

**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, August 1, 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
Brent Kewley	Assistant Secretary
Ashley Baksh	Assistant Secretary

Also present were:

George Flint	District Manager
Kristen Trucco	District Counsel
Dave 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. Four Board members were present, constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Mr. Flint: We only have Board members and staff present.

THIRD ORDER OF BUSINESS

Approval of Minutes of the June 6, 2022 Meeting

Mr. Flint: We have approval of the minutes from the June 6, 2022 meeting. Does the Board have any comments or corrects to those?

Mr. Morgan: They all look good to me, I'll make a motion to accept.

On MOTION by Mr. Morgan seconded by Mr. Kewley, with all in favor, the Minutes of the June 6, 2022 Meeting, were approved.

August 1, 2022

Shingle Creek at Bronson CDD

FOURTH ORDER OF BUSINESS

**Consideration of Revised Addendum from
Down to Earth for Landscape Maintenance at
Phase 3 Ponds 5, 6 & 7**

Mr. Flint: Next is the revised addendum from Down to Earth for landscape maintenance at Phase ponds 3, 5, 6. Alan?

Mr. Scheerer: Yes, so just a little history, at the last meeting we presented you with a proposal for maintenance on those ponds in Bronson. We went through the estimator and account manager at the time, and they provided us with a price of about \$24,000. After we sent them the proposal, they said that number was incorrect and they terminated the estimator. The number that is in our budget for this year as well as next year is \$44,607. We are asking the Board to reconsider that and bring it in line with what the actual amount was.

Mr. Bonin: That is just for those three ponds?

Mr. Scheerer: Yes. They are huge.

Mr. Morgan: So that is an annual maintenance? The \$44,607?

Mr. Scheerer: Yes.

Mr. Flint: Just to clarify what Alan said, when we were putting the budget together, we approached Down to Earth to get estimates for the budget. Those numbers were included in the proposed budget, but when they came back with their proposal it was a lower number and the staff who came up with that low number incorrectly estimated the ponds. We have the higher number in the budget, it was approved in the proposed budget. They are coming back and asking you to reconsider the proposal.

Mr. Morgan: So we aren't amending the budget, we are just amending the proposal.

Mr. Scheerer: Correct.

Mr. Bonin: So have they resubmitted the new proposal?

Mr. Flint: Yes, it is in your agenda.

Mr. Scheerer: This is what is in your agenda. They are currently billing us under the dollar amount that was approved at the last meeting.

Mr. Kewley: They are currently on the \$24,000?

Mr. Scheerer: Yes.

Mr. Bonin: What page is this proposal?

Mr. Morgan: Page 12. Well, that is the contract. The proposal was in our last agenda.

Mr. Bonin: So that \$44,000 is \$44,000 that we accepted?

August 1, 2022

Shingle Creek at Bronson CDD

Mr. Scheerer: Right.

Mr. Bonin: What is the frequency on this?

Mr. Scheerer: 42 cuts a year.

Mr. Kewley: Where does it say that?

Mr. Scheerer: It doesn't. That is what is in the overall.

Mr. Bonin: All of these need to say the frequency.

Mr. Scheerer: It is in the actual RFP document we did with them, but if you want me to bring it back, I will have them do that.

Ms. Trucco: We can do a formal addendum and include in there the terms of 42.

Mr. Bonin: They just all have a bad habit of never putting that in.

Mr. Scheerer: We will bring it back. They are going to continue to maintain it under the current agreement that was entered into by the Board at the last meeting. I will have them put it in there, and we will bring it back at a later meeting.

Mr. Flint: These addendums fall under the master agreement that is in place. The master agreement does have the scope for the frequency.

Mr. Bonin: Aren't all of these ponds on different frequencies?

Mr. Scheerer: These are the three big ponds in this phase, but we also have a couple of the other ponds on Nature's Ridge that would still be on the same frequency. If the Board does not feel comfortable, I will have them put it in an agreement and bring it back at the next meeting.

Mr. Bonin: If it is 42 then I will accept that as the answer.

Mr. Morgan: The 42 is in the master agreement. This was just an addendum.

Mr. Bonin: It is not in the master agreement, because these ponds all have different frequencies on them. Frankly, I feel when I drive out there that they are not hitting the frequency that it says. 42 is almost every week, and that is not happening.

Mr. Morgan: Right.

Mr. Bonin: I don't know what we can do, especially on big ponds like this, as a better tracker of the frequency. Putting together some kind of map with the lakes and ponds with the frequencies on each one, assuming they are different.

Mr. Scheerer: I am not aware of any of them being different. You expanded the one pond, and I don't know which number off the top of my head, so that pond was down for a while, and you have the two ponds further in the next phase of Nature's Ridge that we will take over at some

August 1, 2022

Shingle Creek at Bronson CDD

point as construction continues. The ponds that are in this map right now are the only 3 ponds in that phase.

Mr. Morgan: That is Phase 3?

Mr. Scheerer: Yes.

Mr. Morgan: We haven't accepted Phase 2 ponds yet?

Mr. Bonin: No, but I was going to bring it up because you have the expanded pond you talked about.

Mr. Scheerer: We are doing that one.

Mr. Bonin: Which is done. You have the one off to the right on the west side tucked in that corner.

Mr. Scheerer: We are not doing that one.

Mr. Bonin: But we need to.

Mr. Scheerer: They were putting the sidewalks in around the top of the trail.

Mr. Bonin: That pond has to be done for the closing out, and our first closing is this month in that section. We will add that pond and the one on the back side too because the townhomes and that building where the lift station is, those are closing in August.

Mr. Scheerer: Those are the only two ponds in Bronson that were not done.

Mr. Bonin: Those are the two left.

Mr. Scheerer: When you are ready to turn those over, if everyone is comfortable, we can put that map together with all of the frequencies on one and present it to you as Phase 2 and 3 with the frequencies.

Mr. Bonin: Tee those up by the end of August because we will have closings in August.

Mr. Scheerer: As long as the work is done and the ponds are ready to go, we will be ready to take them over.

Ms. Trucco: Which ponds are those?

Mr. Bonin: The last two ponds in Phase 2 Bronson.

Ms. Trucco: Okay.

Mr. Bonin: The ponds had been constructed for a while, and they have been sodded for a while, we just haven't been maintaining them but now there will be homes closing and they are getting overgrown.

Ms. Trucco: We can turn them over and have them ratified at the next meeting.

August 1, 2022

Shingle Creek at Bronson CDD

Mr. Scheerer: We will get all of that information for you and present it all at once to make sure you are comfortable with it. They have said they will continue to mow it under the current agreement. I will let them know.

On MOTION by Mr. Bonin, seconded by Mr. Kewley, with all in favor, the Revised Addendum from Down to Earth for Landscape Maintenance at Phase 3 Ponds 5, 6 & 7, was approved.

Mr. Flint: Kristen will prepare a revised agreement for 5, 6 and 7, and we will need to bring back a proposal for the other two ponds.

Ms. Trucco: Perfect. Then we will have a conveyance sent and will have that ratified at the next meeting.

FIFTH ORDER OF BUSINESS

Ratification of Series 2021 Requisitions #4 – #5

Mr. Flint: Requisition 4 is for Hamilton Engineering for \$2,100. This is putting together plans and permit clearances. Requisition 5 is for Hamilton Engineering, related to the appropriation of reimbursement #2 to Lennar. We are asking the Board to ratify those requisitions to be paid out of the construction and acquisition account. Are there any questions about the requisitions?

On MOTION by Mr. Morgan seconded by Mr. Kewley, with all in favor, the Series 2021 Requisitions #4 - #5, were ratified.

Mr. Bonin: What do we have left in the construction budget?

Mr. Flint: In the construction account? Let me go to the financials. As of June 30th, we had \$4,085,000.

Mr. Reid: We have 3 million in requisitions.

Mr. Bonin: That 3 million, is that assured billing and everything in bulk?

Mr. Reid: There are still some outstanding, and I don't have any of the other costs other than the construction costs. We are short of the 4 million.

Mr. Bonin: What is the status of this 3 million?

Mr. Reid: We can submit it.

Mr. Bonin: There's more than 3 million.

Mr. Reid: Well, in the construction, a lot of it is not in your costs.

August 1, 2022

Shingle Creek at Bronson CDD

Mr. Bonin: Put together the 3 million, and let me see what payouts you are looking at. Have you done a “can include this” have you done that?

Mr. Reid: Yes.

Mr. Bonin: Let’s get the \$3 million going now, then we will have \$1,085,000 left.

Mr. Reid: If you get all of the retainage and it doesn’t get a million, I don’t know if you have other inspection fees or any of that stuff.

Mr. Bonin: I am sure something is being overlooked here. You have all of the bad road stuff. Did you include that? Is that part of this? Nature’s Ridge?

Mr. Reid: Nature’s Ridge is 100%. Bad Road, I don’t remember if that is part of this or not. IS that part of Nature’s Ridge?

Mr. Bonin: It is just an extension of Nature’s Ridge.

Mr. Reid: All of Nature’s Ridge is 100%.

Mr. Bonin: Let’s close this out then.

Mr. Flint: We can look for Requisition #7 soon for \$3 million.

SIXTH ORDER OF BUSINESS

Public Hearing

A. Consideration of Resolution 2022-08 Adopting the Fiscal Year 2023 Budget and Relating the Annual Appropriations

B. Consideration of Resolution 2022-09 Imposing Special Assessments and Certifying an Assessment Roll

Mr. Flint: Item 6 is the public hearing to adopt the Fiscal Year 2023 budget. The Board previously approved the proposed budget and you set today as the date place and time for the public hearing. The per unit assessment amounts are proposed to stay the same as the prior year. It looks like everything is on roll at this point, 632 units. Are there any questions on the proposed budget? For the record, this is a public hearing and we don’t have any members of the public here to provide comment or testimony, so we will bring it back to the Board. The first resolution is 2022-08 which adopts the budget, and the second resolution is 2022-09, which imposes the annual O&M Assessments. Are there any questions on the proposed budget?

Ms. Trucco: Resolution 2022-09 is also going to approve the assessment roll that is attached to the budget for Osceola County for collection and to be put on the tax roll.

Mr. Morgan: Does anyone have any questions about the budget for 2022-08?

Mr. Bonin: And this covers?

Mr. Morgan: Pond maintenance, and management.

August 1, 2022

Shingle Creek at Bronson CDD

Mr. Bonin: All of the ponds we just talked about?

Mr. Scheerer: All of the ponds, all of the landscaping, all of Nature's Ridge. It also includes the maintenance of the ponds that are included within the Bronson District. That includes street lighting as well where it applies.

On MOTION by Mr. Bonin, seconded by Mr. Morgan, with all in favor, Resolution 2022-08 Adopting the Fiscal Year 2023 Budget and Relating the Annual Appropriations, was approved.

On MOTION by Mr. Morgan seconded by Mr. Kewley, with all in favor, Resolution 2022-09 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

SEVENTH ORDER OF BUSINESS

Discussion of Pending Plat Conveyances

Mr. Flint: Then we have our general discussion of pending plats and conveyances. Is there anything else we need to discuss?

Mr. Morgan: Everything is platted.

Mr. Flint: It sounds like we may have some conveyance items for Phase 2 related to the ponds.

Ms. Trucco: Yes, we will get those 2 ponds that Rob mentioned. We are also working on a lift station. I sent another follow up to them on Friday, but I will continue nudging. I will try calling too. They requested a title commitment before we issue a policy in their name. these are all of their requirements.

Mr. Bonin: These are not new requirements though.

Ms. Trucco: They did hire outside counsel. The process is taking longer than it ever has before.

Mr. Bonin: Who specifically are you dealing with over there?

Ms. Trucco: Shelly McArdle. There is also someone else.

Mr. Bonin: What about Tony Cotter, is he still there?

Ms. Trucco: I think so. I think Pat Corta had moved him in too. Basically where it stands right now is they sent us comments on our standard conveyance documents requesting a closing statement and title commitment. They are reviewing the title commitment and the closing statement. They are going to have comments on the title commitment, like requirements that Lennar needs to satisfy in order to issue the policy. We have not gotten those comments back. I

August 1, 2022

Shingle Creek at Bronson CDD

followed up with her on Friday and set the comments to the title commitment so we can finalize it. I can forward you the email.

Mr. Bonin: I saw your email Friday.

Ms. Trucco: She is with Toho. I don't think she is an attorney. They hired outside counsel to review the station conveyances specifically. The process is taking longer.

Mr. Bonin: Do you know what firm is doing it?

Ms. Trucco: I don't, but I can find out and circle back with you on it. Let me see if anyone else is on her email.

Mr. Bonin: I think in your last email you said you needed a partial ID or something.

Ms. Trucco: Yes.

Mr. Bonin: Did Pat forward you that?

Ms. Trucco: He has not yet.

Mr. Bonin: I talked to him as I was walking into this meeting and I told him to get that to you.

Ms. Trucco: There is also a John Anthony at Toho that Shelly has included on the email.

Mr. Bonin: He is the guy that I have to get happy on this, because he is holding up my clearance because of this. We turned this into him weeks ago, right?

Ms. Trucco: Absolutely. I think actually months ago.

Mr. Bonin: They have been sitting on it, and now they are scrambling because I need clearance. John Anthony is who I have to get happy with, we are going to commit to these things and agree to these things, whatever is needed so he can sign my clearance apps.

Ms. Trucco: Okay, we can send them the conveyance documents right now with the updates. Then we can say we submitted everything you requested, you need to approve this and move on.

Mr. Bonin: We need to do that soon. Let's do that.

Mr. Morgan: He has already cleared the lift station, he has given verbal approval of the lift station.

Mr. Bonin: We had the start up, it has been two weeks now, we have done the punch list. We need to put this thing into service. It is all contingent on this lift station.

Ms. Trucco: They had the commitment and the closing statement. We can follow up on it and say here it is again, but we submitted it previously with all of the conveyance documents. I

August 1, 2022

Shingle Creek at Bronson CDD

will turn the conveyance documents to her, and then notify you this afternoon in case you want to say to them that we have submitted everything you have requested, we need the sign off.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Flint: Anything else, Kristen?

Ms. Trucco: That was my only update. I was going to mention we are working on that lift station conveyance, but we will work with Dave on processing Requisition #6, then we will get moving under the addendum and the conveyance of the last two ponds.

Mr. Morgan: For some reason they are called Pond 2 and Pond 4, there are no Pond 1 and 3.

B. Engineer

Mr. Flint: Engineer's report, Dave?

Mr. Reid: Talking about the exhibits, a couple of these CDDs, Stoneybrook and Shingle Creek, we have a map that shows the CDD owned parcels and the HOA owned parcels for maintenance contracts and things like that. We don't have it for Bronson, Stoneybrook South at ChampionsGate. We don't have it for some of the other CDDs either, like Old Hickory. Do you want us to work with Alan to prepare those similar maps that show the difference between the HOA owned?

Mr. Morgan: I would say yes.

Mr. Scheerer: I know with Shingle Creek, it is not all of Shingle Creek. There are some other areas that are not on the original map that I have. I will work with Dave.

Mr. Morgan: It is just Phase 2 that is missing out of it, right? Shingle Creek should have everything in it.

Mr. Scheerer: It has everything upfront of Osceola Parkway, but when you get back to the traffic circle and Nature's Ridge, it does not have the cove back there.

Mr. Morgan: Yes, we need to get that updated. There are already questions coming up from sales about who owns what in the cove. Even though we are sold out in there, for some reason there are some questions from sales.

Mr. Scheerer: That is funny because I usually get them.

Mr. Morgan: I guess they put in some new area managers for sales and they are trying to make a name for themselves.

August 1, 2022

Shingle Creek at Bronson CDD

Mr. Scheerer: Send them my way. I can tell you what we own, but other than that it is yours.

Mr. Morgan: It is not just the CDDs, it is other communities. Let's make sure to get those done.

C. District Manager's Report

i. Approval of Check Register

Mr. Flint: You have the check register from May 31st through July 25th for \$35,018.99. Were there 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 Register totaling \$35,018.99, was approved.

ii. Balance Sheet and Income Statement

Mr. Flint: We also have the unaudited financials through June 30, 2022. If you have any questions, we can discuss those, otherwise there is no action required by the Board.

iii. Approval of Fiscal Year 2023 Meeting Schedule

Mr. Flint: The Board is required each year to approve an annual meeting notice. Historically, you have met on the first Monday of the month at 11:00 a.m. in this location. We have prepared a proposed notice. It excludes January, which would be on the 2nd, the day after New Year's. In July it would be against the 4th of July, and then there would be no September.

Mr. Morgan: If we did do a September meeting, we could just do it on a different day.

Mr. Flint: The September meeting would be on the 11th. That is the exception. We have moved September and are proposing just not to meet in January and July.

On MOTION by Mr. Morgan seconded by Ms. Baksh, with all in favor, the Fiscal Year 2023 Meeting Schedule, was approved, as amended.

iv. 2021 Form 1 Filing Reminder – Deadline September 1, 2022

Mr. Flint: Just a reminder, if you haven't filed the Form 1, it was due July 1. There is a grace period.

August 1, 2022

Shingle Creek at Bronson CDD

Mr. Morgan: I cannot find it in the tax assessor’s office. I tried to go online and there is a paragraph for Lake County that says, “Unless anything has changed on your Form 1, then you don’t need to send it in.”

Mr. Flint: That is not true. I will email you the link. I can also contact the County to see if they have an email address.

Mr. Morgan: I have not gotten one this year for some reason. Usually, I get it every mid-June and it comes to my house.

Mr. Flint: After September 1st is when the funds kick in, so we will keep reminding folks.

NINTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Supervisor’s Requests

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

Adjournment

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

George Flint

Secretary/Assistant Secretary

Adam Morgan

Chairman/Vice Chairman