

**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, August 20, 2024** at 9:00 a.m. at the Circle Square Commons, 8395 SW 80th Street, Ocala, Florida.

Present and constituting a quorum were:

| | |
|-------------------------|---------------------|
| Phillip J. Moherek, Sr. | Chairman |
| Elmer Greene | Vice Chairman |
| Robert Scherff | Assistant Secretary |
| George Hill | Assistant Secretary |

Also present were:

| | |
|----------------|------------------|
| George Flint | District Manager |
| Robert Szozda | Field Manager |
| Rachel Wagoner | District Counsel |
| Andy Jorgenson | OTOW |
| Robert Stepp | Colen Built |

FIRST ORDER OF BUSINESS

Roll Call

Mr. Flint called the meeting to order and called the roll. Four Board members were present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Mr. Flint: This is an opportunity for any members of the public to provide comment to the Board on anything on the agenda or not on the agenda that they would like to bring to the Board's attention.

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THIRD ORDER OF BUSINESS

Approval of Minutes of the May 21, 2024 Meeting

Mr. Flint: Next is approval of the minutes from the May 21, 2024, meeting. Did the Board have any comments or corrections to the minutes?

On MOTION by Mr. Scherff, seconded by Mr. Greene, with all in favor, the Minutes of the May 21, 2024, Meeting, were approved as amended.

FOURTH ORDER OF BUSINESS

Public Hearing

Mr. Flint: This is the public hearing to consider adoption of your Fiscal Year 2025 budget and imposing the assessments. Is there a motion to open the public hearing?

On MOTION by Mr. Hill, seconded by Mr. Scherff, with all in favor, Opening the Public Hearing, was approved.

A. Public Comment Period

Mr. Flint: Your public hearing is open.

B. Consideration of Resolution 2024-02 Adopting the Fiscal Year 2025 Budget and Relating to the Annual Appropriations

Mr. Flint: The Board previously approved a proposed budget and you set today for the public hearing for its final consideration and the proposed budget is attached to Resolution 2024-02. It contemplates the per unit assessment amounts would remain the same at \$93 a year. You can see we are using about \$14,000 in carry forward to balance this budget. The expenses that are reflected in the proposed 2025 column have not changed since you saw it back in the spring. Are there any questions on the resolution or the proposed budget?

Mr. Scherff: Am I correct in assuming that the increase for your management fee is in there?

Mr. Flint: It is in there and the way our contract works is if you approve the budget then it gets implemented. If you don't want to approve the increase in this budget then it won't be implemented. Is that a motion then to approve the resolution?

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On MOTION by Mr. Scherff, seconded by Mr. Moherek, with all in favor, Resolution 2024-02 Adopting the Fiscal Year 2025 Budget and Relating to the Annual Appropriations, was approved.

C. Consideration of Resolution 2024-03 Imposing Special Assessments and Certifying an Assessment Roll

Mr. Flint: The next resolution is part of this public hearing as well. It actually imposes the assessments that are reflected in the budget that you just approved. There are two exhibits to this. The first one is the budget that you just approved and the second one is the assessment roll that reflects all of the properties within Candler and the per unit assessment amounts. Any questions on the resolution or exhibits. It is just implementing what you just adopted.

Mr. Scherff: I went back to last year and it's exactly the same as last year, only updated.

Mr. Flint: Yes. You can see in the debt column any where there are zeros, those lots have chosen to prepay the debt. If there are no questions, is there a motion to approve Resolution 2024-03?

On MOTION by Mr. Scherff, seconded by Mr. Greene, with all in favor, Resolution 2024-03 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

Mr. Flint: Is there a motion to close the hearing?

On MOTION by Mr. Scherff, seconded by Mr. Hill, with all in favor, Closing the Public Hearing, was approved.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2024-04
Declaring Vacancies in Certain Seats**

Mr. Flint: There were two seats with terms expiring in November of 2024, Mr. Greene's seat and Mr. Moherek's. Someone went to the Supervisor of Elections and they qualified for Mr. Greene's seat therefore they will be elected unopposed starting the second Tuesday after November which is November 19th. That seat is not addressed in this resolution because someone had qualified unopposed for that seat. They will take office in November after the current term expires. Mr. Moherek's seat which his seat #3, no one qualified to run for that seat. What happens in that instance is the Board needs to declare the seat vacant as of the second Tuesday after the

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election in November so Mr. Moherek is still a member of the Board until November 19th. What this resolution does is it basically indicates that seat is declared vacant as of November 19th. At that point if Mr. Moherek wants to continue to serve, the Board could reappoint him to the seat or appoint another qualified elector to the seat. This resolution is just declaring his seat vacant as of November 19th. Any questions on the resolution. Is there a motion to approve it?

On MOTION by Mr. Greene, seconded by Mr. Scherff, with all in favor, Resolution 2024-04 Declaring Vacancies in Certain Seats, was approved.

SIXTH ORDER OF BUSINESS

Ratification of Dewberry Work Authorization for Annual Engineer’s Report

Mr. Flint: Dewberry is the District Engineer and there is a requirement in the Trust Indenture for the bonds that requires the District Engineer to do an annual inspection and also to review the District’s budget, their insurance policy, and make sure that the District is properly maintaining its infrastructure. This work authorization approved that. Because there was a timeline to get that done, I had executed this back in April and just asking for the Board to ratify that action.

Mr. Scherff: I notice that its shows \$3,000 but we budgeted \$4,000.

Mr. Flint: The \$4,000 is just for annual, its an allowance basically for engineering work. This expense would be applied to that line item. There could be other hourly work that the engineer may perform that would be expensed against that line item. Any questions, otherwise, is there a motion to ratify?

On MOTION by Mr. Moherek, seconded by Mr. Hill, with all in favor, the Dewberry Work Authorization for Annual Engineer’s Report, was ratified.

SEVENTH ORDER OF BUSINESS

Approval of Fiscal Year 2025 Meeting Schedule

Mr. Flint: The Board is required to approve an annual meeting schedule. We have prepared the one enclosed in your agenda based on your current practice. It has four meetings being in November, February, May and August at 9:00 a.m. in this location. You can continue with that

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practice or you could meet more often if you chose too, change the location, etc. If you are comfortable with the current practice then you could consider approving this notice.

Mr. Scherff: I don't see any reason for a change. Everything has worked out for many years.

Mr. Flint: Is that a motion?

Mr. Scherff: I will make a motion to approve it as it is. It is the third Tuesday of those months.

Mr. Flint: Correct.

On MOTION by Mr. Scherff, seconded by Mr. Hill, with all in favor, the Fiscal Year 2025 Meeting Schedule, was approved.

EIGHTH ORDER OF BUSINESS

Review and Acceptance of Annual Engineer's Report – ADDED

Mr. Flint: This is the result of that work authorization. The engineers have reviewed the insurance and reviewed the budget and in the second paragraph you can see that they have concluded the infrastructure is being maintained in reasonably good repair.

On MOTION by Mr. Moherek, seconded by Mr. Scherff, with all in favor, Acceptance of the Annual Engineer's Report, was approved.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Flint: Anything Rachel?

Ms. Wagoner: I don't have anything.

B. District Manager

1. Adoption of District Goals and Objectives

Mr. Flint: The legislature in the last session adopted a new requirement that requires Special District's to adopt goals, objectives, and performance measurements. It does not provide a lot of guidance so we have some latitude in how we do that. That is required to be done by October 1st of each year and then it is reported by December 1st of each year. This initial go around, you would approve this by October 1st of this year and then it would be reported on December 1, 2025. It would get posted on the Districts website. It is not transmitted to any state agency. There

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is no oversight agency at this point that is reviewing these but we are required to do it. We came up with some standard goals and objectives that we believe meet the requirement and they are items that the District is already obligated to perform. We have broken them into three categories. The first being community, communication and engagement. The second being infrastructure and facilities maintenance. The third is financial transparency and accountability. Under the community, communication and engagement, the first goal deals with public meeting compliance. The objective is the Districts Board of Supervisors would meet at least three times a year.

Mr. Scherff: Why three and not four?

Mr. Flint: Three is really the minimum. You could set it at four if you wanted too. It is possible to get the District's work done in three meetings. You have four scheduled. If for some reason you cancelled one of those then you wouldn't meet the objective. We try to set these at a level that they are achievable and there is no issue with meeting them. If you wanted to make it four, you certainly could.

Mr. Scherff: I was just curious as to why it was three and not four.

Mr. Flint: We are just trying to set it at the minimum. The next one would be notice of meeting compliance. The District is required to advertise these meetings in the newspaper and also have to post it on the website. This objective would deal with meeting those requirements. The third is access to public records, record compliance and making sure that we are maintaining the District's records properly. On the infrastructure and facilities maintenance, there are two goals. The first one field management, district management, and site inspections and the second one being the annual inspection that the engineer is required to perform. The third is dealing with financial transparency and accountability and the first goal is dealing with the annual budget preparation and adoption. The second dealing with the unaudited financials that are prepared and the third dealing with your annual audit. If the Board is comfortable with these, you could consider a motion to approve these or if you want to make changes, we can do that as well.

Mr. Scherff: I would assume this was developed within all of the different CDD's that you deal with and it sounds like a good complete list. I commend you.

Mr. Flint: Thank you. We try to develop a standard set that met the October 1st timeframe. Obviously, you could improve on these and make them more detailed if you wanted too. But for the purposes of complying with the law and the October 1st deadline, we felt this was a good start.

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On **MOTION** by Mr. Scherff, seconded by Mr. Moherek, with all in favor, the Adoption of District Goals and Objectives, was approved.

2. Approval of Check Register

Mr. Flint: The next item is your check register. You have the summary of invoices from May 1st through August 5th for the general fund and Board meeting compensation. Those total \$16,271.27. You will see a significant portion of that is moving debt service assessment revenue to the Trustee. Where it says Candler Hills East in care of US Bank, that is just moving assessment revenue. Any questions on the check register? Is there a motion to approve it?

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

3. Balance Sheet and Income Statement

Mr. Flint: You have the unaudited financials through June 30th. If there are any questions on those, we can discuss them. There is no action required.

Mr. Scherff: We are still solvent, right?

Mr. Flint: Yes, you can see in the general fund, we have \$70,000 in the operating account and capital reserve fund has \$176,000 in it. It is invested in the State Board of Administration. The District doesn't have a lot of expenses and your assessment levels are fairly low so it's a fairly streamlined budget.

TENTH ORDER OF BUSINESS

Other Business

Mr. Flint: Was there any other business? Hearing no comments, the next item followed.

ELEVENTH ORDER OF BUSINESS

Supervisors Requests

Mr. Flint: Supervisors Requests? Hearing no comments, the next item followed.

TWELFTH ORDER OF BUSINESS

Adjournment

The meeting was adjourned.

On **MOTION** by Mr. Greene, seconded by Mr. Scherff, with all in favor, the meeting adjourned at 9:15 a.m.

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DocuSigned by:
George Flint
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Secretary/Assistant Secretary

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[Signature]
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Chairman/Vice Chairman