

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, July 28, 2021 at 10:00 a.m. at the Clermont City Arts and Recreation Center, Board Room, 620 W. Montrose Street, Clermont, Florida.

Present and constituting a quorum were:

Adam Morgan	Chairman
Brent Kewley	Assistant Secretary
Doug Beasley	Assistant Secretary

Also present were:

George Flint	District Manager
Tucker Mackie <i>by phone</i>	District Counsel
Nicole Stalder <i>by phone</i>	District Engineer

FIRST ORDER OF BUSINESS

Roll Call

Mr. Flint called the meeting to order. Three members of the Board were present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

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

THIRD ORDER OF BUSINESS

Approval of Minutes of the April 28, 2021 Meeting

Mr. Flint presented the minutes of the April 28, 2021 Board of Supervisors meeting and asked for comments, corrections, or changes. The Board had no changes to the meeting minutes.

On MOTION by Mr. Morgan, seconded by Mr. Kewley, with all in favor, the Minutes of the April 28, 2021 Board of Supervisors Meeting, was approved.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2021-06 Ratifying, Confirming and Approving the

Sale of Special Assessment Bonds, Series 2021 (Assessment Area One)

Mr. Flint stated that Ms. Mackie would be reviewing the resolution for the Board. Ms. Mackie reviewed the resolution for the Board and elaborated that this was for ratifying the final form of these documents attached as exhibits. Ms. Mackie also stated that this was for confirming the closing of the 2021 bonds that occurred in March 2021. She offered to answer any questions from the Board as well.

On MOTION by Mr. Beasley, seconded by Mr. Morgan, with all in favor, Resolution 2021-06 Ratifying, Confirming and Approving the Sale of Special Assessment Bonds, Series 2021 (Assessment Area One), was approved.

FIFTH ORDER OF BUSINESS

Public Hearing

On MOTION by Mr. Morgan, seconded by Mr. Beasley, with all in favor, the Public Hearing was opened.

A. Consideration of Resolution 2021-07 Adopting the Fiscal Year 2022 Budget and Relating to the Annual Appropriations

Mr. Flint stated that the Board approved the proposed budget on April 28th and set July 28th as the public hearing. Mr. Flint noted for the record that there were no members of the public present to provide comment or testimony. Mr. Flint stated that they wanted to delegate the Chairman or Vice-Chairman to be able to execute the final landscape agreement and be able to adjust the budget accordingly. He also stated that if the landscape contract comes in lower than this budget amount, they would like to be able to reduce the per unit O&M Assessments to reflect that. Mr. Flint reviewed the budget for the Board and offered to answer any questions. Mr. Flint asked Ms. Mackie if she would like to frame the motion.

On MOTION by Mr. Morgan, seconded by Mr. Beasley, with all in favor, Resolution 2021-07 Approving the Fiscal Year 2022 Budget at the Amount with the Higher Landscape Maintenance Contract, with Delegation for the Chairman to Work with District Management to Finalize the Agreement, and in the Event that it Results in a Lower Cost the Approval to Revise the Budget in a Downward Fashion, was approved.

B. Consideration of Resolution 2021-08 Imposing Special Assessments and Certifying an Assessment Roll

Mr. Flint stated that this resolution referred to the budget that was previously approved and the assessment roll reflecting the properties within the District and their respective assessment amounts. Mr. Flint stated that this resolution would be adjusted according to the negotiation of the final landscape contract. Mr. Flint asked Ms. Mackie if she would like to frame the motion.

On MOTION by Mr. Morgan, seconded by Mr. Kewley, with all in favor, Resolution 2021-08 Imposing Special Assessments and Certifying an Assessment Roll, Subject to the Finalization of the Budget with Respect to the Final Expenses as to be Negotiated on the Landscape Contract, was approved.

On MOTION by Mr. Morgan, seconded by Mr. Kewley, with all in favor, the Public Hearing was closed.

SIXTH ORDER OF BUSINESS

Ratification of Series 2021 Requisitions #1 - #3

Mr. Flint stated that these requisitions were transmitted to the Trustee and were signed by the District Engineer, along with Mr. Flint as the responsible Officer of the District. Mr. Flint stated that these requisitions were not required to be approved by the Board in advance of funding but they like to bring them to the Board to be ratified for the record.

Mr. Flint stated that requisition #1 was for \$1,564 for legal expenses for Hopping Green & Sams. He also stated that requisition #2 was for \$267.46 for legal expenses for Hopping Green & Sams. Mr. Flint continued that requisition #3 was also for legal expenses for Hopping Green & Sams in the amount of \$346.

On MOTION by Mr. Morgan, seconded by Mr. Kewley, with all in favor, the Series 2021 Requisitions #1 - #3, were ratified.

SEVENTH ORDER OF BUSINESS

Consideration of Agreement for Landscape Maintenance Services with Floralawn

Mr. Flint stated that Resolution 2021-08 is currently being negotiated. Mr. Flint stated that he had handed out a document that showed the form of the agreement that the District would enter into. He stated that based on the final negotiation of the landscape contract, the scope and cost proposal would be attached to the agreement. Mr. Flint asked Ms. Mackie how she would like to frame the motion.

On MOTION by Mr. Morgan, seconded by Mr. Kewley, with all in favor, the Agreement for Landscape Maintenance Services with Floralawn, and Delegation for the Chairman to Approve the Final Form of the Agreement with the Service Provider as Negotiated, with a NTE Amount of \$42,900, was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Mackie reported that they had received indication that the Phase 1 improvements are complete and ready for acquisition. The final contract and pay application were submitted to District staff. The District Engineer was reviewing the same, and the acquisition documents were being prepared. Ms. Mackie anticipated that it would come back for the Board for ratification at the next meeting.

B. Engineer

Ms. Stalder reported that they were updating a table based on the pay application from the contractor. She stated that to move forward with any of the requisitions they were going to need all of the final recorded plat certificates of completion from all of the agencies as well as the engineer record. She stated that she wanted to lay out the items that were going to be needed in order for them to review the package. Mr. Flint asked if these items had been communicated with Lennar and the Project Manager. Ms. Mackie said yes.

C. District Manager’s Report

i. Balance Sheet and Income Statement

Mr. Flint presented the unaudited financials through June 30, 2021. He and asked if the Board had any questions. He noted that there was no action required.

ii. Ratification of Funding Request #9 - #11

Mr. Flint presented ratification of funding request #9 and stated that it was for \$6,691.44. Mr. Flint stated that funding request #10 was for \$5,011.98. Funding request #11 was for \$4,078.07. Mr. Flint stated these were transmitted to Lennar, under the Developer Funding Agreement.

On MOTION by Mr. Morgan, seconded by Mr. Kewley, with all in favor, Funding Request #9 - #11, were ratified.

iii. Presentation of Number of Registered Voters – 0

Mr. Flint stated that they are required to determine the number of registered voters within the Districts as of April 15th each year. He stated that they were provided a letter from the Supervisor of Elections that indicated there were 0 registered voters. Mr. Flint stated that there was no action required from the Board.

iv. Approval of Fiscal Year 2022 Meeting Schedule

Mr. Flint stated that each year the Board was required to approve an annual meeting schedule. He stated that the Board was provided with a recommended meeting schedule which contemplated that the Board would continue meeting on the 4th Wednesday of the month with the exception of November, which would not take place. The suggested time and location were 10:00 a.m. at Cooper Memorial Library depending on availability. Mr. Flint asked that the Board approve the annual meeting schedule subject to confirmation that the library location is available.

On MOTION by Mr. Morgan, seconded by Mr. Kewley, with all in favor, Approval of Fiscal Year 2022 Meeting Schedule, for the 4th Wednesday of each month at 10:00 a.m., tentative on the location availability, was approved.

NINTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Supervisor’s Business

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

Adjournment

The meeting was adjourned.

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


Secretary/Assistant Secretary


Chairman/Vice Chairman