

MINUTES OF MEETING
SHINGLE CREEK AT BRONSON
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Shingle Creek at Bronson Community Development District was held on Monday, March 2, 2020 at 11:00 a.m. at the Oasis Club at ChampionsGate, 1520 Oasis Club Blvd., ChampionsGate, Florida.

Present and constituting a quorum were:

Adam Morgan	Chairman
Rob Bonin	Vice Chairman
Lance Jackson	Assistant Secretary
Brent Kewley	Assistant Secretary

Also present were:

George Flint	District Manager
Andrew d'Adesky	District Counsel
David Reid	District Engineer
Alan Scheerer	Field Manager

FIRST ORDER OF BUSINESS

Roll Call

Mr. Flint called the meeting to order and called the roll at 11:05 a.m. A quorum was present.

SECOND ORDER OF BUSINESS

Public Comment Period

Mr. Flint: No members of the public are present.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Administration of Oaths of Office to Newly Elected Supervisors

Mr. Flint: Just prior to the Board meeting, the initial landowners' meeting was held. Five Board Members were elected; Mr. Morgan, Mr. Bonin, Mr. Jackson, Mr. Kewley and Mr. Catanzariti.

Mr. Flint, a Notary Public of the State of Florida and duly authorized, administered the Oath of Office to Mr. Morgan, Mr. Bonin, Mr. Jackson and Mr. Kewley.

Mr. Flint: I will notarize the Oaths. The Form 1: Statement of Financial Interests must be filed within 30 days of today, with the Supervisor of Elections in the County you live in. As a

Board Member, you are subject to the Sunshine and Public Records Laws like City and County Commissioners. If you have any questions, Andrew or I can answer them for you.

Mr. d'Adesky: We distributed some materials electronically. If you have any questions, please call us. We are always happy to answer them and provide quick responses.

B. Consideration of Resolution 2020-18 Canvassing and Certifying the Results of Landowners' Election

Mr. Flint: The Board of Supervisors sits as the Canvassing Board to certify the results of the Landowners' Election, which took place prior to the Board Meeting. As a result of that election, Mr. Morgan received 100 votes, Mr. Bonin received 100 votes, Mr. Jackson received 61 votes, Mr. Kewley received 50 votes and Mr. Catanzariti received 50 votes. Those results will be filled in the resolution included in your agenda. Are there any questions on the resolution?

Mr. Morgan: No.

On MOTION by Mr. Morgan seconded by Mr. Bonin with all in favor Resolution 2020-18 Canvassing and Certifying the Results of the Landowners' Election was adopted.

C. Election of Officers

D. Consideration of Resolution 2020-19 Electing Officers

Mr. Flint: After each election, the Board is required to elect officers. Resolution 2020-19 elects a Chair, Vice Chair, Secretary, Assistant Secretaries, Treasurer and Assistant Treasurer. We can take each seat individually, or if the Board wants to elect a slate of officers, you could handle it in one motion. The Chair and Vice Chair must be Board Members. The other officers can be Board Members or non-Board Members. Historically, the District Manager has served as Secretary and the District Accountant served as Treasurer, who is Ariel Lovera. Two Board Members would serve as Chair and Vice Chair and the remaining three Board Members would be Assistant Secretaries, but you are not obligated to follow that.

Mr. Morgan: Sounds good to me.

Mr. Morgan: I would like to elect myself as Chair and Mr. Bonin as Vice Chairman.

Mr. Flint: Would the other three Board Members serve as Assistant Secretaries, me as Secretary and Ariel Lovera as Treasurer?

Mr. Morgan: Correct.

On MOTION by Mr. Morgan seconded by Mr. Bonin with all in favor Resolution 2020-19 Electing Officers as previously nominated was adopted.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the February 3, 2020 Meeting

Mr. Flint: The minutes were provided to you in your agenda package. Did the Board have any comments or corrections to those minutes?

Mr. Morgan: They look correct to me.

On MOTION by Mr. Morgan seconded by Mr. Kewley with all in favor the minutes of the February 3, 2020 meeting as presented were approved.

FIFTH ORDER OF BUSINESS

Ranking of Proposals for District Engineering Services and Selection of District Engineer

Mr. Flint: The Board previously appointed Hamilton Engineering as the Interim District Engineer and authorized staff to issue a Request for Qualifications (RFQ) for District Engineering Services. We placed a notice in the Orlando Sentinel. As a result, we received one response from Hamilton Engineering. Does the Board want to accept that proposal?

Mr. Morgan: Yes.

On MOTION by Mr. Morgan seconded by Mr. Bonin with all in favor selecting Hamilton Engineering to provide District Engineering Services and authorizing staff to negotiate an agreement was approved.

SIXTH ORDER OF BUSINESS

Public Hearings

Mr. Flint: At this time, we will open the public hearings.

A. Rules of Procedure

i. Consideration of Resolution 2020-20 Adopting the District's Rules of Procedure

Mr. Flint: The form of the rules was provided to the Board at the organizational meeting. Then we advertised the public hearing in accordance with the Statutes for today for final

consideration. At this time we will open the public hearing. We will note that no members of the public are present to provide comments, so we will bring it back to the Board. You have Resolution 2020-20 adopting the District's rules, which are attached.

Mr. d'Adesky: These are the standard rules that we provide to every single District. They protect the District and us from certain situations.

Mr. Morgan: I'm reading through it quickly and it doesn't look any different than the others.

Mr. d'Adesky: It's not.

On MOTION by Mr. Morgan seconded by Mr. Kewley with all in favor Resolution 2020-20 Adopting the District's Rules of Procedure was adopted.

B. Uniform Method of Collection

i. Consideration of Resolution 2020-21 Expressing the District's Intent to Utilize the Uniform Method of Collection

Mr. Flint: The next public hearing is to consider expressing the District's intent to utilize the uniform method of collection, which is the tax bill for the purpose of collecting the District's operation and maintenance (O&M) and debt service assessments. The Board previously authorized us to advertise a public hearing for today's meeting. Four notices were placed in the newspaper four consecutive weeks, as required. For the record, no members of the public are present to provide comments, so we will bring it back to the Board. Are there any questions or comments on the Resolution?

Mr. Morgan: Andrew, is this the same as always?

Mr. d'Adesky: It is the standard resolution allowing us to use the uniform method of collection, which is what we want to be moving towards, because we want to be able to issue tax certificates. It's also a requirement for the bonds because the bondholders want us to use the tax roll, once we are platting lots.

On MOTION by Mr. Morgan seconded by Mr. Kewley with all in favor Resolution 2020-20 Expressing the District's Intent to Utilize the Uniform Method of Collection was adopted.

C. Fiscal Year 2020 Budget

i. Consideration of Resolution 2020-22 Adopting the Fiscal Year 2020 Budget and Relating to the Annual Appropriations

Mr. Flint: Next is the budget hearing for consideration of the Fiscal Year 2020 budget. The public hearing is still open. We will note that no members of the public are here to provide comment or testimony. The resolution adopts the Proposed Budget, which is attached as Exhibit A. It contemplates a Developer Funding Agreement during this fiscal year. The total budget is \$70,494. Those expenses are prorated. The developer would only be obligated to pay actual costs of the District, during this period, but up to the budgeted amount.

Mr. Morgan: It looks uniform with the others.

On MOTION by Mr. Morgan seconded by Mr. Kewley with all in favor Resolution 2020-22 Adopting the Fiscal Year 2020 Budget and Relating to the Annual Appropriations was adopted.

Mr. Flint: We will close the public hearings.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Showe: We have two new Board Members. Do you want to go over the basics?

Mr. d’Adesky: Yes. I will send you an informational email, but the biggest issue you need to be aware of is the Sunshine Law. Obviously, we have to conduct everything at public meetings, so you cannot discuss any CDD business outside of a CDD meeting. So just wait until the meeting to discuss contracts. Any of your communications on CDD business can be subject to a public records request, so emails and things like that, is usually something that you want to be cognizant of or maybe separate. If you want to keep them in a folder, that’s fine. If you have any questions about whether you can do something, we have been doing this for a long time, and can advise you on that. Other than that, welcome to the Board.

Mr. Flint: One more important item is the forms that I provided to you; the first one is Form 1: Disclosure of Financial Interests. That has to be filed within 30 days of today with the Supervisor of Elections in the county you reside in. That is an obligation as a public official, between you and the State of Florida. The Supervisor of Elections is kind of the gatekeeper for the forms. They actually go to the Commission on Ethics (COE), so it’s important that be filed within 30 days of today with the Supervisor of Elections where you live, not where the District is. Then annually,

they will mail you one the first week of June and its due by July 1st. That's just an update, annually. The form doesn't really change, but they just require you to refile it, to the extent any of your information changes. There is a grace period after the July 1 deadline, but once that grace period is up, the COE will start fining \$25 per day up to \$1,500.

Mr. d'Adesky: Individually, and that's an individual responsibility.

Mr. Flint: So it's important that those get filed. We had someone with another developer that refused to file it on time and incurred those penalties. So be aware of that. When you leave the Board, we provided you with Form 1F. That gets filed within 60 days of leaving. We will send it to you again once you leave, but that gets filed with the Supervisor of Elections as well. As Board Members, you are entitled to compensation under Chapter 190 of \$200 per meeting. The other developer representatives on the Boards have chosen to waive that compensation. It's up to you whether you waive or accept it. If you accept it, there's a W-4 and I-9 Form that needs to be provided to us. If we don't receive that form, we will assume you are waiving the compensation. That's it. As Andrew said, if you have any questions, feel free to call me. You have my card. My cellphone number is on there. You can call me at any time.

i. Engineer

Mr. Flint: Dave, do you have anything?

Mr. Reid: Nothing new today. I appreciate the Board accepting our proposal.

Mr. d'Adesky: George, I had one more item. Right now, we are going through the bond validation process, which is the process by which we validate the maximum amount that we can issue in bonds. We usually never end up issuing that amount. In the case of this District, its \$55 million. We are still waiting on a hearing date. The State Attorney has been on vacation for three weeks and as soon as they return, we should have a hearing date.

Mr. Morgan: Just let me know when that happens.

Mr. d'Adesky: I will everybody know, because it might happen like last time where we had actual testimony.

Mr. Morgan: Right.

Mr. d'Adesky: So, we will see.

C. District Manager's Report

i. Balance Sheet and Income Statement

Mr. Flint: You have the Unaudited Financial Statements through January 31st. No action is required by the Board. If you have any questions, we can discuss those.

Mr. Morgan: They look good to me.

ii. Ratification of Funding Request #3

Mr. Flint: You have Funding Request #3 totaling \$3,849.15. Are there any questions? If not, we need a motion to ratify it.

On MOTION by Mr. Morgan seconded by Mr. Kewley with all in favor the Funding Request #3 was approved.

Mr. Flint: Are there any onsite issues, Alan?

Mr. Scheerer: Not yet. We will be working on getting some plans and pricing for ponds, landscaping and any other assets the District will own.

EIGHTH ORDER OF BUSINESS Other Business

Mr. Flint: Is there any other business that the Board would like to discuss that was not on the agenda? Hearing none,


NINTH ORDER OF BUSINESS Supervisor's Requests

There being none, the next item followed.

TENTH ORDER OF BUSINESS Adjournment

On MOTION by Mr. Morgan seconded by Mr. Kewley with all in favor the meeting was adjourned.


Secretary/Assistant Secretary


Chairman/Vice Chairman