

**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 12, 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
Seth Yawn	Assistant Secretary
Ashley Baksh	Assistant Secretary (Resigned on record)

Also present were:

George Flint	District Manager
Kristen Trucco	District Counsel
Amanda Udstad	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: We just have Board members and staff here.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Acceptance of Resignation(s) and Appointment of Individual(s) to Fulfill the Board Vacancy(ies)**

Mr. Flint: I have a resignation from Mr. Catanzariti. He is currently in seat #5 with the term expiring in November 2022. Is there a motion to accept his resignation?

Mr. Morgan: I will make a motion to accept.

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On MOTION by Mr. Morgan seconded by Mr. Kewley, with all in favor, Accepting the Resignation from Joe Catanzariti, was approved.

Mr. Flint: Are there any nominations at this time?

Mr. Morgan: I would like to nominate Mr. Seth Yawn please.

On MOTION by Mr. Morgan seconded by Mr. Bonin, with all in favor, Nominating Mr. Seth Yawn to the Board of Supervisors, was approved.

**B. Administration of Oath of Office to Newly Appointed Board Member(s)**

Mr. Flint: As a citizen of the State of Florida and of the United States of America and as an officer of the Shingle Creek at Bronson Community Development District and a recipient of public funds as such an officer, do you hereby solemnly swear or affirm you will support the constitution of the United States in the State of Florida?

Mr. Yawn: Yes sir.

Mr. Flint: If you could print your name at the top and sign where it says Board Supervisor, I can notarize that for you. Hold on to the other forms. The first page is just an informational page. You can fill that out at your leisure and if you wouldn't mind scanning it to us. I will give you my card. Behind that is Form 1, statement of financial interest. That is required to be filed within 30 days with the Supervisor of Elections in the county you live in. That's a financial disclosure form that all public officials are required to file annually, so within 30 days of today with the Supervisor of Elections. There is a Form 1F which you don't have to do anything with until you leave the Board. As a Board member, you are entitled to \$200 a meeting for meeting attendance. There is a W-4 and an I-9 form and those come to my office and that allows us to process the \$200 payment to you. The information sheet and those two payroll sheets come to me and then the disclosure form goes to the Supervisor of Elections. You only need to file that disclosure form once. It looks like you are going to possibly be on more than one Board. You only need to file one form and just write both Districts on the same form. We also have Ashley's resignation.

Mr. Morgan: We don't have anybody in the room to replace her with.

Mr. Flint: It doesn't matter, we've got a quorum. You can appoint Pat if she resigns and then we will just get that out of the way. I know she was supposed to be here. If she wants to text

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you and then follow it up with an email, we can do it based on that. Is she coming to the other meetings?

Mr. Morgan: Yes, she is on her way. She just got a flat tire.

Mr. Flint: We can go on with the meeting and then if she responds we can come back to it.

Mr. Morgan: Okay. Let's do that.

Mr. Flint: We will go ahead and defer action on Resolution 2022-11 until we find out if Ashley is going to be resigning during this meeting.

Mr. Morgan: She said she would be here in two minutes.

Mr. Flint: Ok, we will go ahead and move on to approval of the minutes from August 1.

#### **FOURTH ORDER OF BUSINESS**

#### **Approval of Minutes of the August 1, 2022 Meeting**

Mr. Flint: Did the Board have any comments or corrections?

Mr. Morgan: The only thing I wanted to go back to is the Down to Earth landscaping bids for Ponds 3, 5, 6, and 7. There was a question about the revised. Rob and I were bringing up the cost that was originally \$44,000 and then they said that was for 42 cuts and he said it was in the master, but it wasn't in the individual.

Mr. Scheerer: They just gave us the proposal with the change, that's all. We did confirm.

Mr. Morgan: We have it in writing?

Mr. Scheerer: The original contract that they give us quotes under does fall under that.

Mr. Morgan: Ok.

Ms. Trucco: The addendum, I am actually going to be finalizing that. Dave Reid's team had confirmed with us last Thursday. There was a question as to whether those ponds had been turned over in addition to ponds 2 and 4, which I think were also mentioned.

Mr. Morgan: Right.

Ms. Trucco: I just wanted confirmation whether or not those ponds had been turned over. They confirmed that they have all been turned over to the CDD.

Mr. Morgan: Okay. You're comfortable with the agreement and contract? We're all good?

Mr. Flint: Yes. The issue is for budgeting purposes, they gave us a number which was originally higher. Then when they actually came to submitting their proposal, they submitted an incorrect proposal at a lower amount. We didn't adjust the budget.

Mr. Morgan: We left it at the \$44,000?

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Mr. Flint: Yes, the person ended up losing their job. I am not sure if it was over that specific issue. The Board ended up approving back up to the amount that was budgeted.

Mr. Morgan: I just wanted to make sure that, before we forget about it, it is all taken care of and we're all good.

Mr. Scheerer: When we do the Nature's Ridge turn over and the other two ponds that are located in that last phase, they will fall under that same Master Agreement.

Mr. Morgan: Okay. Are you good with that Rob?

Mr. Bonin: Yes.

Mr. Morgan: I will make a motion to accept.

On MOTION by Mr. Morgan seconded by Mr. Kewley, with all in favor, the Minutes of the August 1, 2022 Meeting, were approved, as presented.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-10  
Approving the Conveyance of Real Property  
and Improvements – *Under Separate Cover***

Mr. Flint: Item five we put on here. Are we ready?

Ms. Trucco: That was actually for ponds 2 and 4, which Dave Reid's team confirmed last week have already been transferred to the CDD.

Mr. Flint: There is no action required on five?

Ms. Trucco: That's right.

**SIXTH ORDER OF BUSINESS**

**Ratification of Series 2021 Requisitions #6 - #8**

Mr. Flint: Item six is ratification of requisition #6 through #8. These were submitted to the Trustee to be paid out of the construction and acquisition fund. #6 is for Hamilton Engineering for \$1,550, #7 is to Lennar Homes, LLC for \$3,469,118.62, and Requisition #8 is for \$2,034 to the Shingle Creek of Bronson CDD to reimburse the CDD for construction cost that had been paid out of the general fund. This is related to the conveyance of the lift station.

Mr. Morgan: Yes, we signed all of that.

Mr. Flint: There were some closing costs that we paid out of the general fund that we are just reimbursing the general fund.

Mr. Morgan: Understood. Any questions Rob?

Mr. Bonin: No.

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Mr. Morgan: Brent, are you good?

Mr. Kewley: Yes.

On MOTION by Mr. Morgan seconded by Mr. Kewley, with all in favor, the Series 2021 Requisitions #6-#8, were ratified.

**SEVENTH ORDER OF BUSINESS                      Discussion of Pending Plat Conveyances**

Mr. Flint: Anything else regarding plats or conveyances that we need to talk about?

Ms. Trucco: This sort of relates to my only update for this CDD, which is the lift station conveyances. We are on the last leg of that.

Mr. Morgan: That is what you brought for me to sign today?

Ms. Trucco: That is correct.

Mr. Morgan: It's that one piece of fence?

Ms. Trucco: It's ever so slightly on CDD property.

Mr. Morgan: Once I sign that today, then we are done?

Ms. Trucco: We are done.

Mr. Bonin: The fence is staying there? We are not moving the fence, right?

Ms. Trucco: The options they gave us are the CDD gives an easement, or the fence is moved.

Mr. Bonin: Which one are we doing?

Mr. Morgan: We are giving an easement.

Ms. Trucco: It's up to you guys.

Mr. Bonin: I knew the fence was on the thing, I just didn't know which decision we made.

Ms. Trucco: Once we get this signed, I will send that to Toho and then we would just need them to sign the easement and it's done.

Mr. Morgan: Okay, that is just a discussion item and we don't need a motion on that?

Mr. Flint: No, we don't need a motion.

Mr. Morgan: Alright, thank you Kristen.

**EIGHTH ORDER OF BUSINESS                      Staff Reports**

**A. Attorney**

Ms. Trucco: I have no further updates for the Board.

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**B. Engineer**

Mr. Flint: Engineer's report, Amanda?

Ms. Udstad: Nothing to report.

Mr. Flint: Amanda is here for Dave Reid.

**C. District Manager's Report**

**i. Approval of Check Register**

Mr. Flint: You have the check register for the general fund and the Board compensation totaling \$16,278.54 and the detail is behind the summary. If you have any questions, we can discuss those. If not, I ask for a motion to approve it.

Mr. Morgan: I will make a motion to approve.

On MOTION by Mr. Morgan seconded by Mr. Kewley, with all in favor, the Check Register totaling \$16,278.54, was approved.

**ii. Balance Sheet and Income Statement**

Mr. Morgan: While we are on the financials, I see we have \$4,087,122 left remaining in the acquisition and construction fund?

Mr. Flint: That last requisition is not on the schedule.

Mr. Morgan: The last requisition was \$3,000,000?

Mr. Flint: Yes, \$3,000,000.

Mr. Morgan: There will be about a million left?

Mr. Flint: Yes.

Mr. Morgan: Rob, we should be about ready to close that out, shouldn't we?

Mr. Bonin: Yes.

Mr. Flint: Let the record reflect that Ashley has joined the meeting.

*\*Ashley Baksh joined the meeting at this time.*

Mr. Morgan: Ok, I just wanted to make sure because we are tracking these really close because of the budgets.

Mr. Flint: Yes, because this schedule is through July, so it doesn't show August.

Mr. Morgan: I am sure we can find it.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

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*\*This item was taken out of order. The Board returned back to the third order of business to accept Ms. Baksh's resignation.*

Mr. Flint: Ms. Baksh are you intending to resign?

Ms. Baksh: Yes.

Mr. Flint: For the record, Ashley is resigning from the Board on the record. Is there a motion to accept Ashley's resignation?

Mr. Morgan: I will make a motion.

On MOTION by Mr. Morgan seconded by Mr. Bonin, with all in favor, Accepting the Resignation from Ashley Baksh, was approved.

Mr. Flint: Any time a vacancy is created on the Board during the term of office, the Board appoints the replacement to that seat. Are there any nominations at this time?

Mr. Morgan: I would like to nominate Pat Quaranta.

On MOTION by Mr. Morgan seconded by Mr. Kewley, with all in favor, Nominating Pat Quaranta to the Board of Supervisors, was approved.

Mr. Flint: We will administer the Oath the Pat at the next meeting.

**A. Consideration of Resolution 2022-11 Electing Officers**

Mr. Flint: Ashley and Joe were both Assistant Secretaries. The resolution includes all of the offices, but you could keep everything the same and just make Pat and Seth Assistant Secretaries.

Mr. Morgan: I would like to keep it the same and make Pat and Seth Assistant Secretaries.

On MOTION by Mr. Morgan seconded by Mr. Kewley, with all in favor, Resolution 2022-11 Electing Officers as slated above, was approved.

**NINTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**TENTH ORDER OF BUSINESS**

**Supervisor's Requests**

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There being none, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

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

*George Flint*

Secretary/Assistant Secretary

*Adam Morgan*

Chairman/Vice Chairman