

**MINUTES OF MEETING**

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

**WORLD COMMERCE  
COMMUNITY DEVELOPMENT DISTRICT**

The **regular** meeting of the Board of Supervisors of World Commerce Community Development District was held on **Tuesday, October 15, 2013 at 9:00 a.m.** at the St. Johns County Airport Authority, Administration Office, located at 4730 Casa Cola Way, St. Augustine, Florida 32095.

Present and constituting a quorum:

Michael Cills	<b>Board Supervisor, Chairman</b>
Linda Gee	<b>Board Supervisor, Vice Chairman (via speakerphone)</b>
Curtis Robinson	<b>Board Supervisor, Assistant Secretary</b>
Debra Newell	<b>Board Supervisor, Assistant Secretary</b>
Nancy Smith	<b>Board Supervisors, Assistant Secretary (via speakerphone)</b>

Also present were:

Melissa Dobbins	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Wes Haber	<b>Hopping Green &amp; Sams, P.A.</b>
Lindsey Whelan	<b>Hopping Green &amp; Sams, P.A.</b>
Ryan Stilwell	<b>District Engineer, Prosser Hallock</b>
Jay Jernigan	<b>ValleyCrest Landscaping</b>
Rick Dendler	<b>ValleyCrest Landscaping</b>

**No Audience Members**

**FIRST ORDER OF BUSINESS**

**Call to Order**

Ms. Dobbins called the meeting to order at 9:07 a.m. and read the roll call.

**SECOND ORDER OF BUSINESS**

**Review of New "Opportunity to be Heard"  
Legislation**

Mr. Haber reviewed the new legislation regarding "Opportunity to be Heard".

There were no audience members present.

**THIRD ORDER OF BUSINESS**

**Consideration of Resolution 2014-01,  
Designating Public Comment Period**

On a motion by Ms. Gee, seconded by Mr. Robinson, with all in favor, the Board approved Resolution 2014-01, Designating Public Comment Period for World Commerce Community Development District.

**FOURTH ORDER OF BUSINESS**

**Consideration of the Minutes of the Board  
of Supervisors' Regular Meeting held  
August 20, 2013**

On a motion by Ms. Newell, seconded by Mr. Robinson, with all in favor, the Board approved the Minutes of the Board of Supervisors' Regular Meeting held August 20, 2013 for World Commerce Community Development District.

**FIFTH ORDER OF BUSINESS**

**Ratification of the Operation and  
Maintenance Expenditures for August  
2013**

On a motion by Mr. Robinson, seconded by Ms. Gee, with all in favor, the Board ratified the Operation and Maintenance Expenditures for August 2013 in the amount of \$23,887.68 for World Commerce Community Development District.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

- A. District Counsel
- 1.) Review of Updated Provisions of the District's Rules of Procedure and Setting the Public Hearing

The Board of Supervisors set the Public Hearing on the Rules of Procedure for January 21, 2014 at 9:00 a.m.

On a motion by Ms. Gee, seconded by Ms. Newell, with all in favor, the Board set the Public Hearing on the District's Rules of Procedure for January 21, 2014 for World Commerce Community Development District.

- B. District Engineer  
No Report.

C. District Manager

Ms. Dobbins noted that the next regularly scheduled meeting will be held on January 21, 2014 at 9:00 a.m. at the St. Johns County Airport Authority located at 4730 Casa Cola Way, St. Augustine, FL. 32095.

Ms. Dobbins updated the Board of Supervisors that the West Entrance lights were all repaired and installed with LED lights to provide the same amount of illumination. The fountain was also repaired and maintenance was performed for a reduced fee of \$2,748.50.

1.) Charles Aquatics Service Report

Ms. Dobbins presented the Charles Aquatics Service Report.

D. ValleyCrest Landscaping

Mr. Jernigan reviewed the report marked as exhibit "A" to these minutes.

Mr. Jernigan updated the Board of Supervisors that the crew will be reviewing some of the bare areas along the roadway slopes and improving the area around the lift station close to the west entrance.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Aerator Maintenance  
Proposal**

Mr. Stilwell recommended the District look into a second option to have the aerators eliminated. He advised that the Water Management District may allow the permit to be modified if it's a viable solution for the District.

The Board of Supervisors tabled the proposal and approved the District Engineer to review and calculate if eliminating the aerator is a viable solution first; then determine if the District is a possible candidate to apply for the application modification with an amount not to exceed \$7,500 to include District Engineer services and permit fees.

<p>On a motion by Mr. Cills, seconded by Ms. Newell, with all in favor, the Board approved the District Engineer to review and calculate if eliminating the aerator is a viable solution first, then determine if the District is a possible candidate to apply for the application modification with an amount not to exceed \$7,500 to include District Engineer services and permit fees for World Commerce Community Development District.</p>
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**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2014-02,  
Amending the Fiscal Year 2012/2013  
Budget**

On a motion by Ms. Gee, seconded by Mr. Cills, with all in favor, the Board approved Resolution 2014-02, Amending the Fiscal Year 2012/2013 Budget for World Commerce Community Development District.

**NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2014-03,  
Deeming Series 2004 Project Complete and  
Finalizing Series 2004 Assessments**

This item was tabled until a future Board of Supervisors meeting.

**TENTH ORDER OF BUSINESS**

**Consideration of Resolution 2014-04,  
Finalizing Series 2007 Assessments**

This item was tabled until a future Board of Supervisors meeting.

**ELEVENTH ORDER OF BUSINESS**

**Selection of the Audit Committee and  
Setting the First Audit Committee Meeting  
Date**

The Board of Supervisors selected themselves as the Audit Committee and set the first Audit Committee Meeting for January 21, 2014.

**TWELFTH ORDER OF BUSINESS**

**Audience Comments and Supervisor  
Requests**

There were no audience members present.


There were no Supervisor requests.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

On a Motion by Mr. Cills, seconded by Ms. Newell, with all in favor, the Board adjourned the meeting at 9:50 a.m. for World Commerce Community Development District.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman

# Exhibit “A”



**ValleyCrest**  
Landscape Maintenance

6520 US Highway 1 North – St. Augustine, Florida 32095  
(904) 342-4336 / Fax: (904) 342-4340

**MEMORANDUM**

DATE: 10/14/13  
TO: World Commerce Center  
ATTN: Melissa Dobbins  
Board of Directors  
FROM: Jay Jernigan, ValleyCrest Companies, Inc.  
RE: Maintenance Report

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**Grounds Maintenance**

We have mowed into our fall mowing schedule which is every other week. On the non-mowing weeks the guys have been focusing on bed weeding and pruning. Starting in November we will begin our annual tree limb-ups. This will occur through the winter months as well. The back canals are also scheduled for mowing in November. This week there was a report of crack weeds around the monument that will be sprayed on 10/17/13.

**Landscaping**

In the upcoming weeks we will be providing management with some upgrade and remediation ideas. Thought items for discussion will be as follows:

- Embankment sod patching with Bahia
- Shrubbery to screen fountain pump
- Minor plant fill-in along the median islands
- Lift station screening upgrades at West entry
- Main entry upgrades to highlight fountain and palms

**Agronomy**

Fall fertilizer was applied in addition to lawn weed herbicide.  
Fall plant fertilization will be applied in November.  
All preventative palm treatments have met scheduled requirements.

### **Irrigation/Fountain**

Monthly irrigation inspection has been completed. All warranty repairs were completed and a work order will be submitted for repairs not related to maintenance activities. Approved fountain repairs were completed. However, Rick Dendler noticed Saturday (10/12) night that all of the lights were not working. The fountain contractor was contacted to investigate as this was part of the repair scope of work. Rick also noticed that no lights were working at the west entry monument. The motor starter on sump pump was replaced at the overflow for the lake.

### **Management**

Per request we have slotted William Buerki as the new Account Manager along with his Production Specialist Brett Butler. William has extensive experience working with Melissa and her team on other properties.