

MINUTES OF MEETING  
DEER RUN COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Deer Run Community Development District was held Wednesday, July 27, 2022 at 6:00 p.m. at the Island Club, 501 Grand Reserve Drive, Bunnell, Florida.

Present and constituting a quorum were:

Robert Porter	Chairman
Mark Dearing	Vice Chairman
James Teagle	Supervisor
Gail Lambert	Supervisor
David St. Pierre	Supervisor

Also present were:

Jim Oliver	District Manager by telephone
Katie Buchanan	District Counsel by telephone
Peter Amans	District Engineer by telephone
Chris Hall	Riverside Management
Jerry Lambert	Operational Manager
Heather Chambliss	Facility Manager
LeeAnn Castineira	Facility Manager
Alison Mossing	GMS

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Porter called the meeting to order at 6:00 p.m.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Update Regarding Irrigation System**

Mr. Lambert stated as far as the main pumps, one pump is still running, it has a small issue with the packing leaking and we will schedule that when we get the other pump running.

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The motor has been replaced on the second one. We haven't been able to run it yet because the check valve is stuck in the closed position and we haven't been able to get it open. We have a new valve on order for that and when the valve comes in we will start the rest of work. The control system upgrade will increase efficiency.

**FOURTH ORDER OF BUSINESS                      Acceptance of Fiscal Year 2021 Audit Report**

Mr. Porter stated we have the typical no objections clean audit.

On MOTION by Mr. Dearing seconded by Mr. St. Pierre with all in favor the fiscal year 2021 audit report was accepted.

**FIFTH ORDER OF BUSINESS                      Consideration of Resolution 2022-03  
Designating Officers**

Mr. Oliver stated the purpose of this resolution is to add three GMS employees to sign documents on behalf of the district and that is Darrin Mossing, Daniel Laughlin and Marilee Giles of my office.

On MOTION by Mr. St. Pierre seconded by Mr. Deering with all in favor Resolution 2022-03 adding Marilee Giles, Darrin Mossing and Daniel Laughlin as assistant treasurers and Marilee Giles and Daniel Laughlin as assistant secretaries was approved.

**SIXTH ORDER OF BUSINESS                      Consideration of Resolution 2022-04  
Designating a Registered Agent**

On MOTION by Mr. Dearing seconded by Mr. Teagle with all in favor Resolution 2022-04 was approved.

**SEVENTH ORDER OF BUSINESS                      Consideration of Rate Increase from J&G  
Commercial Cleaning Service**

Mr. Oliver stated this is effective October 1, 2022. There is no action required by the board tonight and we have time to get other proposals to get a better price in the market or better service or both.

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**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-05  
Resetting the Public Hearing Date to Adopt  
the Budget**

Mr. Porter stated the new date is proposed to be August 24<sup>th</sup> at 6:00 p.m. and that will be a public hearing and at that time we will go over any item on the budget that anyone wants to. Go on the district’s website and look at the budget, it is very detailed and most of it is based on contracts. If you want to discuss the budget, please look through it and familiarize yourself and if you have questions, send them to the district manager.

On MOTION by Mr. Dearing seconded by Mr. Teagle with all in favor Resolution 2022-05 was approved.

**NINTH ORDE ROF BUSINESS**

**Discussion of Fiscal Year 2023 Budget**

There being none, the next item followed.

**TENTH ORDER OF BUSINESS**

**Consideration of Resident Violations of  
Amenity Policies**

Mr. Oliver stated there was a particular family that had a series of violations. I contacted Heather earlier this week and since she requested this be on the agenda there have been no subsequent violations. I think the problem has been solved. I don’t have any action to propose to the board tonight other than seeing if they step out of line again then I will bring it to the board for any recommended action.

Ms. Lambert stated in speaking to Heather earlier about violations apparently she doesn’t have the right to ban anybody if they are violating, it has to be a board member. Is that the case?

Ms. Chambliss stated it was in my manager’s report that I was going to bring up. I need to know as manager. I used to send emails advising them, please don’t do that if you do it again it could jeopardize your key cards or whatever the wording is. I said I was told that I can’t technically deactivate their keys, it has to be a board member or someone from the board to approve that. I want to make sure I am not doing anything out of line.

Mr. Porter stated my recollection and I could be wrong is that if we are going to suspend somebody’s privileges it has to be an action by the board. Is that accurate, Katie?

Mr. Buchanan stated typically although there is probably a provision that allows for a short-term suspension until the next board meeting if the district manager believes that the action



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**D. Amenity Manager**

Ms. Chambliss stated we allow the residents to rent out different rooms in the facility and a lot of residents have concerns. Some would like to cancel the rental altogether and not rent the facility. I think having the rentals here is a good thing because this year we have made \$2,100 and we still have \$300 coming in and I have a list of people who want to book things. I do think if we didn't rent out the grill area it would make a lot of people happy because it is a bummer when they come up here to use the pool and want to use the grill, but they can't because it is being rented out. Plus, I have an extreme problem with people renting the grill area continuing to use the pool when I stress that you are not allowed to use the pool when you rent the facility. If they are only allowed to rent the gathering room, that would eliminate the pool usage problems for the most part and it will give the residents an opportunity to use the grill. There are a lot of people who like to play card games with their friends and they can go upstairs and utilize that space.

Mr. Porter stated we would have one room available for rent for private parties and that kind of thing. That sounds like a good compromise.

Ms. Chambliss stated I have one rental coming up for the room upstairs, but people like to play cards and watch football games up there.

Mr. Porter asked do we have to have a public hearing or can we make that change now?

Ms. Buchanan stated as long as we are not adding a new rate I think you can make the change now.

On MOTION by Mr. St. Pierre seconded by Mr. Teagle with all in favor rentals will be restricted to meeting room only.
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Ms. Chambliss stated I know our pool guys had raised their prices on the people who clean the pool that would take effect immediately and I got a couple quotes that are included in the agenda package. If you want me to try to get another quote I will try.

Mr. Porter stated if you think you can get more quotes we will wait on this. We need a clear scope of work to make sure everybody is bidding on the same basis.

Ms. Chambliss stated several residents have requested that we change the hours of the clubhouse; some residents like to watch a late football game.

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Ms. Lambert stated given the security issues we have had I'm not keen on expanding the hours after 10 on a regular basis. If there were an event, I don't see anything wrong with that.

Mr. St. Pierre stated if it was for something special such as poker tournament that might be okay but just extending the hours is asking for trouble. On a need to know basis we can run it through the manager and have someone at the amenity center if it is expected to be a late night.

Mr. Porter stated we will authorize the amenity manager to extend for special events as needed.

Ms. Chambliss stated I would like to introduce LeeAnn, she will be the fulltime active facility manager starting August 1<sup>st</sup>. I'm stepping down and can't leave fully, I would miss you.

Mr. Porter stated we all appreciate how personally you take all of this and how hard you work.

#### **E. Operations Manager**

There being none, the next item followed.

#### **THIRTEENTH ORDER OF BUSINESS      Supervisor's Requests**

Ms. Lambert stated I had a word with Chris about the streetlights particularly in the older section where the trees were encroaching on the streetlights.

Mr. St. Pierre stated the issue I had that has been addressed in emails was the park entrance and how shabby it looks. I know it has already been addressed and I wanted to bring it up so it doesn't have to come up later on.

Mr. Porter stated that is supposed to be gone by the end of the week.

#### **FOURTEENTH ORDER OF BUSINESS      Public Comments**

Installation of lights in new section, missing light in the 600 block, rentals should be suspended through the summer and holiday weekends, number of non-residents is too high and suspending rentals on weekends and holiday weekends would solve the problem, a resident advisory council was suggested for the amenity center to advise the manager on the concerns versus waiting to get to a CDD meeting to voice concerns, limit the hours for rentals to four hours and if it goes over they pay an added fee, a lot of facilities have a four-hour maximum rental, possibly charge extra for a manager to be present during rentals and have a public hearing

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to set that new rate, install alarm and have staff in place to set the alarm, rentals will be for four hours total.

On MOTION by Mr. St. Pierre seconded by Mr. Teagle with all in favor rentals will be restricted to the meeting room only and for four hours total.

Planted perennials in place of annuals to save money, plant right kind of perennials that bloom all year, pothole on the main road out to 100 that needs to be repaired, the turn lane coming in off of Moody the pothole was repaired poorly, no specific park improvement plans at the present time, noise from speed bump is incredible, installation of no parking signs in certain common areas and sidewalks, cleanliness of deck and timing of cleaning, problem with wasps.

**FIFTEENTH ORDER OF BUSINESS**

**Approval of Consent Agenda**

- A. Approval of the Minutes of the May 25, 2022 Meeting**
- B. Balance Sheet as of May 31, 2022 and Statement of Revenues and Expenses for the Period Ending May 31, 2022**
- C. Assessment Receipt Schedule**
- D. Approval of Check Register**

On MOTION by Mr. Dearing seconded by Mr. St. Pierre with all in favor the consent agenda items were approved.

**SIXTEENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – 08/24/22 at 3:00 p.m. at the Island Club**

Mr. Porter stated the next meeting is August 24, 2022 at 6:00 p.m. in this location.

On MOTION by Mr. Teagle seconded by Mr. Dearing with all in favor the meeting adjourned at 7:00 p.m.

DocuSigned by:  
*Jim Oliver*  
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Secretary/Assistant Secretary

DocuSigned by:  
*Bob Porter*  
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Chairman/Vice Chairman