

**MINUTES OF MEETING
HILLS OF MINNEOLA
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Hills of Minneola Community Development District held a Regular Meeting on October 25, 2021 at 1:00 p.m., at the City of Minneola City Hall, 800 N. U.S. Highway 27, Minneola, Florida 34715.

Present were:

Richard Jerman
James Dunn
Adam Schott

Chair
Assistant Secretary
Assistant Secretary

Also present were:

Cindy Cerbone
Daniel Rom
Vanessa Steinerts (via telephone)
Trina Dziewior
Dan Edwards

District Manager
Wrathell, Hunt and Associates, LLC
District Counsel
Sun Terra
Supervisor-Appointee

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Cerbone called the meeting to order at 1:12 p.m. Supervisors Jerman, Dunn and Schott were present. Supervisors Marlow and Gardner were not present.

SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

THIRD ORDER OF BUSINESS

Update: Bulk and/or Lot Sales by Master Developer

Ms. Cerbone stated, when the budget was completed, a few land transactions occurred between the time the proposed budget was presented to when it was adopted and it is necessary to maintain a current list of land transactions and the Professional and Administrative

and Field Operation expenses, from a funding agreement standpoint. Typically, Management’s office would be asked to provide an Estoppel if there are going to be any lot sales. It is important to keep the lines of communication open between sellers and purchasers of properties; thus, Staff must update the percentage cost coverage on funding. Currently, Staff has incorporated all lot sales and bulk sales, with LB Mineola and Dream Finders, and updated the funding spread for percentages for Professional and Administrative and Field Operations.

Ms. Cerbone distributed and reviewed a detailed list of the percentages. The partial funding agreement for Fiscal Year 2021/2022 needs to be executed.

FOURTH ORDER OF BUSINESS

Accept Resignation of Chris Gardner, Seat 2, Term Expires November, 2023

Ms. Cerbone presented the Mr. Christopher Gardner’s resignation letter.

On MOTION by Mr. Dunn and seconded by Mr. Jerman, with all in favor, the resignation of Mr. Chris Gardner, dated October 4, 2021, was accepted.

FIFTH ORDER OF BUSINESS

Consider Appointment to Fill Unexpired Term of Seat 2

Mr. Dunn nominated Mr. Dan Edwards to fill Seat 2. No other nominations were made.

On MOTION by Mr. Schott and seconded by Mr. Dunn, with all in favor, the appointment of Mr. Dan Edwards to Seat 2, term expires November 2023, was approved.

A. Administration of Oath of Office to Newly Appointed Supervisor *(the following will be provided in a separate package)*

Ms. Cerbone, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Edwards. She provided and briefly explained the following items:

- I. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**

II. Membership, Obligations and Responsibilities

III. Financial Disclosure Forms

- a. **Form 1: Statement of Financial Interests**
- b. **Form 1X: Amendment to Form 1, Statement of Financial Interests**
- c. **Form 1F: Final Statement of Financial Interests**

IV. Form 8B – Memorandum of Voting Conflict

Ms. Cerbone would email an electronic version of Form 1 to Mr. Edwards.

Ms. Steinerts stated that her office would forward a packet to Mr. Edwards and urged him to contact her with any questions or concerns.

B. Consideration of Resolution 2022-01, Designating Certain Officers of the District, and Providing for an Effective Date

Ms. Cerbone presented Resolution 2021-04 and read the title. Mr. Jerman nominated the following slate of officers:

Richard Jerman	Chair
Denver Marlow	Vice Chair
Cindy Cerbone	Secretary
James Dunn	Assistant Secretary
Adam Schott	Assistant Secretary
Dan Edwards	Assistant Secretary
Craig Wrathell	Assistant Secretary
Craig Wrathell	Treasurer
Jeff Pinder	Assistant Treasurer

No other nominations were made.

On MOTION by Mr. Schott and seconded by Mr. Dunn, with all in favor, Resolution 2022-01, Designating Certain Officers of the District, and Providing for an Effective Date, as nominated, was adopted.

SIXTH ORDER OF BUSINESS

Status of RFP for Landscaping Maintenance/Irrigation Services

Mr. Rom recalled the decision at the previous meeting to go out to bid for landscaping services, as the expense would be above the maximum threshold allowed by Florida Statutes to avoid the bid process. There was a slight delay in identifying the scope of service areas and creating a map to go along with the Request for Proposals (RFP) that must be published in the local newspaper. Staff is communicating with the landscaper and Field Operations Manager and hopes to have all the required information compiled by the end of November. Staff is targeting the end of January to report to the Board so the Board can evaluate the respondents.

Ms. Cerbone stated the reason that an update would be provided at the January meeting is because Staff would like to review the Audited Financial Report in that meeting and thought it would be good timing.

SEVENTH ORDER OF BUSINESS

Ratification of Assignment and Assumption (Contract with JR. Davis Construction Company, Inc. for Mass Grading)

Ms. Cerbone presented the Assignment and Assumption of the Contract with Jr. Davis Construction Company, Inc., for Mass Grading. The Assignment is by and between JEN Florida 30, LLC and the CDD.

On MOTION by Mr. Dunn and seconded by Mr. Edwards, with all in favor, the Assignment and Assumption of the Contract with JR. Davis Construction Company, Inc., for Mass Grading, was ratified.

EIGHTH ORDER OF BUSINESS

Discussion/Consideration: BWG Landscape Maintenance Agreement

Mr. Rom reported the following:

- While awaiting the RFP, Staff will enter into a month-to-month contract with the landscaper.

- The landscaper contacted Management and the Field Operations Manager, Mr. Mark Hills, to arrange an on-site meeting with Mr. Hills to identify the scope of areas.
- Some landscaping was previously installed, including sod and other types, and certain areas that have washout have been identified.
- The landscaper wants to fine-tune and ensure that everything is in order with the scope of services in the areas and is hesitant to install landscaping that would later prove problematic.

NINTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of September 30, 2021

Ms. Cerbone presented the Unaudited Financial Statements as of September 30, 2021. Asked if the landscape payments were made directly to the landscaper, Ms. Cerbone replied affirmatively. Mr. Jerman advised that it was not necessary to reflect that as a Developer contribution and show it on the statements.

On MOTION by Mr. Schott and seconded by Mr. Dunn, with all in favor, the Unaudited Financial Statements as of September 30, 2021, were accepted.

TENTH ORDER OF BUSINESS

Approval of August 23, 2021 Public Hearing and Regular Meeting Minutes

Ms. Cerbone presented the August 23, 2021 Public Hearing and Regular Meeting Minutes.

On MOTION by Mr. Jerman and seconded by Mr. Dunn, with all in favor, the August 23, 2021 Public Hearing and Regular Meeting Minutes, as presented, were approved.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: *Straley Robin Vericker*

There was no report.

B. District Engineer: *Poulos & Bennett, LLC*

There was no report.

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

Ms. Cerbone stated the required 20-year Stormwater Needs Analysis that must be submitted by June 30, 2022 and every five years thereafter, would be discussed at the next meeting.

• **UPCOMING MEETINGS**

- **November 2, 2021 at 1:00 PM: Landowners Meeting (*Board Members are not required to attend*) [Hampton Inn & Suites by Hilton, 2200 E Hwy 50, Clermont, Florida 34711]**

Ms. Cerbone provided the voting units for each property owner to the Board Chair for dissemination, in advance of the Landowners meeting.

- **November 22, 2021 at 1:00 PM: Regular Board Meeting**
 - **QUORUM CHECK**

The November 22, 2021 would be cancelled, unless needed.

TWELFTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

THIRTEENTH ORDER OF BUSINESS

Public Comments

There were no public comments.

FOURTEENTH ORDER OF BUSINESS

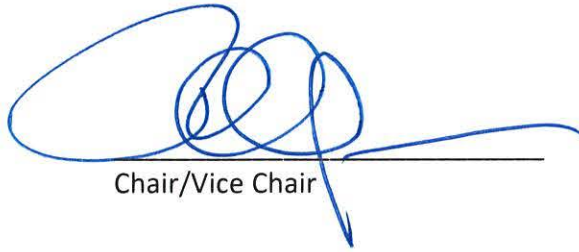
Adjournment

There being nothing further to discuss, the meeting adjourned.

On MOTION by Mr. Schott and seconded by Mr. Dunn, with all in favor, the meeting adjourned at 1:36 p.m.



Secretary/Assistant Secretary



Chair/Vice Chair