

**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 Monday, **October 9, 2023** 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:

Michael Steiner	Chairman
Sherrie Mifsud	Vice Chair
Julie Arnau	Assistant Secretary
Jonel Hicks	Assistant Secretary
Shawn Bland	Assistant Secretary

Also present were:

Marilee Giles	District Manager
Mike Eckert	District Counsel
Jay Soriano	Field Operations Manager
Chalon Suchsland	VerdeGo
Zach McGee	S3 Security

FIRST ORDER OF BUSINESS

Roll Call

Ms. Giles called the meeting to order at 2:00 p.m.

SECOND ORDER OF BUSINESS

Audience Comments

There being no audience members present, the next item followed.

THIRD ORDER OF BUSINESS

Approval of the Consent Agenda

- A. Minutes of the September 11, 2023 Board of Supervisors Meeting**
- B. Financial Statements**
- C. Assessment Receipts Schedule**
- D. Check Register**

Ms. Giles stated included in your agenda package are the minutes of the September 11th meeting.

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On MOTION by Chairman Steiner seconded by Mr. Bland with all in favor the minutes of the September 11, 2023 meeting were approved.

Ms. Giles stated next are your financial statements as of August 31, 2023, followed by the assessment receipts schedule showing the District is 100% collected, and a summary of your check register totaling \$274,381.31. The check register is a little higher because the insurance payment has come out for EGIS.

Mr. Hicks joined the meeting at this time.

Ms. Arnau stated there is a refund request on page 94 that comes out to be \$600, but on the check register it looks like you refunded \$700.

Ms. Giles stated I caught that when I signed the check, and they amended this one. I'll send the email to you.

On MOTION by Chairman Steiner seconded by Ms. Arnau with all in favor the check register was approved.

FOURTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Eckert stated we have not received the agreement back from the church yet for the maintenance they asked for. Jay has had contact with them recently and they said they've just been busy and will get to signing that. I sent a copy of the easement that Clay Electric requested we provide over the portion of Plantation Oaks Boulevard to the County Attorney because this is the parcel we may want to give to the County, and we didn't want to encumber it by an easement that the County would object to. The County Attorney is going to look at that and send me comments or send me a version of an easement with Clay Electric that they would approve, and we will send that back to Clay Electric. The third update is I sent a letter to the Clay County Attorney requesting the County take ownership of that portion of Plantation Oaks Boulevard that was deeded to us. I have not heard back other than an informal conversation. Before I sent the letter she was not opposed and the County didn't seem opposed to dealing with that, they just wanted some sort of assurance that we were going to keep doing the maintenance we were doing already, which is just that enhanced landscaping in that median in front of the parcel. We don't have an obligation to, but I think that is the intent to make sure the neighborhood looks good.

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B. District Engineer

There being nothing to report, the next item followed.

C. District Manager

There being nothing to report, the next item followed.

D. Operations Manager

1. Memorandum

2. Update on Open Items (Gates, Nature Walk Repair, Treadmills)

Mr. Soriano stated before my report, I dropped off work authorizations. I said the work authorizations matched the budget, but I guess we didn't really look at the numbers. The amount you went over last month was actually last year's budget number. Those are the correct amounts. At the top of the one we signed last month you'll see the annual percent. The annual personnel cost was \$79,777. That was last year's budgeted amount. This matches what we approved for this year's budgeted amount. Because there is a difference, I wanted to bring this back to make sure everybody felt comfortable.

Mr. Bland asked was the maintenance still the same?

Mr. Soriano responded everything is still the same, it's the amount that we're paying to RMS that changed.

On MOTION by Chairman Steiner seconded by Ms. Mifsud with all in favor the revised Work Authorization #3 with GMS was approved.

Mr. Soriano stated for work authorization #1, the number for Double Branch was incorrect too, but they also had a supervisor request some updating to the job descriptions. If you remember, the first one you guys saw had a job description for me and that's it. There are five other people involved, so they did ask to put that in there. There are pages now of job descriptions for myself, for Wanda McReynolds who does your amenity rentals, Susie Raab who does the aquatics, Andrew who is part of tennis, so he was already spelled out in the work authorization you just approved, and we also have Kristina Tolzman who handles the staffing at the fitness center, and then Lisa Carter who is my office assistant.

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Chairman Steiner asked do we need add this to ours?

Mr. Eckert responded it's up to the Board. It's the same scope that's been performed for years, it's just a little bit more detail.

Mr. Soriano stated if we want to vote again, it could be signed again since we're changing the pages. This is for Double Branch and Middle Village together. The mistake was on Double Branch's number, but all this wording was added.

Chairman Steiner stated that's what I was thinking is it's shared and rather than having where Double Branch approved it, but we haven't yet.

Mr. Eckert stated there's no harm in approving it by motion.

On MOTION by Chairman Steiner seconded by Ms. Mifsud with all in favor the revised scope of services for Work Authorization #1 with GMS was approved.

Chairman Steiner asked is it possible to get a copy of this sent out to our Board?

Mr. Soriano responded yes. Moving on to my report, our pools are now closed for general use. Most of the time it starts to get cold right now. We've had some good weather, but one or two nights have cooled the pool down drastically so there is about a 10 degree drop this week compared to a couple weeks ago, so usually this is good timing. Every once in a while in October we will still have 90+ degree days, but most of the time there's not anybody out here so it's almost a waste to have staffing. When we shut down for the general resident usage that's concerning kids because we don't have lifeguards, so that's where we get into use at your own risk and adults only. We will start to test the heaters this month and by November we turn them on usually right around Thanksgiving week. By December we start using the covers. A few years ago, it worked out pretty well that when we start getting 40-degree days, which is January and February, we close down. Usually, I bring it to you at the January meeting to make sure everybody feels comfortable with closing down. We close down for about a month and then Spring Break is when we open back up and the covers and heaters come back off.

Mr. Hicks asked is the use at your own risk for both pools or the one in the back?

Mr. Soriano responded this pool shuts down and it's just that pool back there. It's an adult only pool. The biggest part is we cannot have children in the pool because there are no lifeguards. We have a lot of events for the kids in the off season and some will be coming up

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here soon. We have our movies moving to the green over at Double Branch and that is pretty much monthly until we get to January and February. We cut those out a few years ago because it can be so cold, and nobody shows up. A lot of times the food trucks will even ask to take the month off because there's not enough usage. We have the Pumpkin Plunge coming up on the 20th. You can see our list of events that come up in November. This is the time of year that we have a lot more of the CDD-run community events. The next one that is here though won't occur until December for Cocoa with Claus.

Vice Chair Mifsud asked is the garage sale in October or November?

Mr. Soriano responded it's in November this year. Generally, the garage sale happens in October. I think the only reason we moved in was because of those two events that are going on. The movie on the green and the Pumpkin Plunge are back-to-back and then soccer and I-9 are having a lot of events too. We try to coordinate a little bit with everybody so we're not increasing traffic so much. It does make a difference, especially on your sister district's side because of where people park and get out and walk around.

Ms. Arnau asked do you know which weekend that is?

Mr. Soriano responded I believe it's the 11th. I will double check. Because of the Pumpkin Plunge registration, I have to send out we will put that up on the website. It's still quite a few weeks away, but we try to get those things out there about a month at a time. Once we send that out, that's when I start getting questions from some of the HOAs because the HOAs will open up their gates if they have them.

Mr. Hicks asked is there a list of upcoming events on the website?

Mr. Soriano responded when you go to the first page you'll see this next month's events, so you'll see the movie, but I don't have those other things on there. Once I get through with Double Branch, I'll load the registration and things like that for people to download. Then we send it out by email and all it does is link back to the website. Moving on, I do have some updates for you. We did get our treadmills right after the last meeting. About a week into it after install we had a problem with the two old ones. I haven't had any complaints because everybody wants to be on the two new ones anyway, but I am waiting for Southeast to come fix those. One of them we were able to reset, but I have concerns with that. Everybody knows the reason we got the new treadmills is because of the safety issues, so I don't want it running until it's been checked out. If you've been down there you'll notice it does make the area a little more crowded.

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We had to move quite a bit of the machinery around to make sure we had enough space for everything. Once Southeast finishes those two, we will have four treadmills. To update you on the fence work, we're pretty much ready but we are waiting for the sidewalks. That was a request to make sure we have sidewalks back there before we lock everything down. We've been informing everybody so once the sidewalk is in, by the next meeting I'm sure we will deal with one or two people who don't like the locked gates. We have signage in places reminded people they will have to check in properly at the front. If you've been back there, they have been torn out for forming the sidewalk. It's just due to the rain in the last couple of weeks they couldn't get out here. The one back here for access to walk around instead of having to walk all the way back up, and then the tennis sidewalk too. That one ended up being a lot more work than we thought. The original sidewalk that was back there, we've been working on sections of it and doing a lot of concrete work ourselves. We got to the oldest spot, which is down here by the pond and it ended up being completely different. It was actually pylons that go down into the ground. I don't know if it was because it was next to the pond and they had concerns, but he had to do a lot more demo work for that. Hopefully he will be able to finish that up in the next couple of weeks if the weather is good and then we can lock down the fences. We may be lenient. I was thinking of locking it down during the week and leaving it open the first couple of weekends so people understand the weekends can be a little more hectic. That's where parents will forget when they're out here for football and things like that and need to get up here to go to the bathroom, but they didn't bring their card. We see that all the time over at the other side for soccer. It's usually staff running to open the bathroom or something like that, so the first couple of weekends we may be lenient to try to get everybody to understand that you have to bring your card and you have to check in to be able to access the facilities. Just to give you a quick update on the boardwalk, we were able to settle on a vendor. We worked out a deal where the vendor is going to take care of all of the labor themselves and we as the District are going to purchase the supplies, which helps keep costs really low. If all works out, we will be closer to around \$30,000 to \$35,000, so under that not to exceed amount. My concern as we're going through the agreements is this is a small mom and pop company, so going through that agreement has been tougher. We did just finalize everything by making sure we had all the paperwork, insurance and registration for the company in place before they could start just in case there are any issues. If you recall, we did almost have issues with our fence company, which is one of the larger fence

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companies, so it could happen at any time, but we do want to cover ourselves before we start spending a big chunk of money like that. I gave them a start time of November 1st. If they can start earlier, great, but the contract starts November 1st and they have 30 days to finish that. They can extend that per the contract if they say have a setback because of staffing or somebody hurts themselves or whatever, as long as we know what is going on, but the plan is for 30 days from the start date.

Vice Chair Mifsud stated I saw concerns from a resident this week on the boardwalk. Did you get the message?

Mr. Soriano responded yes. We had this on the gazebo when we first started. It wasn't as prominent though. This is composite wood, so it's plastic and that plastic heats up and it expands, and contracts and it can actually twist that screw and the screw will come up. When we first did the gazebo, we had to go out and sink some of them back in. These things are sticking up about a quarter inch it looks like from the pictures. It almost looks like somebody went out there and unscrewed them. You do have to pay attention and look down. It's big enough you could catch your foot on it. The guys will go out there and screw them back down. It's on the newer section too. When we put most of those in it was 100+ degrees out, so as that stuff shrinks and changes shapes it will move the screws and we have to go back out there. I thanked her for letting me know about it and sent the guys out. They are already going out there on a regular basis.

Mr. Bland asked how big are the screws?

Mr. Soriano responded three-inch in the composite boards. The old style is kind of like a 2x4, so it's an inch and three quarters. These are much smaller, they're only about an inch. That screw sticks far down into the old wood.

Vice Chair Mifsud asked so the new company will come in with the materials we've already provided and will be aware of the issues?

Mr. Soriano responded yes; they will do the same kind of thing. There's not much we have to worry about with decking, but we do put in a two-year workmanship warranty for all our services. Sometimes people will argue that. It is expected for at least one year, but we do have that. Something like that I would just call them back out, but I'm thinking with the time of the year we won't have as much of a problem. By the time we get to next summer I'm thinking they will be pretty well sunken in and won't move. Just to let you know the first four courts are

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finished, so we have the tennis surfacing project that was done so it's an all new surface. We have the other four we talked about doing in December or January, so I'll bring that back to you probably next month.

Mr. Bland asked how long should that last?

Mr. Soriano responded we had to constantly throw clay on the courts. You do lose it from wind blowing it away and you get some runoff when it rains, but the problem is as they get older, you may be throwing a whole pallet of clay on almost every month so the idea is now I might see one this whole season. That is the hope. If there's a ton of people out there, then you're going to use a lot more clay. That's more of a good problem if it's actually getting usage for what we're spending. These courts are now 18 or 19 years old. The provider of the clay says every seven years you should be looking to resurface, so we've gone well beyond that time.

Chairman Steiner asked have we gotten a date for repairing where they tore the gate off?

Mr. Soriano responded no. We had some vandalism on the gate on the outside. I had to have a welder come in and look at it. They pulled on the gate and ripped the hinge out. These are big gates. This hole is a good inch or inch and a half and it's going to have to have some material put back so it can grab onto something, so I do need a mobile welder and it's a little different because they're not steel, they're aluminum. A lot of welders don't like messing with aluminum, so I have a specialty issue there. It will lock, but it won't open. We had it propped open and that's what happened. They pulled it off while it was propped open. When we lock it down it will stay in place, it's just the hinge won't work so to get back to that point, I need it repaired.

Chairman Steiner stated on the walkway, right now it just comes in as a straight connection to the sidewalk and if you go out there and look it's almost a little out of place. It's narrower and that's fine, but I asked Jay to look at adding in curves so the sidewalk blends into the existing sidewalk like we do with the other joints where the walkway is. I just thought it would look a little better. Jay was going to check with the mason about getting that done. That may add to the cost slightly, but it shouldn't be very much.

Mr. Soriano stated he gave us a good deal. For all the concrete it was only around \$5,500. You really don't have any straight sidewalks other than right up here in front of the building. Everything does have curves. We had talked about curving the sidewalk at one point, but right now it's just straight across, so these will make it blend in a little better. I didn't see it being a huge expense.

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Mr. Bland asked were you able to get a pump for that fountain?

Mr. Soriano responded I had to special order a chlorinator because pretty much everything out there is made for even small backyard pools and it would be overkill, so I ordered a tiny one and once it comes in it should be easy to put in.

Ms. Giles asked as far as treadmills, would you like that to stay on the agenda?

Chairman Steiner responded the two new ones are up and operational. The two older ones are scheduled for repair. At this point in time, I don't see a need in going further with it unless we drop back down to one available and I'm hoping we shouldn't see that. At this point in time, I think we've responded to the issue.

Mr. Soriano stated yes, that is a normal repair even if it is two of them. Eventually these will have problems too. If you recall, we did pay for an extended three-year warranty, so at least not for three years and if it does happen, it's free. The nice part is, I do have that third treadmill so parts and things like that will be used off of that. We had a brand-new incline motor put on that treadmill last November or December, so there are parts on it that will be quite useful.

Ms. Giles stated Ms. Arnau, I forwarded the email to you with the correction. I'll make sure that corrected document gets in the record of proceedings.

FIFTH ORDER OF BUSINESS

Audience Comments / Supervisors' Requests

There being none, the next item followed.

SIXTH ORDER OF BUSINESS

Next Scheduled Meeting – November 13, 2023 @ 2:00 p.m. at the Plantation Oaks Amenity Center

Ms. Giles stated the next meeting is scheduled for November 13, 2023 in the same location at 2:00 p.m.

SEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Bland seconded by Mr. Hicks with all in favor the meeting was adjourned.

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DocuSigned by:
Marilee Giles
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Secretary/Assistant Secretary

DocuSigned by:
Michael Steiner
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Chairman/Vice Chairman