

**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 June 3, 2024 at 1:00 p.m., at the Holiday Inn Express & Suites Lakeland North I-4, 4500 Lakeland Park Drive, Lakeland, Florida 33809.

**Present were:**

Garth Noble  
Martha Schiffer  
Megan Germino

Chair  
Vice Chair  
Assistant Secretary

**Also present:**

Kristen Suit  
Jere Earlywine (via telephone)  
Bennett Davenport (via telephone)  
Dean Garrow

District Manager  
District Counsel  
Kutak Rock LLP  
Home River Property Management

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Suit called the meeting to order at 1:08 p.m.

Supervisors Noble, Schiffer and Germino were present. Supervisor Torres was absent.  
One seat was vacant.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Acceptance of Resignation of Supervisor  
Chris Torres [SEAT 5]; Term Expires  
November 2024**

Ms. Suit presented Mr. Chris Torres' resignation letter.

**On MOTION by Mr. Noble and seconded by Ms. Schiffer, with all in favor, the resignation of Mr. Chris Torres from Seat 5, was accepted.**

**FOURTH ORDER OF BUSINESS**

**Consider Appointment to Fill Unexpired  
Term of Seat 5**

This item was deferred.

- **Administration of Oath of Office (the following will be provided in a separate package)**
  - A. **Required Ethics Training and Disclosure Filing**
    - **Sample Form 1 2023/Instructions**
  - B. **Membership, Obligation and Responsibilities**
  - C. **Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
  - D. **Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers**

**FIFTH ORDER OF BUSINESS**

**Consider Appointment to Fill Unexpired  
Term of Seat 4; Term Expires November  
2024**

This item was deferred.

- **Administration of Oath of Office**

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-02,  
Electing and Removing Officers of the  
District and Providing for an Effective Date**

Ms. Suit presented Resolution 2024-02.

Ms. Schiffer nominated the following:

Chair	Garth Noble
Vice Chair	Martha Schiffer
Assistant Secretary	Megan Germino

This Resolution removes the following from the Board:

Assistant Secretary

Chris Torres

The following prior appointments by the Board remain unaffected by this Resolution:

Secretary

Craig Wrathell

Assistant Secretary

Kristen Suit

Treasurer

Craig Wrathell

Assistant Treasurer

Jeff Pinder

**On MOTION by Ms. Schiffer and seconded by Mr. Noble, with all in favor, Resolution 2024-02, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.**

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-03, Designating a Date, Time and Location for a Landowners' Meeting; Providing for Publication; Providing for an Effective Date**

Ms. Suit presented Resolution 2024-03.

**On MOTION by Ms. Schiffer and seconded by Mr. Noble, with all in favor, Resolution 2024-03, Designating November 5, 2024 at 5:00 p.m., at the Lake Alfred Public Library, 245 N Seminole Avenue, Lake Alfred, Florida 33850, as the Date, Time and Location for a Landowners' Meeting; Providing for Publication; Providing for an Effective Date, was adopted.**

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-04, Approving a Proposed Budget for Fiscal Year 2024/2025, and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date**

Ms. Suit presented Resolution 2024-04. She stated that the formula for Fiscal Year 2024/2025 and future budgets will revert back to where the on-roll assessments are to fund the Administrative and Operations and Maintenance (O&M) expenses and the off-roll are assessed

for only the Administrative expenses. Mr. Earlywine stated that the Funding Agreement will cover any deficiencies.

Ms. Suit reviewed the proposed Fiscal Year 2025 budget, highlighting line item increases, decreases and adjustments, compared to the Fiscal Year 2024 budget, and explained the reasons for any changes.

Due to Home River Management's Field Operations fee increasing, Ms. Suit will send the current Agreement to District Counsel to amend it so it includes the 25% increase.

Ms. Suit referred to Page 9, pointing out the increases in the Projected Fiscal Year 2025 Assessments and noted that this is the first year the CDD will not receive Developer contributions, which is the reason for assessments increasing, despite of lower budget when compared to the Fiscal Year 2024 budget.

Discussion ensued regarding language for the Mailed Notices.

**On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, Resolution 2024-04, Approving a Proposed Budget for Fiscal Year 2024/2025, and Setting a Public Hearing Thereon Pursuant to Florida Law on August 5, 2024 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 an Effective Date, was adopted.**

#### **NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-05, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025 and Providing for an Effective Date**

This item was deferred to coordinate the meeting dates and location with the Stuart Crossing CDD.

#### **TENTH ORDER OF BUSINESS**

##### **Ratification Items**

##### **A. Lake Pros, LLC Agreement for Lake Maintenance Services**

\$270 per month.

**B. Mele Environmental Services, LLC, Agreement for Pond Cleaning Services**

\$6,800 total sum of project.

**C. Mele Environmental Services, LLC, Addendum to Agreement for Ant Prevention**

\$1,980 per year, in monthly amounts of \$165.

**D. Disclosure Technology Services, LLC EMMA® Filing Assistance Software as a Service License Agreement**

\$1,500 per annum for all bonds.

**On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, Items 10A, 10B, 10C and 10D, in the amounts specified, were ratified.**

**ELEVENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial  
Statements as of April 30, 2024**

**On MOTION by Ms. Schiffer and seconded by Mr. Noble, with all in favor, the Unaudited Financial Statements as of April 30, 2024, were accepted.**

**TWELFTH ORDER OF BUSINESS**

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

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

**THIRTEENTH ORDER OF BUSINESS**

**Staff Reports**

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

Mr. Earlywine asked for the status of the project so he can prepare the Project Completion Resolution. Mr. Noble discussed the status of the various improvements and advised Mr. Earlywine to commence preparation of the necessary documents and Resolution.

Asked if Board Members need to complete Form 8B, behind Item 4D in the agenda, Ms. Suit stated that Form 8B is typically filled out when a Developer/Landowner Representative

Supervisor is elected/appointed to the Board and it is held and attached to meeting minutes only when necessary due to a conflict of interest. She will find out what Management has on file, and, if necessary, Board Members will be asked to execute the form.

Mr. Earlywine stated that, now that certain thresholds are met, the Developer can expect to receive 60% of the \$104,000 in the construction reserve account and another \$40,000 after the Certificate of Occupancy (COO) is issued.

- B. District Engineer: Poulos & Bennett, LLC**
- C. District Property Manager: HomeRiver Group-Orlando**
- D. District Manager: Wrathell, Hunt and Associates, LLC**

There were no District Engineer, District Property Manager or District Manager reports.

- **UPCOMING MEETINGS**

- **July 1, 2024 at 1:00 PM**

The July 1, 2024 meeting will be cancelled.

- **August 5, 2024 at 1:00 PM**

- **QUORUM CHECK**

The next meeting will be held on August 5, 2024.

**FOURTEENTH ORDER OF BUSINESS****Board Members' Comments/Requests**

There were no Board Members' comments or requests.

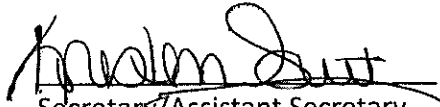
**FIFTEENTH ORDER OF BUSINESS****Public Comments**


No members of the public spoke.

**SIXTEENTH ORDER OF BUSINESS****Adjournment**

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

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

  
Secretary/Assistant Secretary

  
Chair/Vice Chair