

MINUTES OF MEETING
FALCON TRACE
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Falcon Trace Community Development District was held Wednesday, October 14, 2020 at 6:00 p.m. via Zoom Video Conferencing, pursuant to Executive Orders 20-52, 20-69, 20-112, 20-150, 20-179, 20-193 and 20-246 issued by Governor DeSantis on March 9, 2020, March 20, 2020, April 29, 2020, June 23, 2020, July 30, 2020, August 7, 2020, and September 30, 2020 respectively, and any extensions or supplements thereof, and pursuant to Section 120.54(5)(b)2., *Florida Statutes*.

Present and constituting a quorum were:

Sara Hurst	Chairperson
Carole Miller	Vice Chairperson
Kathy Stark	Assistant Secretary
Sue Marchesi Baron	Assistant Secretary
Perry Shaikh	Assistant Secretary

Also present were:

Jason Showe	District Manager
Mike Eckert	District Counsel
Michelle Rigoni	Hopping Green & Sams
William Viasalyers	Field Operations
David Tuel	Head Pool Attendant
Nigel Gough	HOA President

The following is a summary of the discussions and actions taken at the October 14, 2020 meeting. A copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Showe called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

Public Comment Period

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the August 19, 2020 Meeting

On MOTION by Ms. Hurst seconded by Ms. Baron with all in favor the minutes of the August 19, 2020 meeting were approved as presented.

FOURTH ORDER OF BUSINESS

Consideration of Agreement with Grau & Associates to Provide Auditing Services for Fiscal Year 2020

On MOTION by Ms. Hurst seconded by Ms. Baron with all in favor the engagement letter with Grau & Associates to perform the Fiscal Year 2020 audit was approved.

FIFTH ORDER OF BUSINESS

Consideration of Updated District Management Services Agreement with Governmental Management Services – Central Florida, LLC

Mr. Showe stated we were requested by the Board to bring back a revised contract for management services. We updated the dollar amounts to reflect the Fiscal Year 2021 budget and we added the section dealing with the website services, which was not in the original agreement. All the pricing reflects what we billed in 2020 and there is no impact to the budget. Mr. Shaikh stated I like this agreement because it has more detail.

On MOTION by Ms. Baron seconded by Ms. Miller with all in favor the updated agreement with Governmental Management Services – Central Florida, LLC was approved.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2021-01 Budget Amendment

Mr. Showe stated this is a budget amendment for Fiscal Year 2020 budget. The only difference is that we are recognizing the additional transfer into the capital projects fund that we anticipated. That wasn't in the budget at the beginning of the Fiscal Year and this amendment recognizes that additional revenue.

On MOTION by Ms. Miller seconded by Ms. Hurst with all in favor Resolution 2021-01 Budget Amendment was approved.

SEVENTH ORDER OF BUSINESS**Discussion of Dog Waste Station Installation**

Mr. Showe stated the HOA would like to install one of the dog waste stations in front of the rec center in an area the CDD maintains although the County owns the roads. We want to make sure the Board didn't have any opposition. The HOA will be purchasing, installing and maintaining it.

Ms. Baron asked I can take a picture of the location and send it to Mr. Showe and he can circulate it to the rest of the Board.

Ms. Hurst stated sometimes the one by the circle doesn't get emptied as frequently as we would like it to and we would want to make sure the one by the rec center is taken care of with great frequency.

Ms. Baron stated this will not be done until the HOA gets that under control. Right now, we are relying on landscapers and this would not be installed until we know we have an outside vendor emptying all the pet stations.

On MOTION by Ms. Stark seconded by Ms. Miller with all in favor the request of the HOA to install a dog waste station in front of the rec center was approved subject to review of the exact location.

EIGHTH ORDER OF BUSINESS**Discussion of Phase III Reopening**

Mr. Showe stated we put together a draft plan for Phase III reopening. Some of the Board members wanted to wait until after January to see where we are especially since we are going into the cold season and the use of the facility is likely to be low anyway. I would like to get your thoughts on that.

Ms. Hurst stated with the swimming pool and deck areas where we have the pool will be closed from 3 – 4 for disinfecting, obviously, when we go to 10-5 the 3-4 window doesn't make any sense, we would have to adjust that.

Ms. Baron stated I have no problem moving forward with opening it. How does the pool staff feel about that?

Mr. Shaikh stated I don't have a problem either.

Mr. Tuel stated are you talking about opening the playground and slide?

Mr. Showe responded yes.

Mr. Tuel stated I don't see a problem. We are getting into the cooler months; we are not real busy, but people are waiting for the playground to open. That can be sprayed twice a day just as the pool area is.

Ms. Miller stated I'm not comfortable opening up until January. I don't think we are in a position to open; I don't think that we get the proper information from Tallahassee or our local government. I would rather wait until we secure the basketball area and I don't know that we are equipped to sanitize the playground properly at the moment. I'm not in favor of it.

Mr. Tuel stated I don't know if it matters but the other playgrounds in the area are open.

Ms. Hurst asked do you know if they have any sanitizing processes?

Mr. Tuel stated I don't know what they are doing.

Mr. Showe stated most of the playgrounds we have open don't have staff readily by, so we have signage to self-sanitize, use at your own risk and we sanitize as much as we can with staff, but it is a challenge.

Ms. Miller asked what happens if we decide to extend our hours and now days? How does this play into it?

Mr. Showe stated I believe the hours were set by the rules and we would have to look into the rulemaking process. In November we open it just Saturday and Sunday.

Ms. Hurst stated I think we did that because of the daylight hours since we don't have lighting for the playground area and the pool is not heated so people don't usually stay late in the winter months.

Ms. Miller stated I'm just not comfortable having this exposure to the community. I think we have done exceptionally well keeping it contained as much as possible, I'm not confident with the statistics coming out of Tallahassee and our local government.

Ms. Hurst stated with other places being open and people being aware there is a risk, the weather is beautiful and I hate that we are not letting our residents take advantage of some of the beautiful outdoor spaces that we have available.

Mr. Showe stated we have in the rules that no more than 10 people at the basketball court and that would be the playground as well. We can have additional signage at each facility that is open.

Ms. Stark stated I have some of the same reservations as Carol, I'm high risk and I'm not comfortable with everything I'm hearing yet, but I also feel that at some point in time we have to stop being afraid. If you feel comfortable letting your child go out and play then I don't think it is our business to say, no. We have to make sure there is a limit as to how many kids are running around and it has to be cleaned but I'm torn.

Ms. Hurst stated since we didn't use all the pool staff hours in the summer could we bring in two staff people, one at the pool and one available in the recreation area and maybe not open the basketball courts but have the tennis and the playground area.

Mr. Showe stated financially it wouldn't be an issue and we would look to Dave as to the staffing.

Ms. Miller stated as long as we get the sanitizing schedule for the playground then we are okay as long as the basketball is not opened and that we have staff we can all in if there is an issue.

Mr. Showe stated I'm hearing not to open the basketball court, playground limited to 10 and keeping everything else as it is. We have moved the pool capacity at 100 maximum at any time but according to David we have not had 100 in a single day and as we get into the cooler weather those numbers will go down.

Ms. Hurst stated when the people come to sanitize they also need to sanitize the playground at the top of the day.

Mr. Showe stated we have signage that says, no more than 10 people, please self-sanitize. We can proceed in that direction and we will send out a revised set of rules and take comments from the Board then implement it.

Ms. Hurst stated I'm amenable with that and if it has to wait until November when we go to weekends, that would be fine.

Mr. Tuel asked what about the slide? They can sanitize that area also.

Ms. Hurst stated that is okay.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Eckert stated we are allowed to meet virtually until November 1st. We will be monitoring that but at this time the deadline is November 1st.

B. Manager**1. Approval of Check Register**

On MOTION by Ms. Hurst seconded by Mr. Shaikh with all in favor the check register was approved.

2. Balance Sheet and Income Statement

A copy of the balance sheet and income statement was included in the agenda package.

3. Action Items List

A copy of the action items list was included in the agenda package.

4. Field Manager's Report

Mr. Viasalyers stated in speaking with Carole she was interested in potentially lighting the dock area so we can pick that area up at night. There is a lot of usage after hours and that is a dark area we can't see on the cameras. We got a cost from Terry's Electric for \$9,625 and I wanted to provide that for discussion. I wanted to get feedback and see what direction the Board wants to go. I assume they would be able to do it in a day or two based on previous work they have done. After discussion staff was directed to obtain additional proposals for lighting the dock for the January meeting.

Fence Proposals

Mr. Viasalyers presented two proposals for fencing and gates for the basketball court and tennis court. After discussion staff was directed to obtain a third proposal to bring back to the January Board meeting the fence proposals and a proposal from ACT for access control.

i. Discussion of Restroom Proposals

Mr. Viasalyers stated we were able to reduce this cost significantly by using in-house labor. Ms. Miller was very involved in helping to get a lot of meetings set up and going over some of these projects with the vendors. We were able to get the revised cost for just removing the partitions and replacing them from Berry Construction and that was \$9,880. We worked with GMS maintenance staff to get some of the other items reduced, which is included in the \$1,680,

this does not include the cost for the materials, this is strictly labor to remove, install, paint all the items listed on the description.

Ms. Miller stated part of the \$9,880 is repair of the door jambs.

Mr. Viasalyers stated yes that is part of the ladies and men's rooms. We have some rusted door jambs and we would like to get those repaired as well.

Ms. Miller asked were they able to include the meeting room door jamb?

Mr. Viasalyers stated we will get that spelled out. It was the two bathrooms, the meeting room and the storage room, there were four of them.

Ms. Miller asked did you get a price on the faucets and so forth for the bathrooms?

Mr. Viasalyers stated I have a rough price based on some research I did. I didn't want to bog down the whole agenda with 100 different things, but to be on the safe side I would budget \$5,000 so there is some cushion and that would bring the total close to \$16,000

On MOTION by Ms. Hurst seconded by Ms. Baron with all in favor staff was authorized to proceed with refurbishing the restrooms and meeting room area in an amount not to exceed \$17,000.

i. Discussion of Roof Proposals

Mr. Viasalyers stated the last item is the updated roof proposal. We initially discussed doing the tower replacement versus the metal roofing and this proposal is for the metal roofing. It has a 50-year warranty and I met with the manufacturer, this is a product that comes from another country and they have had great success and they now have a huge market in the U.S. The price went up slightly but that is more for the wood replacement and labor costs due to COVID. It was \$59,200 to do a full replacement of the clubhouse and water slide tower and the description of work lists everything that is included in the proposal. Underneath there is the rotted plywood replacement cost per sheet, the labor rate and the flashing per linear foot. The cost could fluctuate and be more depending on what they discover when they rip of the existing roof.

Ms. Hurst stated the metal roof seems like the better investment long term. Can we agree to the contract and after we are able to see the samples let Jason or William know our choice?

Mr. Showe stated if everyone will give me their choice I will compile that.

On MOTION by Ms. Stark seconded by Ms. Miller with all in favor staff was authorized to move forward with the metal roof for the clubhouse and slide tower in an amount not to exceed \$72,000 subject to final approval by the chair.

TENTH ORDER OF BUSINESS

Supervisor's Requests

Ms. Baron stated the boat ramp has been covered with plants. Can we possibly clean that up? What does it take to use a boat ramp and get a boat into the water? Wasn't that built with a concrete pad that went into the water?

Mr. Viasalyers stated the concrete goes all the way into the water.

Mr. Tuel stated the boat ramp does go into the water it is just overgrown by weeds and stuff.

Ms. Hurst stated I'm sure the same would hold true with any concrete boat dock as well other than the encroachment of some of the vegetation. You are never going to get it clean; it is underwater. We can have the encroachment addressed but the challenge with the boat ramp is in order for someone to take a boat out there, the bollards have to be lifted and the gate has to be unlocked and most people would want to boat early in the day and the staff isn't there to let them have access to the boat dock. The non-motorized part is the part we investigated thinking about a rule change and the non-motorized part doesn't need the same exact process to get there. You don't necessarily need a trailer for a kayak or canoe. I still don't think we know what we want to do with that dock. Did you get any feedback from the Board on the rules?

Mr. Showe responded no, the feedback I got from one Board member was that they didn't want to proceed at this time. Until we get some discussion or direction we can tailor the rules however you would like. St. Johns Water Management District is comfortable as long as there are no motorized boats. Maybe a good time to start thinking about it again would be to have additional discussion at the January meeting.

Mr. Tuel stated the boat ramp is available all the time as long as we are open.

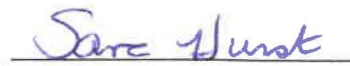
Mr. Showe stated the next meeting is scheduled for January 20, 2021

ELEVENTH ORDER OF BUSINESS Adjournment

Ms. Baron stated the boat ramp has been covered with plants.

On MOTION by Ms. Miller seconded by Ms. Hurst with all in favor the meeting adjourned at 7:34 p.m.



Secretary/Assistant Secretary

Chairman/Vice Chairman