

MINUTES OF MEETING
CANDLER HILLS EAST
COMMUNITY DEVELOPMENT DISTRICT

The Regular Meeting of the Board of Supervisors of the Candler Hills East Community Development District was held on Tuesday, November 21, 2017 at 9:00 a.m. at Circle Square Commons Cultural Center at 8395 S.W. 80th Street, Ocala, Florida.

Present and constituting a quorum were:

Elmer Greene	Vice Chairman
Robert Scherff	Assistant Secretary
John Bain	Assistant Secretary
Larry Garvin	Assistant Secretary

Also present were:

George Flint	District Manager
Gerald Colen	District Counsel
Several Residents	

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

Mr. Flint: This is an opportunity for any members of the public to provide comments to the Candler Hills East CDD Board, on any items on the agenda, or any items that they would like to bring to the Board's attention. Not hearing any,

THIRD ORDER OF BUSINESS

Notice for Meeting

Mr. Flint: The meeting notice of the November 21, 2017 meeting, was advertised in the Ocala Star Banner for 9:00 a.m. at this location. Proof of publication is included in your agenda package.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the August 15, 2017 Meeting

Mr. Flint: Were there any additions, deletions or corrections to the minutes? Not hearing any,

On MOTION by Mr. Greene, seconded by Mr. Scherff, with all in favor, the minutes of the August 15, 2017 meeting were approved, as presented.

FIFTH ORDER OF BUSINESS

Consideration of Agreement with Berger, Toombs, Elam, Gaines & Frank to Provide Auditing Services for Fiscal Year 2017

Mr. Flint: The CDD, as a governmental entity, is required to have an independent annual audit performed. The Board went through a selection process, as prescribed by the Statutes, and selected Berger, Toombs, Elam, Gaines & Frank to prepare the annual independent audit. In the past, you entered into annual engagement Letters with them. The proposed engagement letter is in your agenda package. It has a not to exceed fee of \$3,405.

Mr. Garvin: Is that the amount we agreed to?

Mr. Flint: Yes. If there are any questions, we can discuss those. If not, I would ask for a motion to approve the agreement.

Mr. Garvin: Is it boilerplate?

Mr. Flint: Yes. We deal with Berger, Toombs in a number of other Districts and this is their standard agreement. It's been reviewed by many attorneys and we have no concerns. Are there any other questions? Not hearing any,

On MOTION by Mr. Garvin, seconded by Mr. Scherff, with all in favor, the Agreement with Berger, Toombs, Elam, Gaines & Frank to perform the Fiscal Year 2017 Audit, in the amount of \$3,405, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Agreement with Grau & Associates to Provide Arbitrage Rebate Calculation Services

Mr. Flint: I added this item to the agenda and distributed a revised agenda, as well as a copy of the proposed agreement. It's with Grau & Associates to perform the Arbitrage Rebate Calculation Report. This is a requirement associated with the outstanding bonds. They have to

provide a calculation showing that we've earned less interest than we paid. It's a \$600 fee that's very competitive. They provided this service to the District in the past.

Mr. Scherff: I would think since they are doing the audit, we should be consistent with them.

Mr. Flint: Grau did the audit in the past, but the Board changed to Berger, Toombs; however, Berger, Toombs does not offer arbitrage rebate calculation services. There's no problem with Grau continuing to provide this service. There are other companies that do arbitrage rebate calculations, but the price is going to be within \$50 of their proposal. Are there any other questions? You approved this agreement in the past at the same price.

On MOTION by Mr. Garvin, seconded by Mr. Scherff, with all in favor, the Agreement with Grau & Associates to provide Arbitrage Rebate Calculation Services, in the amount of \$600, was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Flint: Gerry do you have anything?

Mr. Colen: No, but I want to wish everyone a Happy Thanksgiving and happy holiday season.

B. Engineer

There being none, the next item followed.

C. District Manager's Report

1. Approval of Check Register

Mr. Flint: You have the approval of the Check Register from August 8th through November 14, 2017, for the General Fund and Payroll, totaling \$32,719.60. The detail register is behind the summary. As in the past, you will see that there are some transfers to Candler Hills East, in care of US Bank. That is just moving the debt service assessment revenue to the Trustee. Are there any questions on the Check Register?

Mr. Garvin: Just refresh my memory. Is the Assessment Roll, the fee that we paid to the County?

Mr. Flint: No. That's a fee paid to GMS under our agreement. It's a one-time annual fee, for preparation of the Assessment Roll and certifying it to the tax collector for collections. That's for dealing with tracking the assessments, lien book, etc.

Mr. Scherff: Is that something we discussed in the past and agreed on the amount?

Mr. Flint: It's part of our agreement that was approved in the original agreement.

Mr. Scherff: What is Insurance Premium?

Mr. Flint: It's a one-time annual fee to the Florida Insurance Alliance. Egis is the agent, but the Florida Insurance Alliance is a local government cooperative. It's for the District's liability insurance. That protects the District for general liability and also includes a public official's liability component, which protects the Board Members, individually.

Mr. Scherff: What is the Special District Fee of \$175?

Mr. Flint: That's a fee of \$175 per year, which is paid to the Department of Economic Opportunity. It used to be the Department of Community Affairs, which is a State Department that's charged with tracking all of the Special Districts in the State. It's a required fee that all Special Districts have to pay one time a year. Are there any other questions? If not, we need a motion to approve the Check Register.

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

2. Balance Sheet and Income Statement

Mr. Flint: Next are the Unaudited Financial Statements through October 31, 2017. This is the first month of Fiscal Year 2018. You will see the Combined Balance Sheet, as well as the Income Statement or Statement of Revenue and Expenditures for the General Fund, Reserve Fund and Debt Service Fund. We also included a month-to-month schedule, so throughout the year, you can see from month-to-month, the General Fund revenue and expenses. Are there any questions on the Financial Statements?

Mr. Scherff: One quick question. Under Maintenance Contingencies on Page 2, is the \$2,136 for pine straw?

Mr. Flint: I will have to check.

Mr. Gavin: It's listed on the Check Register as pine straw.

Mr. Flint: That's obviously not going to be the one-twelfth a month expense. The fact that we are over on the pro-rated expenses, doesn't indicate an issue. Are there any questions? No action is required.

EIGHTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

NINTH ORDER OF BUSINESS

Supervisor's Requests

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Scherff, seconded by Mr. Bain, with all in favor, the meeting adjourned.



Secretary/Assistant Secretary



Chairman/Vice Chairman