

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, October 26, 2023 at 10:10 a.m., at the Serenoa
6 Club 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 William Tyler Flint (S4)	Board Supervisor, Vice Chair
11 Bill Fife (S1)	Board Supervisor, Assistant Secretary
12 Michael Aube (S3)	Board Supervisor, Assistant Secretary

13 Also present were:

14 Kyle Darin	District Manager, Vesta District Services
15 Jere Earlywine	District Counsel, Kutak Rock LLP
16 Bennett Davenport (<i>via phone</i>)	Kutak Rock LLP
17 Greg Woodcock (<i>via phone</i>)	District Engineer, Stantec
18 James Kenney	Account Manager, Down To Earth Landscape
19 Pierre Rene	Evergreen Lifestyles Management (Serenoa POA)

20 *The following is a summary of the actions taken at the October 26, 2023 Avalon Groves CDD*
21 *Board of Supervisors Regular Meeting.*

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

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

24 Comments were heard on an update for at-risk tree assessment and public use of
25 easement accesses between and behind homes.

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

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

28 Mr. Earlywine advised the Board of the resignation of Mr. Meath. Mr. Aube
29 nominated Eugene Mastrangeli. Mr. Fife nominated Robert Wolski.

30 On a MOTION by Mr. Aube, SECONDED by Mr. Flint, WITH ALL IN FAVOR, the Board
31 accepted Mr. Meath’s resignation and appointed Mr. Eugene Mastrangeli to Seat 2, for the
32 Avalon Groves Community Development District.

33 Mr. Earlywine advised the Board of Ms. Bain’s resignation.

34 On a MOTION by Mr. Fife, SECONDED by Mr. Aube, WITH ALL IN FAVOR, the Board
35 accepted Ms. Bain’s resignation and appointed Mr. Robert Wolski to Seat 4, for the Avalon
36 Groves Community Development District.

37 Mr. Earlywine provided an overview of Sunshine laws and public records and
38 ethics laws. He advised of a future workshop and mandatory ethics training, and
39 required forms that need to be submitted.

40 Mr. Mastrangeli and Mr. Wolski were sworn in.

41 Mr. Darin outlined the duties of the Chair and Vice Chair. Board consensus was
42 to remove Ms. Bain and Mr. Meath, appoint Mr. Flint as Chair, Mr. Mastrangeli
43 as Vice Chair, add Mr. Wolski as Assistant Secretary, and keep the remaining
44 officers as previously designated.

45 On a MOTION by Mr. Fife, SECONDED by Mr. Flint, WITH ALL IN FAVOR, the Board
46 adopted Resolution 2024-01, Designating the Officers of the District, for the Avalon Groves
47 Community Development District.

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

49 Mr. Woodcock reported that the commercial pond has not been conveyed to the
50 CDD at this time, he will update the Board when he receives further information
51 from SWFWMD on the entity who will be responsible for operation and
52 maintenance. Stantec is working on reviewing phase four.

53 1. Exhibit 1: Consideration and Acceptance of Ownership/Maintenance Map
54 This item was tabled until the November meeting.

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

56 1. Exhibit 2: Field Report – *Vesta District Services*

57 Mr. Darin provided an update on streetlight repairs.

58 2. Exhibit 3: Aquatic Maintenance Report – *Steadfast Environmental*

59 a. Consideration of Outflow Structure Trash Removal Proposal

60 On a MOTION by Mr. Aube, SECONDED by Mr. Flint, WITH ALL IN FAVOR, the Board
61 approved the Steadfast proposal to remove trash from the outflow structure of pond 28, in the
62 amount of \$350, for the Avalon Groves Community Development District.

63 3. Exhibit 4: Landscape Maintenance Report – *Down To Earth Landscape &*
64 *Irrigation*

65 Mr. Kenney discussed irrigation issues with the Board. A proposal was
66 requested for the irrigation wiring at station 2.

67 a. Tree Inventory Update

68 A proposal for \$24,300 to replace the dead trees at two ponds

69 located in Palms at Serenoa was discussed. Board consensus was
70 to investigate the irrigation system in the area before considering
71 the tree replacement proposal.

72 Meters at the Palms need to be conveyed to CDD. Mr. Woodcock
73 will research the as-builts for the pumps and irrigation. The
74 irrigation is generally potable. Some of the irrigation is piped for
75 both potable and reclaimed, but the reclaimed is currently being
76 filled with potable by the County.

77 A written report including pictures will be provided by Down To
78 Earth beginning next week. Discussion on report components,
79 strategic planning, and accessibility of easements followed.

80 Mr. Earlywine added that homeowners should have a license
81 agreement for fence installation on access easements. Mr.
82 Woodcock was asked to report back on a survey of access
83 easements.

84 A proposal was requested for the removal of the palms in the
85 center median at the Palms at Serenoa entrance.

86 D. Serenoa POA Amenity Manager – *Pierre Rene, Evergreen Lifestyles Management*
87 Mr. Rene shared the status of current POA projects.

88 E. Palms at Serenoa HOA Amenity Manager – *Shannon Bernard, Leland*
89 *Management*

90 Mr. Fife provided an update on HOA elections.

91 **FOURTH ORDER OF BUSINESS – Consent Agenda**

92 A. Exhibit 5: Consideration and Approval of the Minutes of the Board of Supervisors
93 Regular Meeting Held September 28, 2023

94 The date on line 25 to be corrected to read September 28, 2023.

95 B. Exhibit 6: Consideration and Acceptance of the September 2023 Unaudited
96 Financial Report

97 On a MOTION by Mr. Fife, SECONDED by Mr. Wolski, WITH ALL IN FAVOR, the Board
98 approved the Consent Agenda – Items A and B, as corrected, for the Avalon Groves Community
99 Development District.

100 **FIFTH ORDER OF BUSINESS – Audience Comments**

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

102 There being none, the next item followed.

103 **SIXTH ORDER OF BUSINESS – Supervisors’ Requests**

104 Mr. Aube noted that the field report is something that’s been worked towards to provide
105 more information to the community. The CDD website (avalongrovescdd.org) has been
106 updated so reports can be submitted to management and trends can be tracked. Mr. Darin

107 added that the best way to tally communications is by directing residents to use the
108 website to submit concerns and questions.

109 Mr. Aube suggested working with the HOA to post a notice on the bulletin boards to
110 direct residents to the CDD website. He'd also like to share CDD updates with the HOA
111 to forward in eblasts to the community.

112 A. Exhibit 7: Review of Governing Policies – Rules of Procedure (Aube)

113 CDD rules are governed by [F.S. 120](#). Policies are adopted by Resolution. Rates
114 are established by a rule. Rules of Procedure are drawn at District establishment
115 and can be periodically reviewed and updated to align with legislation changes.
116 Operational policies governing amenities and infrastructure use are adopted and
117 changed by motion. Rule Development notices and public hearing notices are
118 subject to Statutory requirements. The Rules of Procedure fill in the gaps that the
119 Florida Statutes don't specify. The CDD is not subject to the HOA declarations,
120 it has the authority to adopt its own rules. District Counsel monitors legislation
121 and in the Spring of each year provides a report to apprise Boards of the updates
122 and recommended changes to the rules based on current legislation. Operational
123 rules are adopted through policies, e.g. a fishing policy, a no trespassing policy.
124 Adopting a rule provides for some enforcement ability.

125 B. Exhibit 8: Review of Contract Renewal Dates (Aube)

126 An additional column for when contracts should be considered as an agenda item.
127 Mr. Earlywine recommended May/June as the time to review the contracts that
128 are required to be selected via the Competitive Bid Process so that they can be in
129 place for the June 15 deadline to submit the proposed budget to the governing
130 municipality.

131 C. Discussion on Implementing New Landscape Replenishment/Property Repair and
132 CDD Common Area Usage Policies (Aube)

133 Mr. Aube's concern is remediating damaged CDD property. Mr. Darin explained
134 that the CDD has an obligation to maintain the assets and infrastructure funded
135 with public bonds. The CDD is expected to protect the bondholders and the
136 District's assets. The CDD determines its level of service. The County legislates
137 street trees, but the landscape on District property after conveyance is generally at
138 the Board's discretion (based on available funds).

139 It was suggested that the landscape company be allowed to remove the dead trees
140 for aesthetic purposes and then incorporate funds for tree replacement in future
141 budgets and allow the community to provide feedback on the fund allocation
142 within the budget for tree replacement. Mr. Woodcock will contact Lake County
143 to ascertain any maintenance requirements for trees planted according to the Land
144 Development Code and the reasoning for the tree requirements.

145 D. Discussion on New Construction Impacts (Sanctuary Community, Commercial
146 Parcel, and Sawgrass Bay Blvd Widening) (Aube)

147 Mr. Woodcock explained that a planned development roads are designed and the
148 impacts to the development approved by Lake County based on the build out of

149 each parcel. The access, width and classification of the roads was determined
150 based on a traffic study completed for the community. The Master Plan
151 Development Plan and traffic study would provide information on the anticipated
152 impacts to the community. The main road is owned by the County and if future
153 developments state that a new traffic study is needed then Lake County or the
154 developer would do that at that time. Both vehicular and pedestrian traffic safety
155 would likely be outlined in the study. When Mr. Woodcock contacts the County
156 he will make a request for those. He will also review the placement of the
157 mailboxes and what led to there being no mailboxes in Village 2.

158 Concerns about getting in and out of the villages once Sawgrass Bay Blvd is
159 expanded to four-lane.

160 E. Exhibit 9: Discussion on Vesta Field Services Contract (Aube)

161 F. Exhibit 10: Discussion on Vesta District Management Contract (Aube)

162 These were based on a discussion with Vesta regarding the Field Services
163 Contract. A monthly report will be included with the agenda packet going
164 forward.

165 The management contract is the records and fiduciary side of the District's
166 management. Driving residents to the website for information gathering purposes
167 is encouraged.

168 Signage for Village 1 and 2 were discussed. There are three different types of
169 signage in the community, Mr. Woodcock requested the Board's preference in
170 sign size and style so he can drop it onto an arial view of the area to confirm no
171 line-of-sight issues, etc.

172 In discussing forming a committee for input on the signage, it was pointed out
173 that official committees would be subject to the same Sunshine laws as the Board,
174 requiring notices and minutes, etc.

175 The maintenance map will clarify whether the areas outside the entrances are
176 CDD common areas, and then a further discussion might be useful in requesting
177 the HOA pay for them, or an assessment just on the neighborhood – this will be
178 something to address in the next budget discussion.

179 Mr. Fife asked about wildlife signs being added to the ponds at the Palms. Discussion
180 followed regarding regulations, and Mr. Earlywine will have his team review current
181 legal perspectives on this matter.

182 **EIGHTH ORDER OF BUSINESS – Action Items Summary**

183 District Manager - Set up district emails for all Supervisors – *IT contacted 10/27,*
184 *Forwarding of new email login instructions to Supervisors completed 11/3*

185 DTE to investigate irrigation around ponds related to dead trees

186 **NINTH ORDER OF BUSINESS – Next Meeting Quorum Check:** *November 16, 2023 at 10*
187 *a.m. at Serenoa Club Amenity Center, 17555 Sawgrass Bay Blvd., Clermont, Florida 34714*

188 **TENTH ORDER OF BUSINESS – Adjournment**

189 On a MOTION by Mr. Fife, SECONDED by Mr. Aube, WITH ALL IN FAVOR, the Board
190 adjourned the meeting at 12:21 p.m., for the Avalon Groves Community Development District.

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

195 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a**
196 **publicly noticed meeting held on November 16, 2023.**

197 Kyle T. Darin
198 **Signature**


Signature

199 Kyle Darin
200 **Printed Name**

201 **Title:** **Secretary** **Assistant Secretary**

William Tyler Flint
Printed Name

Title: **Chair** **Vice Chair**