

**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 Public Hearing and Regular Meeting on September 21, 2022 at 11:00 A.M., at the Holiday Inn Express & Suites Lakeland North I-4, 4500 Lakeland Park Drive, Lakeland, Florida 33809.

Present at the meeting:

Martha Schiffer	Vice Chair
Jerry Tomberlin	Assistant Secretary
Chris Torres	Assistant Secretary
Edmon Rakipi	Assistant Secretary

Also present were:

Kristen Suit	District Manager
Jere Earlywine (via telephone)	District Counsel
Eric Warren (via telephone)	District Engineer

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Suit called the meeting to order at 11:07 a.m. Supervisors Schiffer, Torres, Tomberlin and Supervisor-Elect Rakipi were present. Supervisor Noble was not present.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

Administration of Oath of Office to Supervisor Edmon Rakipi (*the following will be provided in a separate package*)

Ms. Suit, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Edmon Rakipi. The following items were previously discussed with Mr. Rakipi:

- A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- B. Membership, Obligations and Responsibilities**
- C. Chapter 190, Florida Statutes**
- D. Financial Disclosure Forms**

- I. Form 1: Statement of Financial Interests
 - II. Form 1X: Amendment to Form 1, Statement of Financial Interest
 - III. Form 1F: Final Statement of Financial Interests
- E. Form 8B: Memorandum of Voting Conflict

FOURTH ORDER OF BUSINESS

**Public Hearing on Adoption of Fiscal Year
2022/2023 Budget**

A. Affidavit/Proof of Publication

The proof of publication was included for informational purposes.

B. Consideration of Resolution 2022-36, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2022, and Ending September 30, 2023; Authorizing Budget Amendments; and Providing an Effective Date

Ms. Suit reported the following:

- It was too late to place on-roll assessments for Fiscal Year 2023 on the tax rolls.
- Estoppel Letters included Operations and Maintenance (O&M) only, not Debt Services, as the CDD has not issued bonds yet; those costs can be pro-rated and collected at the closings.
- The proposed Fiscal Year 2023 Landowner-funded budget was unchanged since it was last presented.
- HomeRiver Group provided, with Ms. Schiffer’s input, the figures for the Field Operations portion of the budget.

Ms. Suit presented the proposed Fiscal Year 2023 budget and reviewed the assessment table. As a Landowner-funded budget, expenses will be funded as incurred.

On MOTION by Ms. Schiffer and seconded by Mr. Torres, with all in favor, the Public Hearing was opened.

No members of the public spoke.

On MOTION by Ms. Schiffer and seconded by Mr. Torres, with all in favor, the Public Hearing was closed.

Ms. Suit presented Resolution 2022-36 and read the title. She stated Mr. Noble emailed a copy of the Estoppel Letter.

On MOTION by Ms. Schiffer and seconded by Mr. Tomberlin, with all in favor, Resolution 2022-36, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2022, and Ending September 30, 2023; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Consideration of Fiscal Year 2022/2023 Budget Funding Agreement

Ms. Suit presented the Budget Funding Agreement.

On MOTION by Ms. Schiffer and seconded by Mr. Torres, with all in favor, the Fiscal Year 2022/2023 Budget Funding Agreement, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2022-37, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2022/2023 and Providing for an Effective Date

Ms. Suit presented Resolution 2022-37. The October meeting will be cancelled; the next meeting will be November 7, 2022.

The Fiscal Year 2023 Meeting Schedule will be updated to include the following:

DATES: First Monday of the month; except January on second Monday

TIME: 1:00 PM

On MOTION by Ms. Schiffer and seconded by Mr. Torres, with all in favor, Resolution 2022-37, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2022/2023, as amended, and Providing for an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS

Ratification of Stormwater Management Needs Analysis

Ms. Suit presented the following:

- Letter Agreement
- Report

Mr. Warren stated the Report was submitted to the County in June.

On MOTION by Mr. Torres and seconded by Ms. Schiffer, with all in favor, the 20 Year Stormwater Management Needs Analysis Letter Agreement and the Report, were ratified.

EIGHTH ORDER OF BUSINESS

Consideration of Home Encounter HECM, LLC, Field Operations Agreement

Ms. Suit presented the Home Encounter HECM, LLC, d/b/a HomeRiver Group, Field Operations Agreement. HomeRiver prepared the Scope of Services and Responsibilities.

On MOTION by Ms. Schiffer and seconded by Mr. Tomberlin, with all in favor, the Home Encounter HECM, LLC, Field Operations Agreement, in the amount of \$1,251 per month, was approved.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2022-07, Designating the Primary Administrative Office and Principal Headquarters of the District and Providing an Effective Date

This item was deferred.

TENTH ORDER OF BUSINESS

Approval of Unaudited Financial Statements as of July 31, 2022

Ms. Suit presented the Unaudited Financial Statements as of July 31, 2022.

On MOTION by Ms. Schiffer and seconded by Mr. Rakipi, with all in favor, the Unaudited Financial Statements as of July 31, 2022, were accepted.

ELEVENTH ORDER OF BUSINESS

Approval of April 4, 2022 Public Hearings and Regular Meeting Minutes

Ms. Suit presented the April 4, 2022 Public Hearings and Regular Meeting Minutes.

On MOTION by Ms. Schiffer and seconded by Mr. Tomberlin, with all in favor, the April 4, 2022 Public Hearings and Regular Meeting Minutes, as presented, was approved.

TWELFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: *KE Law Group, PLLC*

There was no report.

Ms. Suit stated that she emailed the links she received for the Acquisition package items to the group. She advised that she will need the cost of improvements to submit to the CDD's insurance provider. Mr. Earlywine reviewed the Acquisition package criteria with Mr. Torres. Mr. Torres stated he will work on this and send it at the end of the day.

B. District Engineer (Interim): *Poulos & Bennett, LLC*

There was no report.

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

- **NEXT MEETING DATE: TBD**
 - **QUORUM CHECK**

The October 3, 2022 meeting was canceled. The next meeting will be November 7, 2022.

THIRTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

FOURTEENTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.

FIFTEENTH ORDER OF BUSINESS

Adjournment

There being nothing further to discuss, the meeting adjourned.

On MOTION by Ms. Schiffer and seconded by Mr. Rakipi, with all in favor, the meeting adjourned at 11:26 a.m.



Secretary/Assistant Secretary



Chair/Vice Chair