

1 **MINUTES OF MEETING**

2 **AVALON GROVES**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the Avalon Groves Community
5 Development District was held on Thursday, August 28, 2023 at 1:03 p.m., at the Serenoa Club
6 Amenity Center, 17555 Sawgrass Bay Blvd., Clermont, Florida 34714.

7 **FIRST ORDER OF BUSINESS – Call To Order**

8 Mr. Darin called the meeting to order and conducted roll call.

9 Present and constituting a quorum were:

10 Candice Smith (S5) (<i>via phone</i>)	Board Supervisor, Chair
11 <i>– joined in progress)</i>	
12 William Tyler Flint (S4)	Board Supervisor, Vice Chair
13 Bill Fife (S1)	Board Supervisor, Assistant Secretary
14 Michael Aube (S3)	Board Supervisor, Assistant Secretary

15 Also present were:

16 Kyle Darin	District Manager, Vesta District Services
17 Logan Muether	Senior Financial Analyst, Vesta District Services
18 Jere Earlywine	District Counsel, Kutak Rock LLP
19 Greg Woodcock (<i>via phone</i>)	District Engineer, Stantec
20 Dana Bryant	Account Manager, Yellowstone Landscape
21 Lee Smith	Account Manager, Steadfast Environmental
22 Zarilyann Lorenzo	Evergreen Lifestyes Management (Serenoa POA)
23 Thomas Prince	Leland Management (Palms at Serenoa HOA)

24 *The following is a summary of the actions taken at the August 28, 2023 Avalon Groves CDD*
25 *Board of Supervisors Regular Meeting.*

26 **SECOND ORDER OF BUSINESS – Audience Comments**

27 (*limited to 3 minutes per individual for agenda items*)

28 A comment was heard on easement issues in Palms of Serenoa and the use of private
29 property by vendors. The updated maintenance map which includes locations of the
30 access easements will be provided to the vendors. Another comment was heard regarding
31 weeds along fence behind 2494 Alligator Flag Ct. The landscape vendor will be
32 provided the address to review.

33 **THIRD ORDER OF BUSINESS – Staff Reports**

34 A. District Counsel – *Jere Earlywine, Kutak Rock*

35 1. Update on Acquisitions, Conveyances, and Agreements

36 All the real estate work was approved at the last meeting for the
37 connection at the end of Sawgrass Bay Blvd and most of the Sanctuary-
38 Sawgrass commercial intersection documentation, as far as the District is
39 concerned, is done, even though construction is ongoing.

40 a. Edgemont

41 The DR Horton plat was approved; documentation was circulated
42 late.

43 On a MOTION by Mr. Flint, SECONDED by Mr. Aube, with Mr. Fife opposed, the Board
44 tabled the review of the Edgemont documentation until the September meeting, for the Avalon
45 Groves Community Development District.

46 B. District Engineer – *Greg Woodcock, Stantec*

47 1. Exhibit 1: Discussion on Pond Report Recommendations for Erosion
48 Control Around Pond Drainage Structures – *Previously Presented*

49 No issues were found with the control structure or low water levels in
50 ponds 19 and 16. Water levels are considered normal for this time of year.
51 The report noted some issues with turbidity barriers from the original
52 construction that have not been removed and some mitered-in sections that
53 were starting to get undermined and some minor erosion areas due to lack
54 of turf. Pricing has been requested of a couple of contractors, and any
55 references for civil-type contractors in the area who deal with erosion
56 were requested so the report could be forwarded to them for proposals.
57 For the missing turf areas, a proposal can be solicited from the landscape
58 vendor.

59 The ownership and maintenance map draft will be added to next month's
60 agenda for approval.

61 C. District Manager – *Kyle Darin, Vesta District Services*

62 1. Exhibit 2: Aquatic Maintenance Report – *Steadfast Environmental*

63 There being no questions or concerns on ponds, the next item followed.

64 2. Landscape Maintenance Report – *Dana Bryant, Yellowstone*

65 There is no water on the inbound side up to village 1 due to the
66 construction. From village 1 to the apartments is good, but beyond the
67 apartments the irrigation has been destroyed due to construction.

68 The entrances to Village Two, Village Three and one entrance of Village
69 One have been refurbished. A report on the trees at the ponds will be
70 forwarded to the District Manager for inclusion in the next agenda.

71 Palmettos between sidewalk and road are causing line of sight difficulties
72 for vehicles coming out of the clubhouse. A proposal will be presented for
73 the removal of the palmettos at the clubhouse and a second location near
74 the Palms of Serenoa.

75 Landscape vendors do not maintain behind private fences due to liability
76 issues.

77 Conservation areas are not maintained by the CDD. If there are trees that
78 appear to be a liability, residents may send a photo and location
79 information to the District Manager for review. A special permit may be

80 required to address potentially hazardous trees. Mr. Earlywine stated that
81 this would be a policy decision, as removing trees and obtaining a permit
82 are expensive.

83 A photo journal risk assessment can be created for the Board to review.

84 On a MOTION by Mr. Aube, SECONDED by Mr. Flint, WITH ALL IN FAVOR, the Board
85 authorized Yellowstone to conduct a risk assessment of the CDD trees that may be at risk of
86 damaging private property, for the Avalon Groves Community Development District.

87 D. Serenoa POA Amenity Manager – *Zayriliann Lorenzo, Evergreen Lifestyles*
88 *Management*

89 Ms. Lorenzo introduced herself to the Board as the temporary CAM for the
90 Serenoa community while the HOA Board looks for another manager.

91 E. Palms at Serenoa HOA Amenity Manager – *Thomas Prince, Leland Management*

92 Mr. Prince provided an update on the HOA projects, and notified the Board that
93 he also was moving to a new position, but requests can still be sent to his email
94 and they will be forwarded to his replacement.

95 **FOURTH ORDER OF BUSINESS – Business Matters**

96 A. Consideration of Landscape Maintenance Vendor

97 1. Exhibit 3: Review of Landscape Maintenance Draft Agreement and Initial
98 Scope of Work

99 Mr. Earlywine reviewed the RFP process, the evaluation criteria and
100 introduced the three vendors who had responded to the RFP.

101 2. Presentation of Landscape Maintenance Proposals – *Under Separate*
102 *Cover*

103 3. Exhibit 4: Evaluation of Landscape Maintenance Vendors

104 Landscape vendors were ranked as follows:

105 Down to Earth: 384.7

106 Universal Landscape Maintenance: 379

107 Yellowstone: 376.93

108 *A recess was taken at 2:06 p.m. The meeting resumed at 2:12 p.m.*

109 On a MOTION by Mr. Aube, SECONDED by Mr. Flint, WITH ALL IN FAVOR, the Board
110 approved the scoring as presented and authorized staff to proceed with negotiations for landscape
111 and irrigation maintenance services beginning October 1, 2023, with Down to Earth, for the
112 Avalon Groves Community Development District.

113 On a MOTION by Mr. Flint, SECONDED by Mr. Aube, WITH ALL IN FAVOR, the Board
114 approved the termination of the landscape and irrigation maintenance agreement with
115 Yellowstone Landscape, effective September 30, 2023, for the Avalon Groves Community
116 Development District.

117 **B. FY 2023-2024 Budget Adoption**

118 1. **FY 2023-2024 Budget Public Hearing**

119 a. Open Public Hearing

120 On a MOTION by Mr. Aube, SECONDED by Mr. Flint, WITH ALL IN FAVOR, the Board
121 approved opening the FY 2023-2024 Budget Public Hearing, for the Avalon Groves Community
122 Development District.

123 b. Exhibit 5: Presentation of FY 2023-2024 Budget

124 The landscape maintenance line item was updated to reflect the
125 new vendor's pricing.

126 District Manager recommended not come off the approved
127 proposed budget due to insurance increases.

128 c. Public Comments

129 Discussion followed comments on the assessment rates, how
130 residents pay assessments, what falls under field contingency and
131 the reserve fund, streetlights, early bond payoff, interest rates on
132 the bond.

133 d. Close Public Hearing

134 On a MOTION by Mr. Fife, SECONDED by Mr. Flint, WITH ALL IN FAVOR, the Board
135 approved closing the FY 2023-2024 Budget Public Hearing, for the Avalon Groves Community
136 Development District.

137 2. Exhibit 6: Consideration and Adoption of **Resolution 2023-14, Adopting**
138 **the Fiscal Year 2023-2024 Budget**

139 Physical Environment: Landscape Maintenance was decreased to
140 \$314,715.00

141 Physical Environment: Landscape Replenishment was increased to
142 \$15,285.00

143 On a MOTION by Mr. Flint, SECONDED by Mr. Fife, WITH ALL IN FAVOR, the Board
144 adopted Resolution 2023-11, Adopting Fiscal Year 2023-2024 Budget as revised, for the Avalon
145 Groves Community Development District.

146 3. **FY 2023-2024 Assessments Public Hearing**

147 a. Open Public Hearing

148 On a MOTION by Mr. Fife, SECONDED by Mr. Aube, WITH ALL IN FAVOR, the Board
149 approved opening the FY 2023-2024 Assessment Public Hearing, for the Avalon Groves
150 Community Development District.

151 b. Exhibit 7: Presentation of FY 2023-2024 General Fund
152 Assessment Allocation

153 c. Public Comments

154 A comment was heard on signage for the villages.

155 d. Close Public Hearing

156 On a MOTION by Mr. Fife, SECONDED by Mr. Aube, WITH ALL IN FAVOR, the Board
157 approved closing the FY 2023-2024 Assessment Public Hearing, for the Avalon Groves
158 Community Development District.

159 4. Exhibit 8: Consideration and Adoption of **Resolution 2023-15, Providing**
160 **for the Collection and Enforcement of Special Assessments for Fiscal**
161 **Year 2023-2024**

162 On a MOTION by Mr. Fife, SECONDED by Mr. Flint, WITH ALL IN FAVOR, the Board
163 adopted Resolution 2023-15, Providing for the Collection and Enforcement of Special
164 Assessments for Fiscal year 2023-2024, for the Avalon Groves Community Development
165 District.

166 **FIFTH ORDER OF BUSINESS – Consent Agenda**

167 A. Exhibit 9: Consideration and Approval of the Minutes of the Board of Supervisors
168 Regular Meeting Held July 27, 2023

169 Mr. Aube requested the minutes be changed to reflect the need for 7 p.m.
170 meetings in May and August. Mr. Fife requested line 144 be corrected to show
171 Mr. Flint seconded the motion.

172 On a MOTION by Mr. Fife, SECONDED by Mr. Aube, WITH ALL IN FAVOR, the Board
173 approved the Minutes of the Board of Supervisors Regular Meeting held July 27, 2023, as
174 corrected, for the Avalon Groves Community Development District.

175 B. Exhibit 10: Consideration and Acceptance of the June 2023 Unaudited Financial
176 Report

177 On a MOTION by Mr. Aube, SECONDED by Mr. Flint, WITH ALL IN FAVOR, the Board
178 accepted the June 2023 unaudited financial report as presented, for the Avalon Groves
179 Community Development District.

180 **SIXTH ORDER OF BUSINESS – Audience Comments**

181 *(limited to 3 minutes per individual for agenda items)*

182 A comment was heard on the process for determining the budget.

183 **SEVENTH ORDER OF BUSINESS – Supervisors’ Requests**

- 184 • Mowing schedule add to website
- 185 • Reminder to determine maintenance responsibility for the parking lots
- 186 • Update of the chemicals used for pressure washing
- 187 • Timeline on the wildlife signs (10 signs).
- 188 • Schematic of Sanctuary intersection
- 189 • Will new fencing be installed along Passion Flower along Orange County line?
190 Mr. Woodcock will pull the plans and see if there is fencing associated with it.

- 191 • Add field ops photos
- 192 • Obtain monthly reports from new landscape vendor
- 193 • A thorough discussion on Sunshine laws (CDD 101)
- 194 • What amount of detail is required in Minutes
- 195 • Whether Resolutions need to be posted on the website. (Copies of Resolutions
- 196 can be requested as a public record)
- 197 • Add discussion around signage identifying Villages to September agenda.

198 **EIGHTH ORDER OF BUSINESS – Exhibit 11: Action Items Summary**

- 199 • Landscaper to survey CDD areas to identify at-risk trees in danger of affecting
- 200 properties
- 201 • Forward schematics to BOS (JE)
- 202 • Steadfast to look into fountain

203 **NINTH ORDER OF BUSINESS – Next Meeting Quorum Check – September 28, 2023 at 1:00**
204 *p.m. at the Serenoa Club Amenity Center, 17555 Sawgrass Bay Blvd., Clermont, Florida 34714*

205 The following Supervisors confirmed their intent to attend the meeting in person:

206 William Tyler Flint
207 Michael Aube
208 Bill Fife

209 **TENTH ORDER OF BUSINESS – Adjournment**

210 On a MOTION by Mr. Fife, SECONDED by Mr. Flint, WITH ALL IN FAVOR, the Board
211 adjourned the meeting at 3:05 p.m., for the Avalon Groves Community Development District.

212 **Each person who decides to appeal any decision made by the Board with respect to any matter*
213 *considered at the meeting is advised that person may need to ensure that a verbatim record of*
214 *the proceedings is made, including the testimony and evidence upon which such appeal is to be*
215 *based.*

216 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a**
217 **publicly noticed meeting held on September 28, 2023**

218 

219 **Signature**
220 Kyle Darin

221 **Printed Name**

222 **Title:** Secretary Assistant Secretary


Candice Bain (Oct 11, 2023 15:20 EDT)

Signature
Candice Bain

Printed Name

Title: Chair Vice Chair