

**MINUTES OF MEETING  
RESERVE AT VAN OAKS  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Reserve at Van Oaks Community Development District held a Regular Meeting on May 1, 2023 at 1:00 p.m., at the Holiday Inn Express & Suites Lakeland North I-4, 4500 Lakeland Park Drive, Lakeland, Florida 33809.

**Present at the meeting:**

Garth Noble	Chair
Martha Schiffer	Vice Chair
Chris Torres	Assistant Secretary
Edmon Rakipi (via telephone)	Assistant Secretary

**Also present were:**

Kristen Suit	District Manager
Jonathan Johnson (via telephone)	District Counsel
Eric Warren (via telephone)	District Engineer
Dean Garrow	Home River Property Management

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Suit called the meeting to order at 1:01 p.m. Supervisors Noble, Schiffer and Torres were present. Supervisor Rakipi attended via telephone. One seat was vacant.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Consider Appointment to Fill Unexpired  
Term of Seat 1; Term Expires November  
2026**

- A. Administration of Oath of Office to Newly Appointed Supervisor (the following will be provided in a separate package)**

- I. **Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- II. **Membership, Obligations and Responsibilities**
- III. **Financial Disclosure Forms**
  - a. **Form 1: Statement of Financial Interests**
  - b. **Form 1X: Amendment to Form 1, Statement of Financial Interests**
  - c. **Form 1F: Final Statement of Financial Interests**
- IV. **Form 8B: Memorandum of Voting Conflict**
- B. **Consideration of Resolution 2023-01, Designating Certain Officers of the District, and Providing for an Effective Date**

These items were deferred.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-04, Approving a Proposed Budget for Fiscal Year 2023/2024 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing for an Effective Date**

Ms. Suit presented Resolution 2023-04. She distributed a revised version of the proposed Fiscal Year 2024 budget, as the one in the agenda is incomplete and does not include the off-roll assessments or future repairs chart. The Fiscal Year 2023 budget was Landowner-funded but this budget will be funded through both on and off-roll assessments. She reviewed the proposed Fiscal Year 2024 budget, highlighting any line item increases, decreases and adjustments, compared to the Fiscal Year 2023 budget, and explained the reasons for any changes.

The following change was made to the proposed Fiscal Year 2024 budget:

Page 1: Add "Meeting room rental" line item for \$3,060

Ms. Suit stated the total Operation & Maintenance (O&M) on-roll assessment for Fiscal Year 2024 is projected to be \$1,723.39 and the off-roll assessments are projected to be

\$1,602.75. The bonds are scheduled to close on May 16, 2023 so, when the Fiscal Year 2024 budget is adopted at the July meeting, the Debt Service Fund will most likely be included.

**On MOTION by Ms. Schiffer and seconded by Mr. Noble, with all in favor, Resolution 2023-04, Approving a Proposed Budget for Fiscal Year 2023/2024, as amended, and Setting a Public Hearing Thereon Pursuant to Florida Law on July 3, 2023 at 1:00 p.m., at the Holiday Inn Express & Suites Lakeland North I-4, 4500 Lakeland Park Drive, Lakeland, Florida 33809; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing for an Effective Date, was adopted.**

Mr. Johnson stated he will provide the form of Mailed Notice and published notice.

**FIFTH ORDER OF BUSINESS**

**Ratification of Engagement with Jere Earlywine at Kutak Rock LLP**

Ms. Suit presented the Engagement Letter engaging Mr. Earlywine and his new firm, Kutak Rock, LLP.

**On MOTION by Mr. Noble and seconded by Ms. Schiffer, with all in favor, the engagement of Jere Earlywine/Kutak Rock, LLP, was ratified.**

- **Consideration of Retention and Fee Agreement**

Ms. Suit presented the Kutak Rock LLP Retention and Fee Agreement.

**On MOTION by Ms. Schiffer and seconded by Mr. Noble, with all in favor, the Kutak Rock, LLP Retention and Fee Agreement for District Counsel Services, was approved.**

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-05, To Re-Set the Date, Time and Place of the Public Hearing Regarding the Adoption of Amenity Rules and Rates; Ratifying**

**Publication of Notice of Such Hearing; and  
Providing an Effective Date**

Ms. Suit presented Resolution 2023-05. While the Amenity Rules and Rates were effective immediately, a publication issue made it necessary to move the Public Hearing date.

**On MOTION by Mr. Noble and seconded by Ms. Schiffer, with all in favor, Resolution 2023-05, To Re-Set the Date, Time and Place to July 3, 2023 at 1:00 p.m., at the Holiday Inn Express & Suites Lakeland North I-4, 4500 Lakeland Park Drive, Lakeland, Florida 33809, for the Public Hearing Regarding the Adoption of Amenity Rules and Rates; Ratifying Publication of Notice of Such Hearing; and Providing an Effective Date, was adopted.**

Ms. Suit stated the pool can still be opened and that all insurance is in effect.

**SEVENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial  
Statements as of March 31, 2023**

Ms. Suit presented the Unaudited Financial Statements as of March 31, 2023.

**On MOTION by Ms. Schiffer and seconded by Mr. Torres, with all in favor, the Unaudited Financial Statements as of March 31, 2023, were accepted.**

- **Consideration of Resolution 2022-35, [AMENDED AND RESTATED SUPPLEMENTAL ASSESSMENT RESOLUTION, 2023 BONDS, WITH DELEGATION OF AUTHORITY], Setting Forth the Specific Terms of the District’s Special Assessment Revenue Bonds, Series 2023 (“Series 2023 Bonds”); Making Certain Additional Findings and Confirming and/or Adopting A Supplemental Engineer’s Report and a Supplemental Assessment Report; Delegating Authority to Prepare Final Reports and Update this Resolution; Confirming the Maximum Assessment Lien Securing the Bonds; Addressing the Allocation and Collection of the Assessments Securing the Series 2023 Bonds; Addressing Prepayments; Addressing True-Up Payments; Providing for the**

**Supplementation of the Improvement Lien Book; and Providing for Conflicts, Severability and an Effective Date**

**This item was an addition to the agenda.**

Ms. Suit stated it is necessary to amend and re-state Supplemental Assessment Resolution 2022-35 that was approved last year.

Mr. Johnson stated, due to the delay, the original Resolution references Engineering Reports and Assessment Reports with dates from last year. The only changes will be to those documents and, as directed previously, inserting sources and uses, etc. The Resolution number is not being changed from 2022-35 because that number appears in a number of bond documents that are currently in circulation. This amended and re-stated Supplemental Resolution will only correct those internal dates.

**On MOTION by Mr. Noble and seconded by Ms. Schiffer, with all in favor, Resolution 2022-35, [AMENDED AND RESTATED SUPPLEMENTAL ASSESSMENT RESOLUTION, 2023 BONDS, WITH DELEGATION OF AUTHORITY], Setting Forth the Specific Terms of the District’s Special Assessment Revenue Bonds, Series 2023 (“Series 2023 Bonds”); Making Certain Additional Findings and Confirming and/or Adopting A Supplemental Engineer’s Report and a Supplemental Assessment Report; Delegating Authority to Prepare Final Reports and Update this Resolution; Confirming the Maximum Assessment Lien Securing the Bonds; Addressing the Allocation and Collection of the Assessments Securing the Series 2023 Bonds; Addressing Prepayments; Addressing True-Up Payments; Providing for the Supplementation of the Improvement Lien Book; and Providing for Conflicts, Severability and an Effective Date, was adopted.**

▪ **Consideration of Cornerstone Landscape Estimate**

**This item was an addition to the agenda.**

Ms. Suit presented the Cornerstone Landscape estimate. Once the work is completed, an invoice will be required for payment to be processed.

Discussion ensued regarding the two-month process of arranging for landscaping.

Mr. Torres stated the installer did not hardwire the front irrigation timer because the CDD did not have power at the time; rather than run irrigation on a battery pack, he asked Cornerstone to perform the work.

Mr. Garrow stated he will code the expenses, accordingly, when submitted.

**On MOTION by Mr. Torres and seconded by Ms. Schiffer, with all in favor, the Cornerstone Landscape Estimate, in the amount of \$3,540.17, was approved.**

**EIGHTH ORDER OF BUSINESS**

**Approval of February 6, 2023 Regular Meeting Minutes**

Ms. Suit presented the February 6, 2023 Regular Meeting Minutes.

**On MOTION by Ms. Schiffer and seconded by Mr. Noble, with all in favor, the February 6, 2023 Regular Meeting Minutes, as presented, were approved.**

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel: Kutak Rock LLP**

Mr. Johnson stated, if additional information is needed relating to the final pricing and closing of the bonds, he will be in touch.

**B. District Engineer: Poulos & Bennett, LLC**

There was no report.

**C. District Manager: Wrathell, Hunt and Associates, LLC**

- **10 Registered Voters in District as of April 15, 2023**
- **NEXT MEETING DATE: June 5, 2023 at 1:00 PM**
  - **QUORUM CHECK**

The June 5, 2023 meeting was canceled. The next meeting will be on July 3, 2023.

**TENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

**ELEVENTH ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

TWELFTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Noble and seconded by Ms. Schiffer, with all in favor, the meeting adjourned at 1:17 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

Kpurolem Daut  
Secretary/Assistant Secretary

Gant Nly  
Chair/Vice Chair