

MINUTES OF MEETING
LAKE EMMA
COMMUNITY DEVELOPMENT DISTRICT

The Regular meeting of the Board of Supervisors of the Lake Emma Community Development District was held Wednesday, August 26, 2020 at 10:00 a.m. via Zoom Teleconference.

Present and constituting a quorum were:

Adam Morgan	Chairman
Tony Iorio	Vice Chairman
Daniel Hieronimus	Assistant Secretary
Timothy Tassone	Assistant Secretary (appointed, not sworn in)

Also present were:

George Flint	District Manager
Tucker Mackie	District Counsel
Emma Gregory	Hopping Green & Sams
Phil Gildan	Developer's Counsel

FIRST ORDER OF BUSINESS

Roll Call

Mr. Flint called the meeting to order. Three members of the Board were present, constituting a quorum. Additionally, a Board member who was appointed, but not sworn in, was present.

SECOND ORDER OF BUSINESS

Public Comment Period

There were no members of the public present to provide comment.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Acceptance of Resignation of Garrison Clemens and Appointment of Individual to Fulfill the Board Vacancy with a Term Ending November 2022

Mr. Flint asked for a motion to accept Mr. Clemens's resignation from the Board.

On MOTION by Mr. Morgan, seconded by Mr. Iorio, with all in favor, the Acceptance of Resignation of Garrison Clemens, was approved.

Mr. Flint asked the Board if they would like to fill Mr. Clemens's position, to which they answered that they would appoint Mr. Tassone.

On MOTION by Mr. Morgan, seconded by Mr. Iorio, with all in favor, the Appointment of Mr. Timothy Tassone to Fulfill the Board Vacancy with a Term Ending November 2022, was approved.

Mr. Flint noted that Mr. Tassone could not be sworn in over Zoom, but that he could participate in the meeting but not as an official board member until he took the oath of office. He stated he would get the oath and all forms necessary to Mr. Tassone before the next meeting, so that at the next meeting he would be an official Board member and will be able to vote.

B. Consideration of Resolution 2020-36 Electing Assistant Secretary

Mr. Flint noted that Mr. Clemens had been an Assistant Secretary before his resignation, and asked the Board if they wanted to appoint Mr. Tassone to that position as well, to which the Board agreed.

On MOTION by Mr. Morgan, seconded by Mr. Iorio, with all in favor, Resolution 2020-36 Electing Mr. Tassone as Assistant Secretary, was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the May 27, 2020 Meeting

Mr. Flint presented the minutes of the May 27, 2020 meeting and asked for comments, corrections, or changes. Mr. Morgan stated that he had reviewed the minutes and he had no corrections.

On MOTION by Mr. Morgan, seconded by Mr. Iorio, with all in favor, the Minutes of the May 27, 2020 Meeting, were approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2020-37 Designating the Location of the Local District Records Office

Mr. Flint noted that there was an address for a construction trailer at 1815 Church Lake Street, Groveland, Florida, 34736. He stated that address would be designated that the local records office in Lake County.

Mr. Morgan added that there was no trailer at the location yet, but that there would be one there within a month.

On MOTION by Mr. Morgan, seconded by Mr. Iorio, with all in favor, Resolution 2020-37 Designating the Location of the Local District Records Office, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Work Authorization 2020-02 from Dewberry for Professional Consulting Services

Mr. Flint stated that this resolution was regarding a general services agreement. He added that any activities relative to the bond issue would be tracked separately, such as the Engineer's Report, which typically comes out of proceeds for the cost of issuance. Mr. Flint noted that the cost was budgeted, and asked if the Board had any questions. Hearing none, he asked for a motion to approve.

On MOTION by Mr. Morgan, seconded by Mr. Iorio, with all in favor, the Work Authorization 2020-02 from Dewberry for Professional Consulting Services, was approved.

SEVENTH ORDER OF BUSINESS

Public Hearing

Mr. Flint noted that it was a public hearing, and that the Board approved a proposed budget and set the public hearing for the current day. He asked for a motion to open the Public Hearing.

On MOTION by Mr. Morgan, seconded by Mr. Iorio, with all in favor, the Opening of the Public Hearing, was approved.

A. Consideration of Resolution 2020-38 Adopting the Fiscal Year 2021 Budget and Relating to the Annual Appropriations

Mr. Morgan stated that he was currently at the Lake Emma Library and saw no members of the public present. Mr. Flint noted for the record that there were no members of the public present for the hearing.

Mr. Flint noted that Fiscal Year 2021 Budget starts on October 1st, 2020 and runs through September 30th, 2021. He noted that the Developer Funding Agreement was included as Exhibit 'A' to the resolution, and was in lieu of imposing assessments to fund operations. The Developer would only be responsible for the actual costs of the District. He explained that even though there is a budget for it, they would only be responsible for the District's actual costs.

On MOTION by Mr. Morgan, seconded by Mr. Iorio, with all in favor, Resolution 2020-38 Adopting the Fiscal Year 2021 Budget and Relating to the Annual Appropriations, was approved.

Mr. Flint asked for a motion to close the Public Hearing.

On MOTION by Mr. Morgan, seconded by Mr. Iorio, with all in favor, Closing the Public Hearing, was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Fiscal Year 2020-2021 Developer Funding Agreement

Mr. Flint noted that budget just approved would be an exhibit in the agreement, and that the agreement would be between the CDD and Lennar Homes, LLC. He noted it was an agreement that was approved for the current fiscal year, and is a two part agreement that would be subject to review by Lennar Homes. To the extent that they had any comments, Mr. Flint explained that the agreement be approved but that if they had substantial changes it be brought back to the Board at a future meeting. He asked the Board if they had any questions. Hearing none, he asked for a motion to approve.

On MOTION by Mr. Morgan, seconded by Mr. Iorio, with all in favor, the Fiscal Year 2020-2021 Developer Funding Agreement, was approved.

NINTH ORDER OF BUSINESS

Appointment of Audit Committee and Chairman

Mr. Flint stated that the CDD was required to have an annual independent audit. The process of selecting an auditor also involved appointing an Audit Committee and designating a Chairman. He added that the CDD's role is limited to ranking the responses, as well as making a recommendation to the Board. He noted that they generally recommend that the Board appoint themselves as the Audit Committee with one of the Board members being the Chairman, and pointed out they did have an Audit Committee Meeting advertised for right after the meeting. Mr. Flint asked if the Board had any questions and hearing none, asked for a motion to approve.

On MOTION by Ms. Morgan, seconded by Mr. Iorio, with all in favor, Appointing the Board as the Audit Committee and Appointing Mr. Morgan as the Chairman of the Audit Committee, was approved.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Mackie had nothing further to report to the Board.

B. Engineer

Mr. Malave had nothing additional to report.

C. District Manager's Report

i. Balance Sheet and Income Statement

Mr. Flint presented the unaudited financials and asked if the Board had any questions. He noted that there was no action required.

ii. Ratification of Funding Requests #6 - #8

Mr. Flint noted that these were in each agenda packet under the Fiscal Year 2020 Funding Agreement, and asked if there were any questions on the funding requests. Hearing none,

On MOTION by Mr. Morgan, seconded by Mr. Iorio, with all in favor, the Funding Requests #6 through #8, were ratified.

iii. Approval of Fiscal Year 2021 Meeting Schedule

Mr. Flint noted that they are required to approve an annual meeting schedule, adding that the Board typically met on the 4th Wednesday of each month at 10 a.m. being at the Cooper Memorial Library when in person meetings were held. Mr. Flint stated they had prepared a schedule with that in mind with the exception of November 25th which is the day before Thanksgiving. He gave the Board the option of moving that date or cancel the November meeting. He added that if they had to have a meeting in November because of the bond issuance, they could look at that later. Mr. Morgan agreed, and Mr. Flint asked for a motion to approve.

On MOTION by Mr. Morgan, seconded by Mr. Iorio, with all in favor, the Fiscal Year 2021 Meeting Schedule, excluding November 25th, was approved.

ELEVENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TWELTH ORDER OF BUSINESS

Supervisor's Business

There being none, the next item followed.

THIRTEENTH ORDER OF BUSINESS

Adjournment

Mr. Iorio adjourned the meeting at 10:20 a.m.

On MOTION by Mr. Morgan, seconded by Mr. Iorio, with all in favor, the meeting was adjourned at 10:20 a.m.



Secretary/Assistant Secretary

Chairman/Vice Chairman