

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

The Board of Supervisors of the Hills of Minneola Community Development District held a Public Hearing and a Regular Meeting on August 23, 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	Chair
Denver Marlow	Vice Chair
James Dunn	Assistant Secretary

**Also present were:**

Cindy Cerbone	District Manager
Jamie Sanchez	Wrathell, Hunt and Associates, LLC
Daniel Rom (via telephone)	Wrathell, Hunt and Associates, LLC
Michal Szymonowicz (via telephone)	Wrathell, Hunt and Associates, LLC
Vivek Babbar (via telephone)	District Counsel

**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. Supervisors Schott and Gardner were not present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

**THIRD ORDER OF BUSINESS**

**Public Hearing on Adoption of Fiscal Year  
2021/2022 Budget**

**A. Proof/Affidavit of Publication**

The affidavit of publication was included for informational purposes.

**B. Consideration of Resolution 2021-07, Adopting a Budget for the Fiscal Year Beginning October 1, 2021, and Ending September 30, 2022; Approving the Form of Budget Funding Agreements; and Providing an Effective Date**

Ms. Cerbone reviewed the proposed Fiscal Year 2022 budget. No changes were made since the last meeting.

Mr. Jerman stated that Sun Terra – North was replaced by Pulte. Ms. Cerbone stated Management would make the adjustment and set up a partial funding agreement with Pulte.

Mr. Jerman asked for an explanation of the calculations of the “Number of Units” versus the “Admin Developer Contribution” on Page 2 of the budget. Mr. Szymonowicz stated the numbers were based on front footage. Mr. Jerman disagreed with the calculations and voiced his opinion that there is no debt on “SunTerra - North” and the administrative portion should be based on the number of units and not by front footage.

Mr. Babbar stated the Fiscal Year 2022 budget could be approved today, subject to reallocation and further review, and the funding agreements are only approved in substantial form and could be amended as-needed.

**On MOTION by Mr. Marlow and seconded by Mr. Dunn, with all in favor, the Public Hearing was opened.**

No members of the public spoke.

**On MOTION by Mr. Jerman and seconded by Mr. Marlow, with all in favor, the Public Hearing was closed.**

Ms. Cerbone presented Resolution 2021-07. The following adjustments were made:

- Page 2: Change “SunTerra – North” to “Pulte”
- “Professional & administrative” fees: Base on the number of units.
- “Field Operations”: Base on front footage, with Pulte not contributing for Fiscal Year 2021/2022.

**On MOTION by Mr. Marlow, and seconded by Mr. Dunn, with all in favor, Resolution 2021-07, Adopting a Budget for the Fiscal Year Beginning October 1, 2021, and Ending September 30, 2022, as amended; Approving the Form of Budget Funding Agreements, in substantial form; and Providing an Effective Date, was adopted.**

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-08, Imposing Annually Recurring Operations and Maintenance Non-Ad Valorem Special Assessments; Providing for Collection and Enforcement of All District Special Assessments; Certifying an Assessment Roll; Providing for Amendment of the Assessment Roll; Providing for Challenges and Procedural Irregularities; Approving the Form of a Budget Funding Agreement; Providing for Severability; Providing for an Effective Date**

Ms. Cerbone presented Resolution 2021-08 and read the title. She noted the following:

- There will be no on-roll assessments for Fiscal Year 2022.
- There is an off-roll assessment solely for debt related to the Series 2020 bonds.
- Funding agreements would be handled in substantial form.

**On MOTION by Mr. Marlow and seconded by Mr. Dunn, with all in favor, Resolution 2021-08, Imposing Annually Recurring Operations and Maintenance Non-Ad Valorem Special Assessments; Providing for Collection and Enforcement of All District Special Assessments; Certifying an Assessment Roll; Providing for Amendment of the Assessment Roll; Providing for Challenges and Procedural Irregularities; Approving the Form of a Budget Funding Agreement; Providing for Severability; Providing for an Effective Date, in substantial form, was adopted.**

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-09, Setting Forth the Final Terms of the Special Assessments Which Secure the Series 2021 Bonds; Adopting a Final Supplemental Special Assessment Methodology Report;**

**and Providing for Severability, Conflicts and an Effective Date**

Ms. Cerbone presented Resolution 2021-09 and read the title. She discussed the financing program, on Pages 5 and 6, and the debt distribution, on Pages 16 and 17, of the Final Second Supplemental Special Assessment Methodology Report for the South Parcel Assessment Area Project, dated August 4, 2021.

**On MOTION by Mr. Jerman and seconded by Mr. Marlow, with all in favor, Resolution 2021-09, Setting Forth the Final Terms of the Special Assessments Which Secure the Series 2021 Bonds; Adopting a Final Supplemental Special Assessment Methodology Report; and Providing for Severability, Conflicts and an Effective Date, was adopted.**

**SIXTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of July 31, 2021**

Ms. Cerbone presented the Unaudited Financial Statements as of July 31, 2021.

**On MOTION by Mr. Jerman and seconded by Mr. Marlow, with all in favor, the Unaudited Financial Statements as of July 31, 2021, were accepted.**

**SEVENTH ORDER OF BUSINESS**

**Approval of June 28, 2021 Regular Meeting Minutes**

Ms. Cerbone presented the June 28, 2021 Regular Meeting Minutes.

**On MOTION by Mr. Marlow and seconded by Mr. Dunn, with all in favor, the June 28, 2021 Regular Meeting Minutes, as presented, were approved.**

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel: *Straley Robin Vericker***

Mr. Jerman thanked Mr. Babbar for his work on the 2020 bond issuance.

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

There was no report.

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

Ms. Cerbone asked for authorization for CDD Staff, including Mr. Mark Hills, to work on a request for proposals (RFP) for landscape and maintenance services. Mr. Jerman asked Staff to include irrigation maintenance in the RFP. Mr. Marlow agreed to be the point person to coordinate with CDD Staff on the RFP.

**On MOTION by Mr. Jerman and seconded by Mr. Dunn, with all in favor, authorizing CDD Staff to proceed with an RFP for landscape and irrigation maintenance services, was approved.**

**I. 0 Registered Voters in District as of April 15, 2021**

There were zero registered voters residing within the District as of April 15, 2021.

**II. NEXT MEETING DATE: September 27, 2021 at 1:00 PM**

**o QUORUM CHECK**

The next meeting will be held on September 27, 2021, unless cancelled.

**NINTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

Mr. Jerman asked if there was anything left to do in relation to the 2021 bond issuance.

Mr. Babbar stated everything was in place for the bond closing tomorrow morning.

**TENTH ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**


There being nothing further to discuss, the meeting adjourned.

**On MOTION by Mr. Jerman and seconded by Mr. Dunn, with all in favor, the meeting adjourned at 1:25 p.m.**



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Secretary/Assistant Secretary



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Chair/Vice Chair