

**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 July 25, 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 (via telephone)	Assistant Secretary

**Also present were:**

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

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Cerbone called the meeting to order at 1:00 p.m. Supervisors Jerman, Marlow and Dunn were present, in person. Supervisor Perlman was present via telephone. Supervisor Edwards was not present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

**THIRD ORDER OF BUSINESS**

**Ratification of Change Orders**

Ms. Cerbone presented the following:

- A. Jr. Davis Construction Co., Inc., Change Order #01 – Area 2 Mass Grading**
- B. Jr. Davis Construction Co., Inc., Change Order #02 – Area 2 Mass Grading**
- C. Hughes Brothers Construction Inc., Change Order No. 3 – Area 2 Mass Grading**

**On MOTION by Mr. Dun and seconded by Mr. Marlow, with all in favor, Jr. Davis Construction Co., Inc., Change Orders #01 and #2 and Hughes Brothers Construction Inc., Change Order No. 3, for Area 2 mass grading, were ratified.**

**FOURTH ORDER OF BUSINESS**

**Ratification of Association Solutions of Central Florida, Inc., First Amendment to the Field Operations Management Agreement**

Ms. Cerbone presented the Association Solutions of Central Florida, Inc., First Amendment to the Field Operations Management Agreement.

**On MOTION by Mr. Jerman and seconded by Mr. Marlow, with all in favor, the Association Solutions of Central Florida, Inc., First Amendment to the Field Operations Management Agreement, was ratified.**

**FIFTH ORDER OF BUSINESS**

**Update: Stormwater Needs Analysis**

Ms. Cerbone presented the Stormwater Management Needs Analysis Report, which was submitted by the June 30, 2022 deadline. Regarding the fee for preparation of the Report, Ms. Cerbone thought it was \$7,500; she would confirm and advise the Board of the amount.

**On MOTION by Mr. Marlow and seconded by Mr. Dunn, with all in favor, the Stormwater Management Needs Analysis Report, was ratified.**

**SIXTH ORDER OF BUSINESS**

**Consideration of Response(s) to Request for Proposals (RFP) for Landscape Maintenance and Irrigation Services**

- A. Affidavit of Publication**
- B. RFQ Package**

The affidavit of publication and RFQ package were included for informational purposes.

**C. Respondent(s):**

- I. Trimac Outdoor**
- II. Yellowstone Landscape**

**D. Competitive Selection Criteria/Ranking**

Mr. Hills reported the following:

- Trimac Outdoor (Trimac) did not attend the mandatory walkthrough.
- Trimac had a calculation irregularity in its bid.

Ms. Cerbone asked District Counsel if the Board can waive these two irregularities and accept the bid or deem them as grounds to reject Trimac’s bid. Ms. Steinerts replied affirmatively; the Board can do either.

It was noted that Yellowstone Landscape (Yellowstone) has performed the landscape work during the interim. Mr. Hills stated that he is happy with Yellowstone’s work and Yellowstone is very responsive.

**E. Award of Contract**

**On MOTION by Mr. Jerman and seconded by Mr. Marlow, with all in favor, not waiving the irregularities in the Trimac response thereby finding Trimac nonresponsive, deeming Yellowstone as the #1 ranked responsive and qualified respondent to the RFP for Landscape Maintenance and Irrigation Services, awarding the contract to Yellowstone Landscaping, authorizing Staff to prepare the Agreement and authorizing the Chair to execute the Agreement, was approved.**

**SEVENTH ORDER OF BUSINESS**

**Discussion: Encroachment Request for 2318 Gold Dust Drive**

Ms. Cerbone presented the Encroachment Request.

Mr. Hills stated that a homeowner is having a pool built and is seeking temporary access across CDD land during construction of the pool.

Ms. Steinerts stated that she can prepare a Temporary Construction Access or License Agreement.

**On MOTION by Mr. Marlow and seconded by Mr. Dunn, with all in favor, the encroachment request for 2318 Gold Dust Drive, subject to the requester paying all costs for restoration of the easement, fully indemnifying the CDD and naming the CDD as an additional insured through a Certificate of Insurance, authorizing Staff to prepare a Temporary Construction Access or License Agreement and authorizing the Chair to execute, was approved.**

**EIGHTH ORDER OF BUSINESS**

**Continued Discussion: Fiscal Year 2023 Proposed Budget**

Ms. Cerbone recalled that, at the last meeting, the Board asked for the costs to be broken down specific to the South, specific to the North and specific to the shared costs. She noted the following:

- According to the Engineer’s Report and the Methodology Report for the bond issuances related to the Series’ 2020 and 2021 projects, it states more than once that the North and South Parcels are distinct and separate and will not benefit each other related to the construction funds and/or the operational expenses.

Ms. Cerbone stated that this provides the direction taken when revising the proposed Fiscal Year 2023 budget.

Ms. Cerbone reviewed the updated version of the proposed Fiscal Year 2023 budget, highlighting how the areas and shared costs were broken out.

The following changes were made:

Pages 1 and 2, Title: Insert “FOR NORTH AND SOUTH PARCELS” after “BUDGET”

Page 3 Title: Insert “FOR NORTH AND SOUTH PARCELS” where appropriate

Pages 1 and 2: Insert footnotes requested by Mr. Jerman

Mr. Jerman voiced his dissatisfaction with the budget format and layout, as he feels it is not clear with regard to the North and South Parcels, and stated that he wants it changed.

Ms. Cerbone continued reviewing the proposed Fiscal Year 2023 budget.

Mr. Jerman believed that the Board previously decided to validate additional bonds and asked for the status. Ms. Cerbone will research this matter and email her findings to the Board.

**NINTH ORDER OF BUSINESS**

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

Ms. Cerbone presented the Unaudited Financial Statements as of June 30, 2022.

Mr. Jerman referred to Page 4 and asked for a footnote to be included indicating the number of lots that closed.

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

**TENTH ORDER OF BUSINESS**

**Approval of May 23, 2022 Regular Meeting Minutes**

Ms. Cerbone presented the May 23, 2022 Regular Meeting Minutes.

**On MOTION by Mr. Dunn and seconded by Mr. Marlow, with all in favor, the May 23, 2022 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***

**I. 0 Registered Voters in District as of April 15, 2022**

**II. NEXT MEETING DATE: August 22, 2022 at 1:00 p.m. (Public Hearing to Adopt Fiscal Year 2023 Budget)**

**o QUORUM CHECK**

The next meeting would be on August 22, 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. Marlow, with all in favor, the meeting adjourned at 1:26 p.m.**



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Secretary/Assistant Secretary



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Chair/Vice Chair