

MINUTES OF MEETING
SHINGLE CREEK
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Shingle Creek Community Development District was held on Monday, May 7, 2018 at 12:00 p.m. at the Oasis Club at ChampionsGate, 1520 Oasis Club Blvd., ChampionsGate, Florida.

Present and constituting a quorum were:

| | |
|----------------------|---------------------|
| Lane Register | Chairman |
| Adam Morgan | Vice Chairman |
| Alvey Kaufman | Assistant Secretary |
| Joe Catanzariti, Jr. | Assistant Secretary |

Also present were:

| | |
|-----------------|-------------------|
| George Flint | District Manager |
| Andrew d'Adesky | District Counsel |
| David Reid | District Engineer |
| Brian Smith | Field Manager |
| Michelle Barr | Lennar Homes |

FIRST ORDER OF BUSINESS

Roll Call

Mr. Flint called the meeting to order and called the roll. A quorum was present.

SECOND ORDER OF BUSINESS

Public Comment Period

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Appointment of Individual to Fulfill the Board Vacancy with a Term Ending November 2021

Mr. Flint: We have a vacancy on the Board. Any time a vacancy occurs during the course of the term of the seat, the remaining Board Members can appoint someone to that vacancy. Are there any nominations at this time?

Mr. Morgan: I appoint Lane Register.

On MOTION by Mr. Morgan, seconded by Mr. Kaufman, with all in favor, the appointment of Lane Register to fill the Board vacancy, with a term ending November 2021, was approved.

B. Administration of Oath of Office to Newly Elected Board Member

Mr. Flint, a Notary Public of the State of Florida and duly authorized, administered the Oath of Office to Mr. Register.

Mr. Flint: Since you are already on other CDD Boards, you don't need to re-file your Financial Disclosure Form. When a renewal is sent to you in June, you can include this District.

C. Consideration of Resolution 2018-04 Electing Officers

Mr. Flint: Resolution 2018-04 contemplates the re-election of all officers, or you could just designate Mr. Register in a specific seat. Currently, Mr. Morgan is Vice Chairman and Mr. Revell and Mr. Kaufman are Assistant Secretaries. I don't believe that Mr. Catanzariti has a designation. Depending on who you want to designate, you could just designate the Chairman and appoint Mr. Catanzariti as Assistant Secretary. If you want to keep the same officers, we can handle it in one motion, with the exception that you would add Mr. Catanzariti and Mr. Kaufman as Assistant Secretaries.

Mr. Catanzariti: Whatever you think.

Mr. Morgan: That sounds good to me.

On MOTION by Mr. Morgan, seconded by Mr. Catanzariti, with all in favor, Resolution 2018-04 Electing Officers, as previously nominated, adding Mr. Register as Chairman, Mr. Catanzariti as Assistant Secretary and all other Board officers remaining in the same seats, was adopted.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the March 5, 2018 Meeting

Mr. Flint: You have the minutes from the March 5, 2018 meeting. Were there any comments?

Mr. Morgan: They look good.

Mr. Flint: If there are no corrections, we need a motion.

On MOTION by Mr. Morgan, seconded by Mr. Catanzariti, with all in favor, approval of the Minutes of the March 5, 2018 Meeting were approved, as presented.

FIFTH ORDER OF BUSINESS

Review and Acceptance of Fiscal Year 2017 Draft Audit Report

Mr. Flint: The CDD as a governmental entity, is required to have an annual independent audit performed. You selected McDirmit Davis. The draft report is in your agenda. I always refer the Board to the management comments, starting on Page 27. If there were any findings or recommendations, they would be reflected in the Audit Report. There were no management comments from the auditor, recommendations or prior year management comments or recommendations. We complied with all provisions of the Auditor General. If there are questions on the Audit Report, I would ask for a motion to accept the audit and authorize it to be transmitted to the State of Florida.

On MOTION by Mr. Kaufman, seconded by Mr. Morgan, with all in favor, the Fiscal Year 2017 Audit Report was accepted and staff authorized to transmit the final report to the State of Florida.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2018-05 Authorizing the Establishment of a State Board of Administration (SBA) Account

Mr. Flint: Resolution 2018-05 authorizes the District to open a State Board of Administration (SBA) Account. This is an interest-bearing account that's managed by the SBA, which is the Governor and Cabinet. It's a local government investment pool that's operated by the State of Florida. Many CDDs as well as other government entities, use the funds for investment purposes. We need a resolution to open that fund and allow us to place any funds beyond a reasonable 60 to 90 day operating period in an account that would earn interest.

Mr. d'Adesky: We are only allowed to invest in certain ways.

Mr. Flint: This is one of them.

Mr. Morgan: Right.

Mr. Flint: This is the most widely used investment pool.

Mr. Morgan: Can we anticipate having enough excess funds?

Mr. Flint: Yes, there's a significant amount, if you look at the Balance Sheet. In the General Fund, we currently have \$455,000 in the Operating Account. A portion of that would be moved to the Capital Projects Fund, but there are funds restricted for debt service, that would also be invested. We need a motion to approve the resolution.

On MOTION by Mr. Morgan, seconded by Mr. Register, with all in favor, Resolution 2018-05 Authorizing the Establishment of a State Board of Administration Account, was adopted.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2018-06
Approving the Proposed Fiscal Year 2019
Budget and Setting a Public Hearing**

Mr. Flint: Resolution 2018-06 approves the proposed 2019 budget and sets a public hearing. Each year, the Board is required to approve a proposed budget by June 15th, and set the date, place and time of the public hearing, which we are recommending for August 6, 2018, at 12:00 p.m., in this location. Exhibit A to the resolution is the proposed budget, which contemplates the same per unit assessments, as the prior year. The annual budget is \$377,073. This is only a proposed budget and doesn't bind the Board for making changes up to and at the public hearing, if you chose to do so. Our recommendation would be to approve the budget in this form and set the public hearing. Are there any questions? If not, we need a motion to adopt Resolution 2018-06.

On MOTION by Mr. Catanzariti, seconded by Mr. Register, with all in favor, Resolution 2018-06 Approving the Proposed Fiscal Year 2019 Budget and Setting the Public Hearing for August 6, 2018 at 12:00 p.m., at this location was adopted.

EIGHTH ORDER OF BUSINESS

**Consideration of Series 2015 Requisitions #18
- #19**

Mr. Flint: Requisition #18 is for KPM Franklin, which is the District Engineer, in the amount of \$2,992.50 and Requisition #19 is for KPM Franklin, in the amount of \$3,062.50. Are there any questions? If not, we need a motion to approve the requisitions.

On MOTION by Mr. Morgan, seconded by Mr. Kaufman, with all in favor, Requisitions #18 and #19 for Series 2015, were approved.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Flint: Andrew?

Mr. d’Adesky: I have nothing. We are in discussions for the petition for the Westgate property. It should be filed this week.

B. Engineer

Mr. Flint: Dave, do you have anything?

Mr. Reid: No.

C. District Manager’s Report

i. Approval of Check Register

Mr. Flint: You have the Check Register from February 26th through April 30, 2018, totaling \$127,055.83. The detailed register is behind the summary. If you have any questions, we can discuss those. If not, I would ask for a motion.

On MOTION by Mr. Morgan, seconded by Mr. Register, with all in favor, the Check Register was approved.

ii. Balance Sheet and Income Statement

Mr. Flint: You also have the unaudited financial statements through March 31, 2018. No action is required by the Board. If you have any questions, we can discuss those.

iii. Presentation of Number of Registered Voters - 246

Mr. Flint: Each year, we are required to announce the number of registered voters as of April 15th. At this time, there are 246 registered voters. When that hits 250 and the District is six years from formation, the first two seats on this Board will transition to general election. You have not hit the 250 threshold yet. You are within four voters. We will look at it again next year. Once you hit 250, we will prepare for the transition to start.

Mr. d’Adesky: It seems on track.

Mr. Flint: It's likely that you will hit 250 in 2019. The District was established in 2005. In 2020, assuming you have four more registered voters, two of the five seats will go to general election. In 2022, the landowners' will lose control of the Board to resident control.

TENTH ORDER OF BUSINESS Other Business

There being none the next item followed.

ELEVENTH ORDER OF BUSINESS Supervisor's Requests

If there's nothing from the Board, we need a motion to adjourn.

TWELFTH ORDER OF BUSINESS Adjournment

On MOTION by Mr. Catanzariti, seconded by Mr. Morgan, with all in favor, the meeting was adjourned.



Secretary / Assistant Secretary



Chairman / Vice Chairman