

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, September 14, 2020 at 11:00 a.m. via Zoom Teleconference.

Present and constituting a quorum were:

Adam Morgan	Chairman
Lance Jackson	Assistant Secretary
Brent Kewley	Assistant Secretary

Also present were:

George Flint	District Manager
Kristen Trucco	District Counsel
David Reid	District Engineer
Alan Scheerer	Field Manager
Tricia Adams	GMS
Phil Gildan	Developer's Counsel

**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.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Mr. Flint: Only Board members and staff are present, so we will move on to the next item.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the August 3, 2020 Meeting**

Mr. Flint: Does the Board have any comments or corrections to the August 3, 2020 meeting minutes?

Mr. Morgan: They look good.

On MOTION by Mr. Morgan seconded by Mr. Kewley with all in favor, the Minutes of the August 3, 2020 Meeting, were approved.
---

**FOURTH ORDER OF BUSINESS**

**Consideration of Landscape Maintenance Agreement with Down to Earth**

Mr. Flint: Next is the agreement with Down to Earth. Alan, do you want to present this?

Mr. Scheerer: Yes, good morning everybody. Included in your agenda package is a Landscape Maintenance Agreement with Down to Earth for the Bronson Tract. In the attachments in your agenda you will find the fees associated with the attached map as well as the scope of services. The fees are in the budget for 2021. This agreement is what we based those numbers on. The scope of services is the same scope of services as the Shingle Creek CDD. I can try to answer any questions you might have with respect to the map and the pricing in the agenda.

Mr. Flint: We would have Counsel prepare an agreement and this would be attached to the standard form of agreement. Since Down to Earth has been providing this to Shingle Creek, we went ahead and got a proposal for them to continue down the road and do this section of Shingle Creek at Bronson. It would have the same provisions with the 30 day without cause termination provision. If there's ever any issue with their services, there would be an easy out and opportunity to make a change. Entering into the agreement would give them the go ahead. Because of the timing of those tracts coming on, we need to move forward with maintaining it. Are there any questions from the Board? Hearing none,

On MOTION by Mr. Morgan seconded by Mr. Jackson, with all in favor, the Landscape Maintenance Agreement with Down to Earth, was approved.

**FIFTH ORDER OF BUSINESS**

**Appointment of Audit Committee and Chairman**

Mr. Flint: We recommend that the Board appoint themselves as the Audit Committee for purposes of selecting an independent auditor. The Board also has the option of appointing non Board members if they choose to do that. In the event you appoint yourself as the Audit Committee, the Committee meeting is scheduled immediately after the Board meeting to approve the bid document and selection criteria in the notice. Is the Board okay with appointing themselves?

On MOTION by Mr. Kewley, seconded by Mr. Morgan, with all in favor, the Appointment of the Board of Supervisors as the Audit Committee and Adam Morgan as Chairman of the Audit Committee, was approved.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Trucco: All is fine here, we have nothing new to report to the Board today.

**B. Engineer**

Mr. Flint: Dave, do you have anything for the Board?

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

**C. District Manager's Report**

**i. Balance Sheet and Income Statement**

Mr. Flint: You have the unaudited financials contained in your agenda through the end of August 2020. There is no action required, but if the Board has any questions we can discuss them. Hearing none,

**ii. Ratification of Funding Requests #9 - #10**

Mr. Flint: Next would be the ratification of funding requests #9 and #10. Funding request #9 is for \$8,102.28, and #10 is for \$5,000 for fiscal year 2021, which starts on October 1<sup>st</sup>, and submitted to the Developer under the Funding Agreement. We are just asking the Board to ratify them.

On MOTION by Mr. Morgan seconded by Mr. Jackson, with all in favor, Funding Requests #9 - #10, were ratified.

**SEVENTH ORDER OF BUSINESS**

**Other Business**

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

**EIGHTH ORDER OF BUSINESS**

**Supervisor's Requests**

Hearing none, the next item followed.

**NINTH ORDER OF BUSINESS**

**Adjournment**

We will adjourn the Board meeting and open the Audit Committee meeting immediately after.

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

  
Secretary/Assistant Secretary  
Chairman/Vice Chairman