

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, May 2, 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 <i>joined late</i>	Vice Chairman
Brent Kewley	Assistant Secretary
Ashley Baksh	Assistant Secretary

Also present were:

George Flint	District Manager
Kristen Trucco	District Counsel
Jay Lazarovich	LLEB
David Reid <i>by phone</i>	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. Mr. Bonin joined the meeting during the fourth order of business.

SECOND ORDER OF BUSINESS

Public Comment Period

Mr. Flint: There are no members of the public other than Board members and staff.

THIRD ORDER OF BUSINESS

Approval of Minutes of the April 4, 2022 Meeting

Mr. Flint: We will move on to the approval of the minutes from your April 4th meeting. Were there any comments or corrections to those?

Mr. Morgan: They look fine, make a motion to accept.

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On MOTION by Mr. Morgan seconded by Ms. Baksh, with all in favor, the Minutes of the April 4, 2022 Meeting, were approved.

FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2022-06
Approving the Proposed Fiscal Year 2023
Budget and Setting the Public Hearing**

Mr. Flint: Item four is consideration of Resolution 2022-06. This is a resolution approving a proposed budget and setting the date, place, and time of the public hearing. We are suggesting your August 1st meeting in this location at 8:30 for the public hearing and the budget is attached as exhibit A. This is a proposed budget and the start of the budget process. It's not binding on the Board, if the Board wants to make changes we can do that between now and at the public hearing. It assumes the per unit assessment amounts would remain the same. We are recognizing some carry forward and this is the amount above our three-month operating. So, we have an unappropriated three-month operating reserve, and we are recognizing the amount above that as carry forward and there is a transfer out, as you see, to a capital reserve fund. So, this will be the first year that we will be able to start contributing money to a capital reserve fund. The administrative costs are going up. It is a combination of increasing the Supervisor fees in recognition of the four Board members that are accepting compensation and estimating the number of meetings per year. We've also asked for a 5% increase in our management fee, and we have increased insurance.

**Mr. Bonin joined the meeting at this time.*

Mr. Flint: Are there any questions on the resolution or the exhibit?

On MOTION by Mr. Morgan seconded by Ms. Baksh, with all in favor, Resolution 2022-06 Approving the Proposed Fiscal Year 2023 Budget and Setting the Public Hearing for August 1, 2022 at 11:00 a.m. at the Oasis Club at ChampionsGate, was approved.

FIFTH ORDER OF BUSINESS

Ratification of Series 2021 Requisition #3

Mr. Flint: Next is requisition #3. This is for Hamilton Engineering for \$7,910. The invoice is attached to the requisition. It has been processed and transmitted to the trustee. We are asking the Board to ratify the requisition.

On MOTION by Mr. Morgan seconded by Ms. Baksh, with all in favor, Series 2021 Requisition #3, was ratified.

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SIXTH ORDER OF BUSINESS

Discussion of Pending Plat Conveyances

Mr. Flint: Next is just a general ongoing agenda item for any discussion of pending plats or conveyances that are necessary. Is there anything we need to talk about at this point regarding plats?

Mr. Bonin: Is there anything specific?

Mr. Flint: No, Mark had asked that this item be placed on every agenda every meeting just in case there is something.

Mr. Morgan: Just because there was some stuff that was missed, and it messed the schedule up time wise.

Mr. Flint: Yes, just to trigger any discussion if there is anything pending.

Ms. Trucco: There are no items that I am aware of right now.

Mr. Flint: We will also be adding another item to agendas where there are funds in the construction account as a reminder to the developer, to staff, to the engineer, that those funds are there and if there is anything we need to do. In this case with Shingle Creek at Bronson, there is \$4,092,000 still in that construction account.

Mr. Morgan: Okay.

Mr. Flint: Dave do you know where we are at, or Kristen, as far as our ability to requisition the remaining funds?

Mr. Reid: I don't have any new pay apps yet. Depending on where we are with construction, Lennar has enough pay apps to cover it. And one of the things I need are fees and any utility impact fees that can eat that up. If we are in a position where we can collect those, then they can send me the information and I'll get started on it.

Mr. Morgan: The only thing, we've got \$4,000,000 left over in the construction budget to give back to Lennar and everything has to be out of Phase 2. So, if there is anything we are aware of; fees, utility fees, or anything that has been completed that we can send in for reimbursement.

Mr. Bonin: All the pay apps, I think we turned in the last requisition probably up through three to four months ago. We've had probably a couple million dollars of pay apps just in the last three months building Phase 2 because we're about to be paved out.

Mr. Morgan: We already had one requisition for Phase 2. We are talking about how we still have some money left. Are you saying there are pay apps in the system?

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Mr. Bonin: From whenever we turned in those original pay apps, we probably spent another couple of million dollars.

Mr. Morgan: Okay, that's what we need to find out.

Mr. Bonin: Dave, we'll get going on the next batch.

Mr. Reid: Okay.

Ms. Trucco: And Dave if you could just be in contact with us too. This is Kristen and Jan. So we know if we need to prepare a quick bill of sale and a certificate of District engineer to effectuate that conveyance of the improvements.

Mr. Reid: Okay.

Ms. Trucco: Okay, great. I'll add it to my to-do list too to keep on a radar as well.

Mr. Reid: Rob, on the last requisition, we didn't have any fees like county fees, inspection fees. If you have that add it to whatever other contractor pay apps.

Mr. Bonin: I don't think we would need that, because I think the billings of assured infrastructure will get us all the way to the end. If we do need to add that we will make sure that we count it in.

Mr. Reid: Yeah, a lot of times we don't need it, but I am just saying that if you've got it. I didn't have that for the last one.

Mr. Bonin: Okay.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Flint: Kristen, anything else?

Ms. Trucco: No updates for this Board unless anybody has a question.

B. Engineer

Mr. Flint: Dave, anything under engineer's report?

Mr. Reid: No, I have nothing else.

C. District Manager's Report

i. Approval of Check Register

Mr. Flint: Under Manager's Report you have the check register from March 28th through April 25th for the general fund and the Board pay. That total is \$99,274.67 and you can see the detailed register behind the summary. A significant amount of that is moving money to the trustee

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associated with debt service assessments. Any questions on the check register, if not is there a motion to approve it?

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: Next is a balance sheet and income statement. These are unaudited through March 31, 2022. As you can see on the balance sheet under Capital Projects Fund, that's where the acquisition and construction funds are reflected at \$4,092,000. Then you have the statement of revenue and expenditures for each of the funds. After that we are fully collected on our direct bill assessments. We have collected \$154,000 of the \$188,000 certified for collection on the tax roll. Our expenses are under our prorated budget. Are there any questions on the financials?

iii. Presentation of Number of Registered Voters – 0 (Added)

Mr. Flint: We added an item; presentation of number of registered voters. Each year we are required to announce the number of registered voters as of April 15th and we did receive a letter from the Supervisor of Elections indicating that there are zero registered voters currently within the boundaries. There is no action required by the Board on that.

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

Adam Morgan
Chairman/Vice Chairman