

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 4, 2022 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 by phone
Brent Kewley	Assistant Secretary
Ashley Baksh	Assistant Secretary

Also present were:

George Flint	District Manager
Kristen Trucco	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 11:00 a.m. Three Board members were present, constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Mr. Flint: Next is public comment period and we just have the Board and staff here. There are no public comments.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the March 7, 2022 Meeting**

Mr. Flint: We will move onto the approval of the minutes from the March 7, 2022 Board meeting. Did the Board have any comments or corrections to those?

Mr. Morgan: They look good to me.

On MOTION by Mr. Morgan seconded by Mr. Kewley, with all in favor, the Minutes of the March 7, 2022 Board of Supervisors Meeting, were approved.
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**FOURTH ORDER OF BUSINESS**

**Review and Acceptance of Fiscal Year 2021 Audit Report**

Mr. Flint: The District is required, as a governmental entity, to have an annual independent audit performed and you selected Grau & Associates as your independent auditor. On page 28, which is the last page of the report, if there were any findings or recommendations they would be indicated there in the report to management. You can see there are no current or prior year findings or recommendations and we have complied with the provisions of the Auditor General in the state of Florida.

Mr. Morgan: Great.

Mr. Flint: Are there any questions on the audit? If not, is there a motion for it to be accepted and to authorize it to be transmitted to the State of Florida?

On MOTION by Mr. Morgan seconded by Ms. Baksh, with all in favor, the Fiscal Year 2021 Audit Report, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-05 Authorizing the Use of Electronic Documents and Signatures**

Mr. Flint: Kristen, do you want to review this?

Ms. Trucco: Sure, the Florida legislature has passed a law that permits the CDD to sign resolutions and documents electronically in an effort to save costs. We are recommending that the Board adopt a policy allowing us to execute documents electronically. It will be easier for everyone.

Mr. Morgan: Absolutely.

On MOTION by Mr. Morgan seconded by Ms. Baksh, with all in favor, Resolution 2022-05 Authorizing the Use of Electronic Documents and Signatures, was approved.

**SIXTH ORDER OF BUSINESS**

**Discussion of Pending Plat Conveyances**

Mr. Flint: The next item is a general discussion item that we include on all of the agendas just in case there is any need for discussion on any pending plats or conveyances. Is there anything at this time?

Mr. Morgan: We are all good, aren't we Rob?

Mr. Bonin: Yes, I am good.

Mr. Morgan: Okay, no need for discussion.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Flint: Anything else Kristen?

Ms. Trucco: There is nothing else from me, thank you.

**B. Engineer**

Mr. Flint: Dave, anything else for the Board?

Mr. Reid: No, I do not have anything new.

**C. District Manager's Report**

**i. Approval of Check Register**

Mr. Flint: You have the check register for March 1<sup>st</sup> through March 28, 2022 totaling \$41,131.22. The detailed register is behind the summary. If there are any questions, we can discuss those, otherwise I will ask for a motion to approve the check register.

On MOTION by Mr. Morgan seconded by Ms. Baksh, with all in favor, the Check Run Summary, was approved.

**ii. Balance Sheet and Income Statement**

Mr. Flint: You have the unaudited financials through February 28<sup>th</sup>. There is no action required. If the Board has any questions, we can discuss those. Through the end of February, we have collected \$143,000 of the \$188,000 that is certified for collection on the tax roll. We are fully collected on our direct assessments.

Mr. Morgan: Very good.

**iii. Designation of November 1, 2022 as Landowners' Meeting Date**

Mr. Flint: We are recommending that you designate November 1, 2022 as your landowners' meeting date. You have three seats that are up for election in November. Those are Mr. Kewley's, Mr. Catanzariti's, and Ms. Baksh's seats. Those are all landowner elected at this point. We are suggesting you set that landowners' meeting date in conjunction with your Board meeting date.

Mr. Morgan: November 1<sup>st</sup>, is that our Board meeting date for that month?

Mr. Flint: I believe it is.

Mr. Morgan: I will check quickly. It looks like November 1 is a Tuesday.

Mr. Flint: There is one election that is 90 days after formation, then the first one in November has to be on the first Tuesday. After that, it can be on the Board meeting date.

Mr. Morgan: So we could change the CDD meeting date to that Tuesday?

Mr. Flint: We could, but it doesn't require Board members to be there, it just requires a proxy holder.

Mr. Morgan: So I can be there?

Mr. Flint: Yes. We could just have one person there representing the landowner on the November 1 meeting.

Mr. Morgan: And that would be here?

Mr. Flint: It would need to be in Osceola County. We could do it somewhere else in Osceola county, but typically we have held them here.

On MOTION by Mr. Morgan seconded by Ms. Baksh, with all in favor, Setting the Landowner's Meeting Date for November 1, 2022, was approved.

Mr. Flint: We will send out the proxy and the information, and the sample agenda proxy and other information in the agenda for anyone who is interested.

**EIGHTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**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 Ms. Baksh, with all in favor, the meeting was adjourned.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman