

**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 November 6, 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
Martha Schiffer
Megan Germino
Chris Torres

Chair
Vice Chair
Assistant Secretary
Assistant Secretary

Also present:

Kristen Suit
Jonathan Johnson (via telephone)
Dean Garrow

District Manager
District Counsel
Home River Property Management

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Suit called the meeting to order at 1:04 p.m.

Supervisors Noble, Schiffer, Torres and Germino were present. Supervisor Rakipi was not present.

SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

THIRD ORDER OF BUSINESS

**Acceptance of Resignation of Supervisor
Edmon Rakipi [SEAT 4]; Term Expires
November 2024**

Ms. Suit stated that Management received Mr. Rakipi's resignation letter after the agenda package was disseminated.

On MOTION by Mr. Noble and seconded by Mr. Torres, with all in favor, the resignation of Mr. Edmon Rakipi from Seat 4, was accepted.

FOURTH ORDER OF BUSINESS

Consider Appointment to Fill Unexpired Term of Seat 4

This item was deferred.

- A. Administration of Oath of Office to 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**

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2024-01, Appointing and Removing Officers of the District and Providing for an Effective Date

Ms. Suit presented Resolution 2024-01. Mr. Noble nominated the following slate:

Chair	Garth Noble
Vice Chair	Martha Schiffer
Assistant Secretary	Chris Torres
Assistant Secretary	Megan Germino
Assistant Secretary	Vacant

No other nominations were made.

Prior appointments by the Board for Secretary, Treasurer, Assistant Treasurer and Assistant Secretary Kristen Suit remain unaffected by this Resolution.

On MOTION by Mr. Noble and seconded by Ms. Schiffer, with all in favor, Resolution 2024-01, Appointing, as nominated, and Removing Officers of the District, and Providing for an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS**Consider Termination of Tree Farm 2, Inc., dba Cornerstone Solutions Group Landscape Services Agreement**

Ms. Suit stated that District Counsel prepared the form of Termination Letter. She asked and the Board agreed to extending the termination terms from 30-days to 60-days. The final service date will be January 5, 2024.

Ms. Suit asked Mr. Garrow if he confirmed that the scope of service and maintenance map, behind Tab 7, is for the CDD and not the HOA. Mr. Garrow replied correct.

On MOTION by Mr. Torres and seconded by Mr. Noble, with all in favor, termination of the Tree Farm 2, Inc., dba Cornerstone Solutions Group, Landscape Services Agreement and extending the termination date from 30-days to 60-days, was approved.

SEVENTH ORDER OF BUSINESS**Consideration of Mele Environmental Services, LLC Proposal and Contract for Grounds Maintenance**

Ms. Suit presented the Mele Environmental Services, LLC (Mele) proposal for grounds maintenance in Phase 1. Mr. Johnson stated the Certificate of Insurance (COI) did not include the requirements for worker's compensation and employer's liability insurance, which are typically required; however, if Mele is unable to procure it but the Board is comfortable with that, the Board can proceed with the proposal. He recommended trying to get Mele to obtain the coverages, as it serves to protect the CDD. Mr. Garrow will pursue obtaining the coverage while District Counsel prepares the CDD's form of Agreement.

On MOTION by Mr. Torres and seconded by Mr. Noble, with all in favor, authorizing Staff to proceed with the Mele Environmental Services, LLC contract for grounds maintenance even if Mele is unable to provide worker's compensation and employer's liability insurance, was approved.

On MOTION by Ms. Schiffer and seconded by Mr. Noble, with all in favor, the Mele Environmental Services, LLC Proposal and Contract for Grounds Maintenance, in a not-to-exceed amount of \$38,400 annually, equating to \$3,200 monthly, authorizing District Counsel to draft the CDD's form of Agreement and authorizing the Chair to execute, were approved.

EIGHTH ORDER OF BUSINESS**Ratification of Consent to Phase 2 Plat**

On MOTION by Ms. Schiffer and seconded by Mr. Noble, with all in favor, consenting to the Phase 2 Plat, was ratified.

Asked if the plat was recorded. Ms. Suit replied no. Mr. Johnson stated that Mr. Earlywine prepared a Joinder.

The meeting agenda letter did not contain a Ninth Order of Business.

TENTH ORDER OF BUSINESS**Acceptance of Unaudited Financial Statements as of September 30, 2023**

Asked if the CDD issued bonds for Phase 2, Mr. Johnson recalled closing on the bonds around late summer. Ms. Suit will research and report her findings after the meeting.

On MOTION by Ms. Schiffer and seconded by Mr. Noble, with all in favor, the Unaudited Financial Statements as of September 30, 2023, were accepted.

ELEVENTH ORDER OF BUSINESS**Approval of October 2, 2023 Regular Meeting Minutes**

On MOTION by Ms. Schiffer and seconded by Mr. Noble, with all in favor, the October 2, 2023 Regular Meeting Minutes, as presented, were approved.

TWELFTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel: Kutak Rock LLP
- B. District Engineer: Poulos & Bennett, LLC
- C. District Property Manager: HomeRiver Group-Orlando
- D. District Manager: Wrathell, Hunt and Associates, LLC

There were no reports.

- **NEXT MEETING DATE: December 4, 2023 at 1:00 PM**
 - **QUORUM CHECK**

The December 4, 2023 meeting will be cancelled. The next meeting will likely be held on February 5, 2024.

THIRTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Member's comments or requests.

FOURTEENTH ORDER OF BUSINESS

Public Comments

There were no public comments.

FIFTEENTH ORDER OF BUSINESS

Adjournment

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

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair