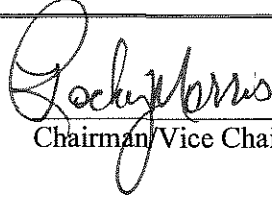
**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Morris seconded by Mr. Swartz with all in favor the meeting was adjourned.



Secretary/Assistant Secretary



Chairman/Vice Chairman