

**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 May 23, 2022 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	Chair
Denver Marlow	Vice Chair
James Dunn	Assistant Secretary
Max Perlman	Assistant Secretary

Also present were:

Daniel Rom	District Manager
Cindy Cerbone	Wrathell, Hunt and Associates, LLC
Vanessa Steinerts (via telephone)	District Counsel
Mark Hills	Operations

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Rom called the meeting to order at 1:01 p.m. Supervisors Jerman, Marlow, Dunn and Perlman were present, in person. Supervisor Edwards was not present.

SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

THIRD ORDER OF BUSINESS

Administration of Oath of Office to Max Perlman, Seat 5 (*the following to be provided in a separate package*)

Mr. Rom, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Perlman and informed Mr. Perlman that the Board previously voted for a slate of

officers after his appointment and that he would be added to the slate of officers as an Assistant Secretary. He provided and briefly explained the following items:

- A. **Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- B. **Membership, Obligations and Responsibilities**
- C. **Financial Disclosure Forms**
 - I. **Form 1: Statement of Financial Interests**
 - II. **Form 1X: Amendment to Form 1, Statement of Financial Interests**
 - III. **Form 1F: Final Statement of Financial Interests**
- D. **Form 8B – Memorandum of Voting Conflict**

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2022-07, Amending the General Fund and Debt Service Fund Portions of the Budget for Fiscal Year 2022; and Providing for an Effective Date

Mr. Rom presented Resolution 2022-07. The Fiscal Year 2022 budget must be amended because expenditures exceed budget. He reviewed the updated version of the Amended Fiscal Year 2022 budget emailed to the Board yesterday.

On MOTION by Mr. Dunn and seconded by Mr. Marlow, with all in favor, Resolution 2022-07, Amending the General Fund and Debt Service Fund Portions of the Budget for Fiscal Year 2022; and Providing for an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2022-08, Approving a Proposed Budget 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. Rom presented Resolution 2022-08. He reviewed the updated version of the proposed Fiscal Year 2023 budget emailed to the Board yesterday.

Mr. Jerman suggested pro-rating some of the costs, as he felt that the rest of the CDD should not have to pay for the south. Ms. Cerbone stated that Mr. Jerman asked to bifurcate the arbitrage, debt service fund and dissemination agent line items. Management accomplishes this for other CDDs on the Debt Service Fund budget. For example, "Dissemination agent" \$1,000 per bond series would go on the 2020, 2021 and 2022, assuming bonds are issued by the end of the year. She would check if the same can be done with the Debt Service Fund accounting after the budget is scrutinized for any additional changes.

The General Fund, assessments, bond size and bond validation hearing were discussed.

Mr. Hills reviewed the "Field operations and maintenance" line items, provided updates and highlighted increases and adjustments and the reasons for any changes.

Irrigation, installing a border around the playground to keep mulch from washing out, landscaping, the well and Americans with Disability Agency (ADA) compliance were discussed.

Regarding breaking Debt Service expenses out of the General Fund, potentially to each Debt Service Fund budget, and/or finding a different way in the General Fund to allocate such costs to separate the south and north, Ms. Cerbone suggested Staff present a revised proposed Fiscal Year 2023 budget at the next meeting that takes those items into consideration.

Mr. Jerman would coordinate with Staff regarding costs related to bond issuance and the potential move to Debt Service Fund account budgets. "Field ops" must be removed from the assessments going to Pulte. The intent is to produce a budget that distributes the Debt Service Fund between the north and south in the other related Debt Service requirements and remove "Field ops" from the assessments for the north.

On MOTION by Mr. Marlow and seconded by Mr. Dunn, with all in favor, Resolution 2022-08, Approving a Proposed Budget for Fiscal Year 2022/2023, as amended and subject to further review, and Setting a Public Hearing Thereon Pursuant to Florida Law for August 22, 2022 at 1:00 p.m., at the City of Minneola City Hall, 800 N. US Hwy 27, Minneola, Florida 34715; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2022-09, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2022/2023 and Providing for an Effective Date

Mr. Rom presented Resolution 2202-09.

On MOTION by Mr. Marlow and seconded by Mr. Perlman, with all in favor, Resolution 2022-09, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2022/2023 and Providing for an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS

Update: Landscape Maintenance and Irrigation Services RFP

Mr. Rom recalled that a Request for Proposals (RFP) for Landscape Maintenance and Irrigation Services was publicized at the start of the calendar year but the Board later opted to suspend it to facilitate certain installations. Staff publicized another RFP on May 13, 2022. The award of contract was scheduled to be made at the June 27th Regular Meeting. Mr. Jerman suggested considering the RFP responses at the July 25, 2022 meeting to allow time for landscape clean up prior to potentially awarding the contract.

On MOTION by Mr. Jerman and seconded by Mr. Dunn, with all in favor, awarding the Landscape Maintenance and Irrigation contract at the July 25, 2022 meeting rather than at the June 27, 2022 meeting, was approved.

Mr. Hills presented photographs and reported that the landscaping has deteriorated considerably, weeds have overtaken the shrubs and grass and maintenance has not been done properly by the current contractor. Proposals were obtained and a company was hired to commence interim maintenance on June 1, 2022. Mr. Rom stated that the company hired is Yellowstone, which is one of the two respondents to the first RFP and is currently the only respondent to the May 13, 2022 RFP. Yellowstone will charge a one-time cleanup fee of \$6,000.

On MOTION by Mr. Jerman and seconded by Mr. Dunn, with all in favor, terminating the BWG Landscape Services contract immediately and engaging Yellowstone in the interim, effective June 1, 2022, based on the proposal presented by Mr. Hills, was approved.

EIGHTH ORDER OF BUSINESS

Consideration of FMSbonds, Inc., Rule G17 Disclosure Letter

Mr. Rom presented the FMSbonds, Inc., Rule G17 Disclosure Letter. FMSbonds will serve as Underwriter in connection with the financing of the Series 2022 or 2023 bonds.

On MOTION by Mr. Marlow and seconded by Mr. Jerman, with all in favor, the FMSbonds, Inc., Rule G17 Disclosure Letter, was approved.

NINTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of April 30, 2022

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

On MOTION by Mr. Jerman and seconded by Mr. Marlow, with all in favor, the Unaudited Financial Statements as of April 30, 2022, were accepted.

TENTH ORDER OF BUSINESS

Approval of March 28, 2022 Regular Meeting Minutes

Mr. Rom presented the March 28, 2022 Regular Meeting Minutes.

On MOTION by Mr. Marlow and seconded by Mr. Dunn, with all in favor, the March 28, 2022 Regular Meeting Minutes, as presented, were approved.

ELEVENTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel: *Straley Robin Vericker*
- B. District Engineer: *Poulos & Bennett, LLC*

There were no District Counsel or District Engineer reports.

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

- **NEXT MEETING DATE: June 27, 2022 at 1:00 p.m.**
 - **QUORUM CHECK**

The June 27, 2022 meeting was cancelled; the next meeting would be on July 25, 2022.

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. Dunn and seconded by Mr. Perlman, with all in favor, the meeting adjourned at 1:38 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair