

**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 4, 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
Clif Fischer
Bennett Davenport (via telephone)
Stephen Ervin
Jake Essman

District Manager
Wrathell, Hunt and Associates, LLC (WHA)
District Counsel
Home River Property Management

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Suit called the meeting to order at 1:00 p.m.

Supervisors Noble, Schiffer and Germino were present. Two seats were vacant.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

**Consider Appointment of Jake Essman to
Fill Unexpired Term of Seat 5; Term Expires
November 2024**

<p>On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, the appointment of Jake Essman to fill Seat 5, was approved.</p>
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- **Administration of Oath of Office (the following will also 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. Essman. Mr. Essman is familiar with the following:

- A. **Required Ethics Training and Disclosure Filing**
 - **Sample Form 1 2023/Instructions**
- B. **Membership, Obligations 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**

Ms. Suit stated that Mr. Essman will complete a Form 8B, as he is related to an employee of District Management's office.

FOURTH ORDER OF BUSINESS

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

- **Administration of Oath of Office**

This item was deferred.

FIFTH ORDER OF BUSINESS

Acceptance of Resignation of Garth Noble [Seat 2]

Ms. Suit presented Mr. Garth Noble's resignation.

On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, the resignation of Mr. Garth Noble from Seat 2, was accepted.

SIXTH ORDER OF BUSINESS

Consider Appointment to Fill Unexpired Term of Seat 2; Term Expires November 2024

- **Administration of Oath of Office**

This item was deferred.

SEVENTH ORDER OF BUSINESS**Consideration of Resolution 2025-01,
Electing and Removing Officers of the
District and Providing for an Effective Date**

Ms. Suit presented Resolution 2025-01. Ms. Schiffer nominated the following:

Martha Schiffer	Chair
Megan Germino	Vice Chair
Jake Essman	Assistant Secretary
Clifton Fischer	Assistant Secretary

No other nominations were made.

This Resolution removes the following from the Board:

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

Craig Wrathell	Secretary
Kristen Suit	Assistant Secretary
Craig Wrathell	Treasurer
Jeffrey Pinder	Assistant Treasurer

On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, Resolution 2025-01, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS**Resolution 2025-02, Addressing Real Estate
Conveyances and Permits; Accepting a
Certificate of the District Engineer and
Declaring the 2023 Project Complete;
Providing Direction to the Trustee;
Finalizing the 2023 Assessments;
Authorizing Conveyances; Authorizing a
Mutual Release; Providing for a
Supplement to the Improvement Lien
Book; Providing for Severability, Conflicts,
and an Effective Date**

Mr. Davenport presented Resolution 2025-02.

On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, Resolution 2025-02, Addressing Real Estate Conveyances and Permits; Accepting a Certificate of the District Engineer and Declaring the 2023 Project Complete; Providing Direction to the Trustee; Finalizing the 2023 Assessments; Authorizing Conveyances; Authorizing a Mutual Release; Providing for a Supplement to the Improvement Lien Book; Providing for Severability, Conflicts, and an Effective Date, was adopted.

NINTH ORDER OF BUSINESS

Resolution 2025-03, Authorizing District Staff to Confirm the Satisfaction of the Release Conditions of the Special Assessment Bonds, Series 2023 (Series 2023 Project) and, Upon Satisfaction, Authorizing the Release of the Debt Service Reserve Funds into the Series 2023 Acquisition and Construction Account; Authorizing a Requisition for Payment of the Balance of the Series 2023 Acquisition and Construction Account; Providing Additional Authorization; Providing for Severability, Conflicts, and an Effective Date

Mr. Davenport presented Resolution 2025-03.

On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, Resolution 2025-03, Authorizing District Staff to Confirm the Satisfaction of the Release Conditions of the Special Assessment Bonds, Series 2023 (Series 2023 Project) and, Upon Satisfaction, Authorizing the Release of the Debt Service Reserve Funds into the Series 2023 Acquisition and Construction Account; Authorizing a Requisition for Payment of the Balance of the Series 2023 Acquisition and Construction Account; Providing Additional Authorization; Providing for Severability, Conflicts, and an Effective Date, was adopted.

TENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of September 30, 2024

On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, the Unaudited Financial Statements as of September 30, 2024, were accepted.

ELEVENTH ORDER OF BUSINESS

**Approval of August 5, 2024 Public Hearing
and Regular Meeting Minutes**

On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, the August 5, 2024 Public Hearing and 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**

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

- D. District Manager: Wrathell, Hunt and Associates, LLC**

- **UPCOMING MEETINGS**

- **November 5, 2024 at 5:00 PM [Landowners' Meeting: Lake Alfred Public Library, 25 N Seminole Avenue, Lake Alfred, Florida 33850]**
- **December 2, 2024 at 1:00 PM [Regular Meeting]**
- **QUORUM CHECK**

The next Regular Meeting will be held on December 2, 2024, unless cancelled.

THIRTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

Ms. Schiffer will be unable to attend the January 6, 2025 meeting.

FOURTEENTH ORDER OF BUSINESS

Public Comments

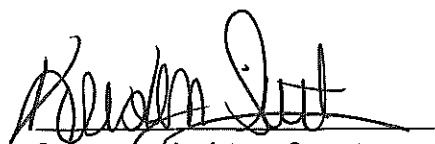
No members of the public spoke.

FIFTEENTH ORDER OF BUSINESS

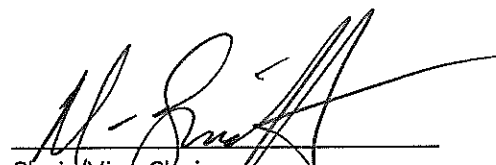
Adjournment

On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, the meeting adjourned at 1:13 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair