

MINUTES OF MEETING
SHINGLE CREEK AT BRONSON
COMMUNITY DEVELOPMENT DISTRICT

An Organizational meeting of the Board of Supervisors of the Shingle Creek at Bronson Community Development District was held on Tuesday, December 24, 2019 at 9:00 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
Lane Register	Assistant Secretary
Mark Revell	Assistant Secretary

Also present were:

Jason Showe	District Manager
Jan Carpenter	District Counsel

FIRST ORDER OF BUSINESS

Introduction

A. Call to Order

Mr. Showe called the meeting to order and called the roll. Three Board Members were present, constituting a quorum.

B. Public Comment Period

No members of the public were present for the meeting.

C. Oath of Office

Mr. Showe being a Notary Public of the State of Florida and duly authorized, administered the Oath of Office to Mr. Morgan, Mr. Register and Mr. Revell.

Mr. Showe: I will notarize the Oaths.

Ms. Carpenter: Since you are all members of other Boards, I will not discuss the Sunshine Law, Ethics and Public Records. We will send you a reminder to refresh yourself.

SECOND ORDER OF BUSINESS

Organizational Matters

A. Confirmation of Notice of Meeting

Mr. Showe: We have placed a notice in The Orlando Sentinel on December 17, 2019.

B. Information on Community Development Districts and Public Official Responsibilities and Florida Statutes Chapter 190

Mr. Showe: As Jan said, we included some information on Community Development Districts (CDDs) and the responsibilities of public officials, as well as Florida Statute, Chapter 190. As you are members of other Boards we won't go through these specifically, but if you have any questions, Jan and I can assist you.

C. Election of Officers

Mr. Showe: Typically Boards will appoint a Chair and Vice Chair and then the rest of the Board Members serve as Assistant Secretaries. We ask that you elect George Flint and I Assistant Secretaries for the purpose of signing documents. At this time, is there a recommendation for a Chair?

Mr. Morgan: I nominate Mr. Morgan as Chairman, Mr. Bonin as Vice Chairman and the remaining Board members and Mr. Showe as Assistant Secretaries.

1. Consideration of Resolution 2020-01 Designating Officers

Mr. Showe: Resolution 2020-01 designates Mr. Morgan as Chairman, Mr. Bonin as Vice Chair, Mr. Showe as Secretary and Mr. Revell, Mr. Katnazari, Jr., Mr. Register and Mr. Showe as Assistant Secretaries. We need a motion to adopt Resolution 2020-01.

On MOTION by Mr. Morgan seconded by Mr. Register with all in favor Resolution 2020-01 designating the officers as stated above was adopted.

2. Resolution 2020-02 Appointing Treasurer & Assistant Treasurer

Mr. Showe: Most of our Districts don't have an Assistant Treasurer, so we ask that you appoint Ariel Lovera in our office as Treasurer to handle the bank accounts and process all checks.

On MOTION by Mr. Morgan seconded by Mr. Register with all in favor Resolution 2020-02 Appointing Ariel Lovera as Treasurer was adopted.

Mr. Bonin joined the meeting.

• **Oath of Office**

Mr. Showe being a Notary Public of the State of Florida and duly authorized, administered the Oath of Office to Mr. Bonin.

THIRD ORDER OF BUSINESS

Retention of District Staff

A. Consideration of Contract for District Management Services

Mr. Showe: We provided a contract for District management services from Governmental Management Services (GMS). It is in line with all of the other contracts you have seen from GMS, so we can take any questions or an approval.

Ms. Carpenter: It does match the other contracts.

Mr. Showe: We need a motion to approve.

On MOTION by Mr. Morgan seconded by Mr. Register with all in favor retaining Government Management Services as the District Manager and approving the District Management Services contract was approved.

B. Consideration of Appointment of District Counsel

Mr. Showe: We provided a contract from Latham, Shuker, Edan & Beaudine, LLP. It matches other contracts in other Districts, so we need a motion to approve the contract.

On MOTION by Mr. Morgan seconded by Mr. Register with all in favor retaining Latham, Shuker, Edan & Beaudine, LLP. as District Counsel and approving their contract was approved.

C. Consideration of Resolution 2020-03 Designating a Registered Agent and Office

Mr. Showe: This designates District Counsel as Registered Agent for the District. In the event there were any legal requirements or court proceedings, they would be the first one to be notified. We need a motion to adopt Resolution 2020-03.

On MOTION by Mr. Morgan seconded by Mr. Register with all in favor Resolution 2020-03 Designating Jan Carpenter as Registered Agent and the offices of Latham, Luna, Eden & Beaudine, LLP, 111 N. Magnolia Avenue, Suite 1400, Orlando, Florida as the Registered Office was adopted.

D. Request Authorization to Issue RFQ for Engineering Services

Mr. Showe: Under the Florida Statutes, we are required to issue a Request for Qualifications (RFQ) for District engineering services. We prepared that document so we can go out and officially hire a District Engineer. Jan, I don't know if you have anything to add.

Ms. Carpenter: That's correct. An Interim Engineer will be appointed to perform the bond validation work, but this is the official process you must go through.

Mr. Showe: We need a motion to authorize the issuance of the RFQ.

On MOTION by Mr. Register seconded by Mr. Morgan with all in favor authorization for Staff to advertise a Request for Qualifications for District engineering services was approved.

FOURTH ORDER OF BUSINESS Designation of Meetings and Hearing Dates

A. Designation of Regular Monthly Meeting Date, Time and Location

Mr. Showe: The Board is required to approve an annual meeting notice. You typically meet the first Monday of every month. It looks like you have some time at 11:00 a.m., which would be prior to the other Shingle Creek meeting.

Mr. Morgan: 11:00 a.m. is fine.

Mr. Showe: So the meetings would be the first Monday of every month at 11:00 a.m. Due to notice requirements, we won't be able to get a notice into the newspaper until February 3rd. We need a motion to that effect.

On MOTION by Mr. Morgan seconded by Mr. Register with all in favor designating the first Monday of each month, at 11:00 a.m., at the Oasis Club at ChampionsGate, 1520 Oasis Club Blvd., ChampionsGate, Florida as the regular meeting date, time and location was approved.

B. Designation of Landowner's Meeting Date, Time and Location

Mr. Showe: We must set some hearings. With notice requirements, we recommend March 2nd to conduct the official landowner's election for the District. We need a motion to designate.

On MOTION by Mr. Morgan seconded by Mr. Register with all in favor designating March 2, 2020 at 11:00 a.m., at the Oasis Club at ChampionsGate, 1520 Oasis Club Blvd., ChampionsGate, Florida as the landowner's meeting date, time and location was approved.

C. Designation of Date of Public Hearing to Adopt Rules of Procedure in accordance with Section 120.54, Florida Statutes

1. Consideration of Resolution 2020-04 Setting a Public Hearing to Consider the Proposed Rules of the District

Mr. Showe: We are looking at March 2nd for a lot of these public hearings, due to notice requirements and holidays. The first public hearing is to adopt the Rules of Procedure for the District. In coordination with that, we prepared Resolution 2020-04. Once again, we recommend March 2nd, which would give us plenty of time to get the notices into the newspaper and need a motion to that effect.

On MOTION by Mr. Morgan seconded by Mr. Register with all in favor Resolution 2020-04 Setting a Public Hearing for March 2, 2020 at 11:00 a.m., at the Oasis Club at ChampionsGate, 1520 Oasis Club Blvd., ChampionsGate, Florida to consider the Proposed Rules of the District was adopted.

D. Designation of Dates of Public Hearing on the Budget for Fiscal Year 2020

1. Consideration of Resolution 2020-05 Setting the Public Hearing and Approving the Proposed Fiscal Year 2020 Budget

Mr. Showe: The budget is typical of a developer funded District and has all of the pass-through costs. We would once again recommend setting March 2nd as your public hearing date for the budget and need a motion to that effect.

On MOTION by Mr. Morgan seconded by Mr. Register with all in favor Resolution 2020-05, Setting a Public Hearing for March 2, 2020 at 11:00 a.m., at the Oasis Club at ChampionsGate, 1520 Oasis Club Blvd., ChampionsGate, Florida to approve the Proposed Fiscal Year 2020 Budget was adopted.

2. Approval of the Fiscal Year 2019-2020 Developer Funding Agreement

Mr. Showe: We need a motion to approve the Developer Funding Agreement.

On MOTION by Mr. Morgan seconded by Mr. Register with all in favor the Fiscal Year 2019-2020 Developer Funding Agreement was approved.

E. Designation of Date of Public Hearing Expressing the District’s Intent to Utilize the Uniform Method of Levying, Collecting and Enforcing Non Ad-Valorem Assessments in accordance with Section 197.3632, Florida Statutes

Mr. Showe: Next is the designation of a public hearing date for expressing the District’s intent to use the uniform collection method. We recommend March 2nd for the public hearing.

On MOTION by Mr. Morgan seconded by Mr. Register with all in favor designating the public hearing to express the District’s intent to utilize the uniform method of levying, collecting and enforcing non ad-valorem assessments in accordance with Section 197.3632, Florida Statutes for March 2, 2020 at 11:00 a.m., at the Oasis Club at ChampionsGate, 1520 Oasis Club Blvd., ChampionsGate, Florida was approved.

FIFTH ORDER OF BUSINESS

Other Organizational Matters

A. Selection of District Depository

Mr. Showe: I think we have been putting all of your funds in a SunTrust account, so it’s probably easier, administratively to continue doing that. So if there is no opposition, we recommend a motion to select SunTrust as District depository.

Ms. Carpenter: They meet all of the statutory requirements.

Mr. Showe: Correct.

On MOTION by Mr. Morgan seconded by Mr. Register with all in favor selecting SunTrust as the District’s Depository was approved.

B. Authorization of Bank Account Signatories

Mr. Showe: We typically have the Secretary and Treasurer as signatories, which would be Ariel Lovera and George Flint. If there is no opposition, we need a motion to approve.

On MOTION by Mr. Morgan seconded by Mr. Register with all in favor authorizing the Secretary, George Flint and the Treasurer, Ariel Lovera as bank account signatories was approved.

C. Consideration of Resolution 2020-06 Relating to Defense of Board Members

Mr. Showe: Jan, do you want to report on that?

Ms. Carpenter: Yes. The Board Members, within their scope of their duties, could get named to a lawsuit. This resolution authorizes the District to help defend that lawsuit.

Mr. Showe: It ratifies and makes it formal in the District records.

On MOTION by On MOTION by Mr. Morgan seconded by Mr. Register with all in favor Resolution 2020-06 Relating to the Defense of Board Members was adopted.

D. Consideration of Resolution 2020-07 Approving District Counsel to Record the “Notice of Establishment” in the Property Records of Osceola County in accordance with Chapter 190.0485, Florida Statutes

Mr. Showe: We need a motion to adopt Resolution 2020-07.

On MOTION by Mr. Morgan seconded by Mr. Register with all in favor Resolution 2020-07 Approving District Counsel to Record the “Notice of Establishment” in the Property Records of Osceola County in Accordance with Chapter 190.0485, Florida Statutes was adopted.

E. Consideration of Resolution 2020-08 Adopting Investment Guidelines

Mr. Showe: This provides some guidelines and gives us some basis for how we want to invest funds for the District. I think these are typical with what you have seen in all of the districts we established. So we recommend a motion to adopt Resolution 2020-08.

On MOTION by Mr. Morgan seconded by Mr. Register with all in favor Resolution 2020-08 Adopting the Investment Guidelines was adopted.

F. Consideration of Resolution 2020-09 Authorizing Execution of Public Depositor Report

Mr. Showe: Along with authorizing the execution of the Public Depositor Report, Resolution 2020-09 directs the Treasurer of the District and the District Manager to complete any necessary items that are required for financial reporting. We need a motion to adopt Resolution 2020-09.

On MOTION by Mr. Morgan seconded by Mr. Register with all in favor Resolution 2020-09 Authorizing Execution of the Public Depositor Report was adopted.

G. Consideration of Resolution 2020-10 Designating a Policy for Public Comment

Mr. Showe: These are standard. We are setting these up in a lot of our Districts.

Ms. Carpenter: It incorporates the statutory part of the public notice. It is nice to have it in place. We need a motion to adopt Resolution 2020-10.

On MOTION by Mr. Morgan seconded by Mr. Register with all in favor Resolution 2020-10 Designating a Policy for Public Comment was adopted.

H. Consideration of Resolution 2020-11 Adopting a Travel and Reimbursement Policy

Mr. Showe: It may not be applicable now, but it is nice to have these in place down the road, should travel be required by the Board. We need a motion to adopt Resolution 2020-11.

On MOTION by Mr. Morgan seconded by Mr. Register with all in favor Resolution 2020-11 Adopting a Travel and Reimbursement Policy was adopted.

I. Consideration of Resolution 2020-12 Adopting a Records Retention Policy

Mr. Showe: This is in line with Florida Statutes and tells us what records we need to keep and the length of time. Later, we will set the location to keep the records in the county, but at this time, we need a motion to adopt Resolution 2020-12.

On MOTION by Mr. Morgan seconded by Mr. Register with all in favor Resolution 2020-12 Adopting a Records Retention Policy was adopted.

J. Consideration of Resolution 2020-13 Approving an Interlocal Agreement with Osceola County

Mr. Showe: This resolution authorizes the Chair to ratify any actions related to an Interlocal Agreement between Osceola County and the District.

Ms. Carpenter: This is part of the petition process, which requires an Interlocal Agreement.

Mr. Showe: We need a motion to adopt Resolution 2020-13.

On MOTION by Mr. Morgan seconded by Mr. Register with all in favor Resolution 2020-13 Approving an Interlocal Agreement with Osceola County was adopted.

K. Consideration of Compensation of Board Members

Mr. Showe: Is the Board waiving compensation at this time?

Mr. Register: Yes.

Mr. Morgan: Yes.

Mr. Revell: Yes.

Mr. Bonin: Yes.

Mr. Showe: If you change your mind at any point, we can always change it. We just have to give you some additional paperwork to fill out.

L. Selection of District Records Office Within Osceola County

Mr. Showe: We typically kept the records onsite here. Is that amenable to the Board?

Mr. Register: Yes.

Mr. Morgan: Yes.

Mr. Showe: Then we need a motion to approve the District records office.

On MOTION by Mr. Morgan seconded by Mr. Register with all in favor selecting the Oasis Club at ChampionsGate, 1520 Oasis Club Blvd., ChampionsGate, Florida, as the District Records Office within Osceola County was approved.

M. Consideration of Website Services Agreement

Mr. Showe: Next is an agreement from VGlobalTech to set up the website for the District. The proposal is \$2,575 to set up your website so it is in ADA compliance. This is the company we have been using to set up our websites. GMS can maintain it going forward, as we have the software to put documents on there. It just takes them some time to build it. So we need a motion to approve the VGlobalTech agreement.

On MOTION by Mr. Morgan seconded by Mr. Register with all in favor the Website Services Agreement with VGlobalTech in the amount of \$2,575 was approved.

N. Authorization to Prepare Public Facilities Report in Accordance with Chapter 189.08 Florida Statutes to Coincide with Special District Filing Date of August 1st for Osceola County

Mr. Showe: This is direction for the District Manager to prepare the Public Facilities Report.

On MOTION by Mr. Morgan seconded by Mr. Register with all in favor authorization for the District Manager to prepare the Public Facilities Report in accordance with Chapter 189.08 of the Florida Statutes to coincide with the Special District filing date of August 1st for Osceola County was approved.

SIXTH ORDER OF BUSINESS

Capital Improvements

Mr. Showe: We obtained some proposals to set up your financing team.

A. Appointment of Financing Team

1. Bond Counsel

Mr. Showe: We provided you with an agreement from Greenberg Traurig to serve as Bond Counsel. We need a motion to approve the agreement.

On MOTION by Mr. Morgan seconded by Mr. Register with all in favor appointing Greenberg Traurig as Bond Counsel was approved.

2. Interim Engineer

Mr. Showe: We provided you a proposal from Hamilton Surveying & Engineering to serve as Interim District Engineer.

On MOTION by Mr. Morgan seconded by Mr. Register with all in favor appointing Hamilton Surveying & Engineering as the Interim Engineer was approved.

3. Underwriter

Mr. Showe: Next is a proposal from FMSBonds to act as bond agent.

On MOTION by Mr. Morgan seconded by Mr. Register with all in favor appointing FMS Bonds as the Underwriter was approved.

4. Assessment Administrator

Mr. Showe: Assessment services are part of your management agreement with GMS. We don't have a separate agreement.

5. Trustee

Mr. Showe: We provided you an agreement from U.S. Bank to serve as Trustee for the District.

Mr. Register: Is this the firm that we currently use?

Mr. Showe: Yes.

On MOTION by Mr. Register seconded by Mr. Morgan with all in favor appointing U.S. Bank as Trustee was approved.

B. Approval of Financing Team Funding Agreement

Mr. Showe: We have an agreement between Shingle Creek at Bronson CDD and Lennar Homes to fund in advance of the bond as needed. We need a motion to approve the agreement.

On MOTION by Mr. Morgan seconded by Mr. Register with all in favor the Financing Team Funding Agreement between the Shingle Creek at Bronson CDD and Lennar Homes was approved.

SEVENTH ORDER OF BUSINESS

Financing Matters

A. Consideration of Resolution 2020-15 Authorizing the Issuance of Bonds and Authorizing the Commencement of Validation Proceedings

Mr. Showe: So we can work on financing matters, we provided Resolution 2020-15, authorizing the issuance of bonds and the commencement of validation proceedings. This is the first step in obtaining funding. Jan, did you want to talk about the process?

Ms. Carpenter: Sure. The validation of the bonds is required by statute. We have done this in other Districts. We do this when Greenberg is Bond Counsel. The Engineer submitted a very rough draft. We will get started on that and file it in Osceola County, which is one of the quicker counties to get it done in. Are there any comments?

Mr. Showe: I have none.

Ms. Carpenter: We will file it after the first of the year, as the State Attorney handling it is on maternity leave.

On MOTION by Mr. Morgan seconded by Mr. Register with all in favor, Resolution 2020-15 Authorizing the Issuance of Bonds and Authorizing the Commencement of Validation Proceedings was adopted.

EIGHTH ORDER OF BUSINESS

Business Items

A. Consideration of Resolution 2020-14 Approving the Execution of the Cove at Storey Lake III Plat

Mr. Showe: We need a motion to adopt Resolution 2020-14.

On MOTION by Mr. Morgan seconded by Mr. Register with all in favor Resolution 2020-14 Approving the Execution of the Cove at Storey Lake III Plat was adopted.

NINTH ORDER OF BUSINESS

Other Business

A. Staff Reports

i. Attorney

There not being any, the next item followed.

ii. Manager

There not being any, the next item followed.

B. Supervisors Requests

There not being any, the next item followed.

C. Approval of Funding Request No. 1

Mr. Showe: This funding request is to get the insurance, advertisements and the website as well as some funds to open up the operating accounts. We need a motion to approve the funding request.

On MOTION by Mr. Morgan seconded by Mr. Register with all in favor Funding Request No. 1 was approved.

Mr. Showe: Are there any other items for the Board to discuss? Hearing none, we need a motion to adjourn.

NINTH ORDER OF BUSINESS

Adjournment

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



Secretary/Assistant Secretary



Chairman/Vice Chairman