

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, April 6, 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
Jan Carpenter	District Counsel
David Reid	District Engineer
Kristen Trucco	LLEB by phone

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Flint called the meeting to order and called the roll at 11:00 a.m. A quorum was present. This meeting was being held per the Governor's Executive Order, allowing these meetings to be held remotely.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Carpenter: George, can you confirm that you are at the ChampionsGate location in person and no members of the public are present?

Mr. Flint: Yes. For the record, I'm sitting in the parking lot at the Oasis Club and there are no members of the public present to provide comment or testimony.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the March 2, 2020 Board of Supervisors Meeting and Acceptance of Minutes of the March 2, 2020 Landowners' Meeting**

Mr. Flint: Were there any comments or corrections from the Board?

Mr. Morgan: No. They look good.

Mr. Flint: If so, we need a motion to approve the minutes of the Board of Supervisors meeting and accept the landowners' meeting minutes.

On MOTION by Mr. Morgan seconded by Mr. Kewley with all in favor the Minutes of the March 2, 2020 Board of Supervisors Meeting were approved and the Minutes of the March 2, 2020 Landowners' Meeting were accepted, as presented.

**FOURTH ORDER OF BUSINESS**

**Consideration of Professional Engineering Services Agreement with Hamilton Surveying & Engineering, Inc.**

Mr. Flint: The Board previously bid out engineering services per the Consultants Competitive Negotiation Act (CCNA) requirements and selected Hamilton Engineering as the Interim District Engineer. This is just formalizing approval their agreement. Are there any questions on the agreement? Hearing none, we need a motion to approve it.

On MOTION by Mr. Morgan seconded by Mr. Bonin with all in favor the Professional Engineering Services Agreement with Hamilton Surveying & Engineering, Inc. was approved.

**FIFTH ORDER OF BUSINESS**

**Financing Matters**

**A. Consideration of Engineer's Report**

Mr. Flint: This report is dated December 24<sup>th</sup>. It was provided at the last meeting. I don't know that there have been any changes.

Mr. Reid: No, I haven't made any changes.

Mr. Flint: Okay. Jan, do you want to state anything on the record regarding the Engineer's Report that was presented at the last meeting.

Ms. Carpenter: The only thing is that the date is December 24, 2019 and it was actually updated on February 3, 2020.

Mr. Flint: Right. Are we going to keep the date that's referred to in the Methodology and Resolution at this point?

Ms. Carpenter: In the Resolution we say, "December 24, 2019 as updated on February 3, 2020."

Mr. Flint: Okay.

Ms. Carpenter: I just wanted to state on the record that it is dated the 24<sup>th</sup>, but it had some changes since it was adopted on the 24<sup>th</sup>.

Mr. Flint: Are there any questions from the Board on the Engineer’s Report? Hearing none,

**B. Consideration of Master Assessment Methodology**

Mr. Flint: We also have the Master Assessment Methodology, which was also presented at the last meeting. There were no substantive changes since you set the public hearing at your February 3<sup>rd</sup> meeting. Are there any questions on the report? Hearing none,

**C. Public Hearing/Public Comment and Testimony on Proposed Levy of Assessment**

Mr. Flint: If there are no questions, we will open the public hearing and note for the record that no members of the public are either on Zoom or at the meeting location to provide comment or testimony. So we will bring it back to the Board for consideration and discussion.

**D. Consideration of Resolution 2020-23 Levying Assessments**

Mr. Flint: Jan, do you want to present Resolution 2020-23?

Ms. Carpenter: Sure. The Board adopted the Engineer’s Report and this resolution levies the assessments for the project reflected in that report. Once bonds are issued, the assessments will be brought down to the actual level to match the bonds issued. I think this Board has the experience and understands it. George went through the Methodology at the last meeting fairly extensively. If there are any questions, we would be happy to answer them. I will also reflect that no comments were received in writing or to George’s office at GMS concerning this resolution.

Mr. Flint: Are there any questions from the Board on the resolution? If not, we need a motion to adopt it.

On MOTION by Mr. Morgan seconded by Mr. Kewley with all in favor Resolution 2020-23 Levying Assessments was adopted.

Mr. Flint: That concludes the public hearing and we will go ahead and close it.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Flint: Jan, do you have anything else?

Ms. Carpenter: Yes. We are working on are the conveyances that go along with Requisition #4. Those should be completed soon. In the past, the Chairman was delegated to execute those documents and it would come back to the Board for ratification. The documents will not be approved requisitions. There is a Bill of Sale, Deed and the actual conveyances of the real property and personal property. I am looking for a motion for the Chairman and Vice Chair to execute those documents on behalf of the Board.

Mr. Flint: To execute the bill of sale and conveyances. The requisition was already authorized.

Ms. Carpenter: It does not need authorization. We are asking for that, due to the fact that we won't have many meetings during the State of Emergency, so we want to make sure when the requisition is approved and the money issued, the District receives title to the property. So we would look for a motion by one of the Board Members to authorize the Chairman or Vice Chair to execute and accept the deed and bill of sale from Lennar.

Mr. Flint: We need a motion to that effect.

On MOTION by Mr. Morgan seconded by Mr. Bonin with all in favor authorization for the Chairman or Vice Chair to execute and accept the deed and bill of sale from Lennar was approved.

**B. Engineer**

Mr. Flint: Dave, do you have anything?

Mr. Reid: I don't have anything new.

**C. District Manager's Report**

**i. Balance Sheet and Income Statement**

Mr. Flint: You have the Unaudited Financial Statements through February 29<sup>th</sup>. No action is required by the Board. If you have any questions, we can discuss those.

**ii. Ratification of Funding Request #4**

Mr. Flint: This is a combination of General Fund expenses for the District Manager, District Counsel and Board payments. Then we have some engineering expenses from Hamilton Engineering that are categorized as capital, which would be reimbursed from the Acquisition and

Construction Account. Are there any questions on Funding Request #4? If not, we need a motion to ratify it.

On MOTION by Mr. Morgan seconded by Mr. Kewley with all in favor Funding Request #4 was ratified.

**SEVENTH ORDER OF BUSINESS                      Other Business**

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

**EIGHTH ORDER OF BUSINESS                      Supervisor's Requests**

There being none, the next item followed.

**NINTH ORDER OF BUSINESS                      Adjournment**

Mr. Morgan: Everybody be safe.

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

  
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Secretary/Assistant Secretary

  
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Chairman/Vice Chairman