

**MINUTES OF MEETING  
THREE RIVERS  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Three Rivers Community Development District held a Regular Meeting on June 30, 2022 at 9:00 a.m., at the Lookout Amenity Center, 76183 Tributary Drive, Yulee, Florida 32097.

**Present were:**

Liam O'Reilly	Chair
Mike Taylor	Vice Chair
Greg Kern	Assistant Secretary
Rose Bock (via telephone)	Assistant Secretary

**Also present were:**

Ernesto Torres	District Manager
Wes Haber (via telephone)	District Counsel
Bill Schaefer (via telephone)	District Engineer
Scott Wild (via telephone)	England-Thims & Miller, Inc. (ETM)
Michael Molineaux	Castle Group
Christy Stephens	Resident
Adriana James	Resident
Keith Howard	Resident
Nick Miller	Resident
Debra Clewes	Resident
Jamie Berry	Resident
Alan Friedman	Resident
Mike Maple	Resident

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Torres called the meeting to order at 9:05 a.m. Supervisors O'Reilly, Kern and Taylor were present, in person. Supervisor Bock was attending via telephone. Supervisor Miars was not present.

Mr. Torres explained the public comments process and noted that the Board and Staff are not required to respond to questions or comments during the meeting.

**SECOND ORDER OF BUSINESS****Public Comments**

Resident Christy Stephens asked if the agenda item about rates refers to renting an area for parties or a nonmember rate for amenity use. Mr. Kern stated the Amenity Policies and Rates address those issues; today's meeting would adopt the Amenity Policies and Rates and a rate hearing in the future will address the amounts charged. Asked if a nonresident can rent party space, Mr. Kern stated nonresidents may purchase an annual membership for facility use.

Resident Adriana James expressed her disagreement with the proposed Operation & Maintenance (O&M) assessment increase. She believed that last year it was suggested that O&M generally increases 3% but this year a \$1,400 increase was proposed.

**THIRD ORDER OF BUSINESS****Consent Agenda**

Mr. Torres presented the following Consent Agenda items:

- A. **Consideration of Requisitions: Construction Account** (*support documentation available upon request*)
  - **Number 108: Dominion Engineering Group, Inc. [\$538.91]**
- B. **Consideration of Requisitions: South Series Assessment** (*support documentation available upon request*)
  - I. **Number 91: Avid Trails LLC [\$8,000.00]**
  - II. **Number 93: ECS Florida LLC [\$1,300.00]**
  - III. **Number 94: Bio-Tech Consulting, Inc. [\$500.00]**
  - IV. **Number 97: Kutak Rock LLP [2,280.00]**
  - V. **Number 98: Auld & White Constructors, LLC [\$298,5154.30]**
  - VI. **Number 99: Gold Coast Land Management, LL [54,000.00]**
  - VII. **Number 100: Bio-Tech Consulting, Inc. [\$187.50]**
- C. **Ratification of Requisition: South Series Assessment** (*support documentation available upon request*)
  - I. **Number 90: Auld & White Constructors, LLC [\$244,555.37]**
  - II. **Number 92: Avid Trails LLC [\$6,600.00]**
  - III. **Number 95: Auld & White Constructors, LLC [\$385,165.43]**

IV. Number 96: Auld & White Constructors, LLC [\$339,521.49]

**On MOTION by Mr. O'Reilly and seconded by Mr. Kern with all in favor, the Consent Agenda Items, as presented, were approved and/or ratified.**

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-09, Approving Proposed Budgets for Fiscal Year 2022/2023 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date**

Mr. Torres stated the proposed Fiscal Year 2023 budget has been in development for some time. Line items were added to support the opening and expansion of the Amenity Center and to support increased maintenance, utilities and expenses. The proposed Fiscal Year 2023 budget represents a maximum amount which can be adjusted in advance of the Public Hearing.

Mr. O'Reilly stated the proposed Fiscal Year 2023 budget represents a cap and, as utility bills are received, adjustments can be made but the O&M portion represents a worst-case scenario. The proposed Fiscal Year 2023 budget will be adopted with a maximum amount that might be reduced before final adoption. The Board is happy to explain the budget process; however, the maximum amount will be adopted.

A resident asked if any Board Members live in the CDD and pay the O&M assessment. Mr. O'Reilly stated this is not a public comments section on the agenda; public comments are taken at the beginning and end of the meeting and questions will be addressed at the end of the meeting.

Mr. Torres stated the purpose of today's meeting is to approve the maximum amount and to set the date of the Public Hearing. The process is similar to the County process. Mailed Notices will be sent to property owners and information is also posted on the CDD website.

The following change was made to the proposed Fiscal Year 2023 budget:

Page 6, "Pool maintenance": Change \$19,460 to \$32,000

Mr. Torres presented Resolution 2022-09.

**On MOTION by Mr. O'Reilly and seconded by Mr. Taylor, with all in favor, Resolution 2022-09, Approving Proposed Budgets for Fiscal Year 2022/2023, as amended, and Setting a Public Hearing Thereon Pursuant to Florida Law for August 31, 2022 at 3:00 p.m., at the Lookout Amenity Center, 76183 Tributary Drive, Yulee, Florida 32097; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date, was adopted.**

#### **FIFTH ORDER OF BUSINESS**

**Discussion/ Consideration: Amenity Policies and Rates**

**A. Consideration of Resolution 2022-12, Adopting Amenity Policies and Rates Including Suspension and Termination Policies; Providing a Severability Clause; and Providing an Effective Date**

Mr. Haber stated Resolution 2022-12 formally adopts the Policies for the Amenity Center for when it opens and adopts interim rates for annual nonresident user fees for the amenity and rental rates for the social rooms.

**B. Consideration of Resolution 2022-13, to Designate the Date, Time and Place of a Public Hearing and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rates Regarding District Amenity Facilities**

Mr. Haber stated that Resolution 2022-13 sets the Public Hearing to formally adopt the Amenity Center rates, on a permanent basis, and set suspension and termination policies; the rates can be changed via a Public Hearing as often as necessary. The Policies, which were developed with input from Mr. Molineaux and Mr. Taylor, may be reviewed and amended as needed without a Public Hearing.

Mr. Taylor stated the Policies and Rates were developed based on the Board Members' experience operating similar facilities and CDD improvements; they are subject to change and would evolve over time. The proposed rates are as follows:

- Annual Nonresident User Fee: \$3,200
- Social Room Rental: \$150 per hour with a \$250 deposit

➤ Back Office Kitchen Storage Rental: \$75

Mr. Taylor recommended not allowing facility rentals until August to ensure access to residents; the amenity is scheduled to open in July.

Mr. Torres recommended posting the Interim Policy on the website and granting authority to Mr. Molineaux to determine on which date rentals should begin.

Mr. Taylor stated rentals would be limited to after business hours and, during the day, the facility would be open for future resident tours and resident use.

Mr. Haber presented Resolution 2022-12.

**On MOTION by Mr. O'Reilly and seconded by Mr. Kern, with all in favor, Resolution 2022-12, Adopting Amenity Policies and Rates Including Suspension and Termination Policies; Providing a Severability Clause; and Providing an Effective Date, and authorizing Staff to determine when to implement the rental aspects of the policy, was adopted.**

Mr. Torres presented Resolution 2022-13.

**On MOTION by Mr. O'Reilly and seconded by Mr. Kern, with all in favor, Resolution 2022-13, to Designate August 31, 2022 at 3:00 p.m., at the Lookout Amenity Center, 76183 Tributary Drive, Yulee, Florida 32097 as the Date, Time and Place of a Public Hearing; and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rates Regarding District Amenity Facilities, was adopted.**

**SIXTH ORDER OF BUSINESS**

**Ratification of Stormwater Management Needs Analysis**

Mr. Wild presented the Stormwater Management Needs Analysis Report. The Report was submitted to the County for review and transmittal to the State.

**On MOTION by Mr. O'Reilly and seconded by Mr. Kern, with all in favor, the Stormwater Management Needs Analysis, was ratified.**

**SEVENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of April 30, 2022**

Mr. Torres presented the Unaudited Financial Statements as of April 30, 2022.

Mr. Kern discussed the Developer contribution to the budget. He stated that the Developer contributed approximately \$400,000 of the \$650,000 budget and noted that the annual assessments paid by homeowners are not adequate to cover everything, which is why the Developer makes up the O&M shortfall.

**On MOTION by Mr. O’Reilly and seconded by Mr. Taylor, with all in favor, the Unaudited Financial Statements as of April 30, 2022, were accepted.**

**EIGHTH ORDER OF BUSINESS**

**Approval of May 19, 2022 Public Hearings and Regular Meeting Minutes**

Mr. Torres presented the May 19, 2022 Public Hearings and Regular Meeting Minutes.

**On MOTION by Mr. Taylor and seconded by Mr. O’Reilly, with all in favor, the May 19, 2022 Public Hearings and Regular Meeting Minutes, as presented, were approved.**

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel: *Kutak Rock LLP***

There was no to report.

**B. District Engineers: *Dominion Engineering Group, Inc. and ETM***

There were no reports.

**C. Property Manager: *Castle Group***

Mr. Molineaux stated he met with resident Keith Howard, who was present at the meeting, to discuss landscape maintenance of easements and ponds behind residences.

**D. District Manager: *Wrathell, Hunt and Associates, LLC***

**I. 128 Registered Voters in District as of April 15, 2022**

**II. NEXT MEETING DATE: July 21, 2022 at 3:00 PM**

○ **QUORUM CHECK**

The next meeting will be held July 21, 2022.

**TENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

Mr. O'Reilly stated the Board is proud of and excited for the opening of the Amenity Facility. He encouraged residents to remain patient and respect the Facility and respect each other as more residents join the community.

**ELEVENTH ORDER OF BUSINESS**

**Public Comments**

Mr. Howard disagreed with the requirement for homeowners to maintain the pond bank easement behind their homes. He asked for the CDD to maintain the pond bank for consistency and install bubblers in the ponds.

Ms. Stephens asked about the fee to rent the Amenity Center for a child's birthday party. Mr. Kern stated the rental fee is \$150 per hour plus a \$250 deposit; tables in the picnic area are available on a first-come, first-served basis. Asked if tables could be reserved or awnings can be rented, Mr. Kern stated the Board can consider revisions to Rules based on resident feedback.

Discussion ensued regarding the rental cost, two guest limit precluding a birthday party and when rentals would be available.

Mr. O'Reilly stated, in the coming months common requests can be reevaluated and the Rules adjusted; the Board will be sensitive to implementing Rules with building community in mind. Mr. Taylor stated the Lifestyle Director, who might begin in July, will work with the Board and make recommendations.

Ms. James disagreed with the Rules and Regulations being implemented without resident input and voiced her opinion that comments should be addressed during the meeting.

Mr. O'Reilly stated the CDD agenda is set in advance and the Board and Staff welcome suggestions and feedback between meetings. Comments might not be addressed immediately, in the interest of time, as additional information or consultation with Staff might be needed before a response can be given. The CDD is a slow-moving governmental body that considers

input but does not react or make decisions on the spot. He encouraged attendees to email Board Members and Staff and stated all email addresses are posted on the CDD website.

Resident Nick Miller asked if guest passes will be available for guests wishing to use the pool. Mr. Taylor replied affirmatively; there will not be a fee for a guest pass but registered guests will be required to sign a waiver.

Mr. Miller stated the Sheriff posted that the dog park is a public park. Mr. Taylor stated the Sheriff was invited to a themed event at the dog park and unfortunately misrepresented the dog park on its website. The CDD asked for the post to be corrected or removed. He noted that any CDD improvement constructed with CDD funds is accessible to any resident and their invited guests and any patrons that pay the \$3,200 annual fee.

Mr. Miller asked who is responsible for emptying the dog waste can. Mr. Molineaux stated the vendor is scheduled monthly. Mr. O'Reilly stated the frequency of dog waste pickup would be increased.

Discussion ensued regarding controlling access to the dog park. It was noted that a gated key code and signage might be implemented in the future.

Resident Debra Clewes expressed concern about hazards caused by construction near the sidewalk leading to the dog park and noted that, while the common walkway across the street was recommended, golf carts make that dangerous. A Board Member stated that Mr. Molineaux brought this to the Board's attention. A path and landscaping are planned along Estuary Way and the multi-use path will be extended as that phase of development is finished.

Resident Jamie Barry questioned the Board's decision to increase the amount budgeted for pool maintenance. Mr. O'Reilly stated that a proposal was received and the budgetary cap was increased; the total cap would not increase again this fiscal year and individual line items might be adjusted as necessary. Mr. O'Reilly noted that property owner assessments will be on the tax roll and the Developer pays the significant difference. Mr. Barry complained about the cost, given that the amenity is not yet completed. Asked about auditing expenses, including the cost of benches for the dog park, Mr. Kern stated that capital operation costs and maintenance costs are viewed differently. Mr. O'Reilly stated, while the Board is working to keep assessments reasonable and comparable to other communities, costs are increasing rapidly.



Resident Alan Friedman expressed concern about the lack of water at the dog park and questioned the expenditure for dog park benches. Mr. Torres stated he would look into the bench expense but noted that commercial grade products are significantly more expensive than those used for residential purposes.

Resident Mike Maple voiced his belief that irrigation overflows from CDD property are causing potholes on CDD property. He complained about the costs in the budget for items such as signage and stated his opinion that assessments are too high.

Mr. Kern stated it is important to make a distinction between Capital Projects and O&M. Capital Projects are funded by the Developer and not resident funds, so they do not affect assessments. Mr. Maple voiced his opinion that the amenity looks fantastic; however, he thought that, at a meeting last year, it was predicted that the assessment increase would not be drastic and would not increase by more than 5% but now it is 12%. Mr. Kern thought that Mr. Maple is confusing the HOA fees and the CDD assessments.

Mr. Torres stated the rate of inflation has been significant; therefore, it has been difficult to predict cost increases from one year to the next.

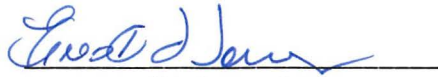
**TWELFTH ORDER OF BUSINESS**

**Adjournment**

There being nothing further to discuss, the meeting adjourned.

**On MOTION by Mr. O'Reilly and seconded by Mr. Kern, with all in favor, the meeting adjourned at 10:09 a.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

  
Secretary/Assistant Secretary

  
Chair/Vice Chair