

**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, February 6, 2023 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
Pat Quaranta	Assistant Secretary

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. Five Board members were present constituting a quorum. He noted that he administered the Oath of Office to Pat Quaranta prior to this meeting.

SECOND ORDER OF BUSINESS

Public Comment Period

Mr. Flint: Next is public comment period and we just have Board members and staff here.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the November 7, 2022
Board of Supervisors Meeting and Acceptance
of Minutes of the November 1, 2022
Landowners' Meeting**

Mr. Flint: We will move on to approval of your Board minutes from November 7, 2022 and acceptance of the Landowner meeting minutes of November 1, 2022. Did the Board have any comments or corrections to those?

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

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On MOTION by Mr. Morgan seconded by Mr. Kewley, with all in favor, the Minutes of the November 7, 2022 Board of Supervisors Meeting were approved, and the Minutes of the November 1, 2022 Landowners' Meeting, were accepted.

FOURTH ORDER OF BUSINESS

Ratification of Data Sharing and Usage Agreement with Osceola County Property Appraiser

Mr. Flint: Next is ratification of the Data Sharing and Usage Agreement with Osceola County Property Appraiser. This is an agreement that the property appraiser requires as part of us using the tax bill. It is the same form of agreement that you've approved in the past. It just states to the extent they provide us any information that is confidential, that we will keep that information confidential.

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

On MOTION by Mr. Morgan seconded by Mr. Kewley, with all in favor, the Data Sharing and Usage Agreement with Osceola County Property Appraiser, was ratified.

FIFTH ORDER OF BUSINESS

Ratification of Termination of Down to Earth Landscape

Mr. Flint: Item five is ratification of termination of Down to Earth Landscape. We have a 30-day termination provision in that agreement. I sent a letter dated January 13th to Down to Earth notifying them that the District is terminating their agreement and giving them their 30-day formal notice, which is effective February 12th.

On MOTION by Mr. Morgan seconded by Mr. Quaranta, with all in favor, the Termination of Down to Earth Landscape, was ratified.

SIXTH ORDER OF BUSINESS

Consideration of Proposal from Frank Polly Sod & Landscape to Provide Landscape Maintenance Services

Mr. Flint: Next is the agreement with Frank Polly Sod & Landscaping. This will replace the agreement with Down to Earth.

Mr. Scheerer: Yes, included in the agenda pack is an updated map by our engineer as well as the agreement from Frank Polly. The scope of services are very similar to each contractor, Down to Earth and Frank Polly. Frank Polly does want extra fertilization on St. Augustine. The biggest difference is the annual cost of the contract. This is everything within the District. We are currently

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at \$104,000 with Down to Earth and this is \$75,000 annually. We've got a nice savings and we recommend approval unless the Board has any questions.

Mr. Bonin: When would be the official start date?

Mr. Scheerer: 13th.

Mr. Flint: Of February.

Mr. Scheerer: Yes, February 13th.

Mr. Bonin: Does Frank Polly have an acceptance of conditions?

Mr. Scheerer: We are doing a walk through with Down to Earth and any deficiencies we'll hold their final check until everything is met. I think the biggest issue in talking with Mark is that they were out recently. They did their weed treatment, and they did fertilization application on all the St. Augustine. I think the bigger question is the mulch. As you know, everybody that bids a project, bids it at 1/12 of the overall cost. They've already mulched the primary portion of Storey Lake/Shingle Creek CDD, but they are not going to mulch unless we want to pay for it. If I am going to pay for mulch, I will pay Mark, but Mark also has that for the first year of his contract as well. That is the only thing that I am aware of.

Mr. Bonin: I just want to make sure that he calls out or declares anything that he feels is wrong. Either Down to Earth has a chance to fix it on their own or we tell them we are fixing it and taking that money out because once Frank Polly starts, he has got what he's got.

Mr. Scheerer: Yes sir. Mark's experiencing some of the same problems that all landscapers are. He is not the only one that has a weed problem from time to time. Mark is very passionate as we all know. I will work with Mark; we will do a site inspection.

Mr. Flint: Is Mark with Frank Polly?

Mr. Scheerer: Frank Polly, yes sir. My apologizes, Mark Kirkland with Frank Polly Sod. I think I will work with him and then I will work with my account manager that is here now with Down to Earth and we will come to an agreement on where we are at and then it will be Frank Polly's after that.

Mr. Morgan: That is next week, next Monday.

Mr. Scheerer: That's fine.

Mr. Morgan: Okay.

Mr. Scheerer: I have been talking to him for a couple of weeks, if not longer. He is aware.

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Mr. Flint: We just need Counsel to prepare the standard front-end agreement for this. It would be approved subject to Counsel because this is just a proposal here. We need the agreement with the terms, conditions, insurance, termination provisions, etc.

Mr. Morgan: Do you just need a motion to accept the proposal?

Mr. Flint: Yes, to approve the proposal and direct counsel to prepare necessary agreement.

On MOTION by Mr. Morgan seconded by Mr. Kewley, with all in favor, the Proposal from Frank Polly Sod & Landscape Maintenance Services and Directing Counsel to Prepare Necessary Agreement, was approved.

SEVENTH ORDER OF BUSINESS

Discussion of Pending Plat Conveyances

Mr. Morgan: Let's talk about what we talked about. We had \$625,000 or so left in the requisition budget and we were able to satisfy that by how? Roads and utilities.

Ms. Udstad: Utilities, Phase 2 and Phase 3 utilities, and some earthwork.

Mr. Morgan: Has that requisition been prepared or are we starting to prepare it?

Ms. Trucco: Yes, Amanda sent it on Friday. We're ready to review it and see if there are any conveyance documents that are needed. It will probably be a bill of sale needed to transfer any improvements that we're paying out for in that requisition. We will quickly review that and send the documents over to you all for signature. We will probably ask for them to be signed and ratified at the next meeting so that we can process the requisition.

Mr. Morgan: We will have it processed and done by the next meeting.

Ms. Trucco: That's right.

Mr. Morgan: We will definitely need to have the next meeting.

Ms. Trucco: Correct.

Mr. Flint: We will process it whether we have the next meeting or not. It sounds like, right?

Ms. Trucco: I think so.

Mr. Flint: We are just doing a bill of sale. Amanda circulated on Friday and then she circulated a revised this morning. There is a little more money in there than what the initial requisition was for. I think we are probably good this week, right?

Ms. Trucco: Yes, I think so. We will send over District engineer's certificate for the improvements that are subject to the requisition. You guys can send that back to us and we will be comfortable giving our sign off on it.

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Mr. Morgan: I am available all week to sign whatever needs to be signed.

Ms. Trucco: Okay, great. I haven't had a chance to look at her revised version this morning, but I will get on it today.

Mr. Morgan: Okay, that is all I had for conveyances.

Mr. Bonin: Permit transfers, do we know where we stand with South Florida permit transfers from Lennar into the District's name?

Mr. Flint: No, not off hand, do you Alan?

Mr. Scheerer: No sir. Those go through the engineer.

Mr. Flint: Yes, usually Dave's office will fill the form out that transfers it to the operating entity. I like to get them on the agenda. Sometimes they get signed and they don't get on the agenda, but I haven't seen that form.

Mr. Bonin: I am almost of the opinion that just like we were having discussion of pending plat conveyances as like a standard agenda item, permit transfers is one that always seems to be forgotten or it could be done sooner than later. Have you had the District come out and accept any portions of Bronson?

Mr. Scheerer: Yes.

Mr. Flint: We've taken over maintenance.

Mr. Bonin: From the District, all the pond construction and everything looked at in the CDD's name, out of the District's name, the permits.

Mr. Morgan: The ERP's.

Mr. Scheerer: We are still missing two ponds out there.

Mr. Bonin: I want to make sure every pond in the entire South Florida permit, ERP, is transferred out of Lennar's name into the District.

Mr. Scheerer: Okay.

Mr. Morgan: I know the easements already have because if you pull them up on the maps, they are already in the CDD name.

Ms. Trucco: How about Pat, you and I talk after the meeting and we can go through which platted pond tracts need to come to the CDD. We'll run it past Rob to be finalized.

Mr. Quaranta: Okay.

Mr. Trucco: We'll just need District engineer signing off on it.

Mr. Flint: Then, the form actually transferring it to the CDD.

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Mr. Bonin: Every project that you work on, we as the owner in the original permit key application because we are usually the owner at the time that we're permitting District permits or applications, we have got to instigate that transfer once construction is complete. We are dealing with Lancaster, that is an HOA, because that got missed.

Mr. Morgan: Understood.

Mr. Flint: I'll add a standing item status of permits to the agenda.

Mr. Bonin: Call it permit transfers because that is really what we're doing.

Mr. Flint: Status of permit transfers.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Flint: Anything else, Kristen?

Ms. Trucco: Nothing else from me.

B. Engineer

Mr. Flint: Anything from the Engineer?

Ms. Udstad: I do not have anything else.

C. District Manager's Report

i. Approval of Check Register

Mr. Flint: You have the check register from November 28th through January 31st for \$762,894.91. Are there any comments or questions on the check register?

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, was approved.

ii. Balance Sheet and Income Statement

Mr. Flint: You also have the unaudited financials through the December 31st. If there are any questions, we can discuss those. There is no action required.

NINTH ORDER OF BUSINESS

Other Business

Mr. Flint: Any other business or Supervisor's request?

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