

**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 22, 2023 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
Daniel Edwards	Vice Chair
James Dunn	Assistant Secretary

**Also present were:**

Daniel Rom	District Manager
Mark Hills (via telephone)	Field Operations Manager

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Rom called the meeting to order at 1:02 p.m. Supervisors Jerman, Dunn and Edwards were present. Supervisors Perlman and Marlow were not present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

**THIRD ORDER OF BUSINESS**

**Acceptance of Resignation of Denver Marlow [Seat 1]**

Mr. Rom presented the resignation of Mr. Denver Marlow.

<p><b>On MOTION by Mr. Edwards and seconded by Mr. Dunn, with all in favor, the resignation of Mr. Denver Marlow, was accepted.</b></p>
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**FOURTH ORDER OF BUSINESS**

**Consider Appointment to Fill Unexpired Term of Seat 1; Term Expires November 2027**

Mr. Edwards nominated Mr. Matt White to fill Seat 1.

No other nominations were made.

**On MOTION by Mr. Edwards and seconded by Mr. Dunn, with all in favor, the appointment of Mr. Matt White to Seat 1, term expires November 2027, was approved.**

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

The Oath of Office will be administered to Mr. White at or before the next meeting.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-01, Designating Certain Officers of the District, and Providing for an Effective Date**

Mr. Rom presented Resolution 2023-01. Mr. Dunn nominated the following slate of officers:

- |                |                     |
|----------------|---------------------|
| Richard Jerman | Chair               |
| Dan Edwards    | Vice Chair          |
| James Dunn     | Assistant Secretary |
| Max Perlman    | Assistant Secretary |
| Matt White     | Assistant Secretary |

Cindy Cerbone

Assistant Secretary

Daniel Rom

Assistant Secretary

No other nominations were made. Prior appointments by the Board for Secretary, Treasurer and Assistant Treasurer remain unaffected by this Resolution.

**On MOTION by Mr. Dunn and seconded by Mr. Edwards, with all in favor, Resolution 2023-01, Designating Certain Officers of the District, as nominated, and Providing for an Effective Date, was adopted.**

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-02, Extending the Terms of the Board of Supervisors' Seats to Align with the November General Elections in Accordance with Chapter 190, Florida Statutes**

Mr. Rom presented Resolution 2023-02.

**On MOTION by Mr. Edwards and seconded by Mr. Dunn, with all in favor, Resolution 2023-02, Extending the Terms of the Board of Supervisors' Seats to Align with the November General Elections in Accordance with Chapter 190, Florida Statutes, was adopted.**

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-03, Approving a Proposed Budget for Fiscal Year 2023/2024 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 2023-03. He presented the proposed Fiscal Year 2024 budget, highlighting any line item increases, decreases and adjustments, compared to the Fiscal Year 2023 budget, and explained the reasons for any changes.

Discussion ensued regarding the Phase 2 parks, which will be completed in approximately three months, necessitating additional maintenance.

The following changes were made to the proposed Fiscal Year 2024 budget:

Page 8, "Landscaping contract labor" line item: Increase to \$304,000

Page 8, "Plants/shrubs/annuals" line item: Increase to \$15,000

Page 8, "Signage" line item: Increase to \$3,000

Page 8, "Tree trimming" line item: Increase to \$35,000

Page 8, "General maintenance" line item: Increase to \$10,000

Page 8, "Playground ADA mulch" line item: Increase to \$5,000

**On MOTION by Mr. Dunn and seconded by Mr. Edwards, with all in favor, Resolution 2023-03, Approving a Proposed Budget for Fiscal Year 2023/2024, as amended, and Setting a Public Hearing Thereon Pursuant to Florida Law for August 28, 2023 at 1:00 p.m., at the City of Minneola City Hall, 800 N. U.S. Highway 27, Minneola, Florida 34715; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date, was adopted.**

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-04, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024 and Providing for an Effective Date**

Mr. Rom presented Resolution 2023-04.

The following will be inserted into the Fiscal Year 2024 Meeting Schedule:

DATE: May 20, 2024

**On MOTION by Mr. Jerman and seconded by Mr. Edwards, with all in favor, Resolution 2023-04, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024, as amended, and Providing for an Effective Date, was adopted.**

**NINTH ORDER OF BUSINESS**

**Consideration of Acquisition of Utilities Agreement**

Mr. Rom presented the Acquisition of Utilities Agreement. At Pulte’s request, Mr. Babbar prepared the Agreement, which pertains to the North Parcel assessment area.

**On MOTION by Mr. Jerman and seconded by Mr. Edwards, with all in favor, the Acquisition of Utilities Agreement, in substantial form, was approved.**

**TENTH ORDER OF BUSINESS**

**Consideration of Ratification Items**

- A. **Yellowstone Landscape, Proposal #251387 for Hurricane Ian Cleanup**
- B. **MRM Landscaping, LLC, Estimate for Pine Bark**

**On MOTION by Mr. Dunn and seconded by Mr. Jerman, with all in favor, Yellowstone Landscape Proposal #251387, in the amount of \$1,072.90, and the MRM Landscaping, LLC, Estimate for pine bark, in a not-to-exceed amount of \$35,000, were ratified.**

**ELEVENTH ORDER OF BUSINESS**

**Presentation of Draft Audited Financial Report for Fiscal Year Ended September 30, 2022, Prepared by McDirmit Davis**

Mr. Rom presented the draft Audited Annual Financial Report for the Fiscal Year Ended September 30, 2022 and accompanying disclosures. There were no findings, recommendations, irregularities or instances of noncompliance; it was an unmodified opinion, otherwise known as a clean audit.

**TWELFTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-05, Hereby Accepting the Audited Annual Financial Report for the Fiscal Year Ended September 30, 2022**

Mr. Rom presented Resolution 2023-05. Approval of the draft Audit Report in substantial form is recommended.

**On MOTION by Mr. Edwards and seconded by Mr. Dunn, with all in favor, Resolution 2023-05, Hereby Accepting the Audited Annual Financial Report for the Fiscal Year Ended September 30, 2022, in substantial form, was adopted.**

**THIRTEENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of April 30, 2023**

Mr. Rom presented the Unaudited Financial Statements as of April 30, 2023.

**On MOTION by Mr. Jerman and seconded by Mr. Dunn, with all in favor, the Unaudited Financial Statements as of April 30, 2023, were accepted.**

**FOURTEENTH ORDER OF BUSINESS**

**Approval of August 22, 2022 Public Hearings and Regular Meeting Minutes**

Mr. Rom presented the August 22, 2022 Public Hearings and Regular Meeting Minutes.

**On MOTION by Mr. Dunn and seconded by Mr. Edwards, with all in favor, the August 22, 2022 Public Hearings and Regular Meeting Minutes, as presented, were approved.**

**FIFTEENTH 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**
  - **851 Registered Voters in District as of April 15, 2023**
  - **NEXT MEETING DATE: June 26, 2023 at 1:00 PM**
    - **QUORUM CHECK**

The next meeting would be June 26, 2023, unless cancelled.

**SIXTEENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

Discussion ensued regarding advertising a Request for Proposals (RFP) for annual audit services.

**On MOTION by Mr. Jerman and seconded by Mr. Edwards, with all in favor, authorizing Staff to prepare and advertise a Request for Proposals for Annual Audit Services, was approved.**

**SEVENTEENTH ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

**EIGHTEENTH ORDER OF BUSINESS**

**Adjournment**

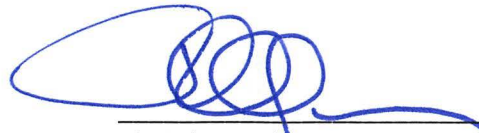
**On MOTION by Mr. Dunn and seconded by Mr. Edwards, with all in favor, the meeting adjourned at 1:32 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



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Secretary/Assistant Secretary



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Chair/Vice Chair