

**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, October 15, 2024** at 9:00 a.m. at the Live Oak Hall, 8413 SW 80<sup>th</sup> Street, Ocala, Florida.

Present and constituting a quorum were:

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

Also present were:

George Flint	District Manager
Jerry Colen	District Counsel
Mary Anne Lynum	Parkway Management

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Flint called the meeting to order at 9:00 a.m. and called roll. Five Board members were present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Mr. Flint: Next is the public comment period. Are there any members of the public that would like to provide comment to the Board? Hearing no comments, we will move on to the next item.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the August 20,  
2024 Meeting**

Mr. Flint: Next is approval of the minutes from the August 20, 2024 meeting. Did the Board have any comments or corrections to those?

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On MOTION by Mr. Scherff, seconded by Mr. Moherek, with all in favor, the Minutes of the August 20, 2024 Meeting, were approved as amended.

**FOURTH ORDER OF BUSINESS****Appointment of Audit Committee and Chairman**

Mr. Flint: The statutes describe the process the Board has to follow to select an independent auditor and it is time to do that again. Part of that process is appointing what is called an audit committee. The roll of the audit committee is merely to approve the form of the RFP, the selection criteria, and the form of the notice. Once responses are received the audit committee reviews and ranks those and provides recommendation to the Board. In the past, the Board has appointed themselves as the audit committee. You can appoint non-Board members if you want to but we have advertised an audit committee for right after this meeting. If you are going to appoint someone not on the Board that is not here, they may not be able to attend the meeting. That is the Board's discretion on that. If the Board is okay with appointing yourselves then a motion to appoint the Board as the audit committee and then as part of that motion designate one of the Board members as the Chair of the audit committee.

Mr. Scherff: I will so move to appoint the Board as members of the audit committee.

Mr. Flint: Who would be the Chair.

Mr. Scherff: John Bain.

On MOTION by Mr. Scherff, seconded by Mr. Bain, with all in favor, the Appointment of the Board of Supervisors as the Audit Committee and Appointing John Bain as the Chairman, was approved.

**FIFTH ORDER OF BUSINESS****Staff Reports****A. Attorney**

Mr. Flint: Jerry, do you have anything for the Board?

Mr. Colen: I don't have anything.

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**B. District Manager****1. Approval of Check Register**

Mr. Flint: You have approval of the check register from August 6<sup>th</sup> through September 30<sup>th</sup>, for the general fund and Board compensation totaling \$21,916.15. Any questions on the check register?

Mr. Scherff: Can you explain again the assessment roll?

Mr. Flint: That is a one-time fee that is paid at the beginning of the year. We are the assessment administrators so we certify the assessment roll to the tax collector for inclusion on the tax bill. We also maintain the assessment roll if anyone pays off their debt early. There is the debt assessment and the O&M assessment so this is part of our agreement with the District. We are the assessment administrator and that is the fee associated with that. It is in your budget.

Mr. Scherff: Yes, it is. I saw that.

Mr. Flint: Are there any questions? If not, is there a motion to approve the check register?

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

**2. Balance Sheet and Income Statement**

Mr. Flint: Next is the unaudited financial statements. There is no action required by the Board but if the Board has any questions. You have the combined balance sheet showing the general fund, debt service fund, and capital reserve fund. You have the statements of revenue and expenditures for each of the funds. We are basically 100% collected. We are about \$771 short on the on-roll assessments which likely will eventually flow into the District. Our actual expenses are under our prorated budget.

**SIXTH ORDER OF BUSINESS****Other Business**

Mr. Flint: Was there any other business? I wanted to mention that you have five seats with staggered terms and two seats are up this year. In two years, three seats are up and then in two years two seats are up. It is staggered so every two years either two or three seats come up because you have five members. This year, seats two and three were up from election. Seat two is Mr. Greene's seat and seat three is Mr. Moherek's. The Supervisor of Elections handles the election

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process for these seats. No one went in and qualified for either of those seats so you all adopted a resolution declaring them vacant.

Mr. Scherff: There was one, wasn't there?

Mr. Flint: Oh, I am sorry, Mr. Jenkins. Mr. Greene didn't qualify for his seat. Mr. Paul Jenkins apparently went in and qualified for seat #2. Because he was the only one that qualified, he is elected by default unopposed. He will take office at the November 19<sup>th</sup> meeting. Then Mr. Moherek's seat, no one qualified for that seat so at the November 19<sup>th</sup> meeting, the Board would have the option to reappoint Mr. Moherek to his seat or you can appoint someone else. I understand that Mr. Moherek would like to continue to serve. That will be a decision that you make at the November 19<sup>th</sup> meeting. I apologize for misstating seat #2. That will be at your November 19<sup>th</sup> meeting. It will be the first meeting for Mr. Jenkins and then you will make a decision on Mr. Moherek's seat. Any other items? Any other business? Mr. Greene thank you for all of your service. Sorry to see you off. Hopefully, there is an opportunity in the future maybe to get back on.

Mr. Greene: I had to go into retirement again.

Mr. Flint: You just increase your community patrol hours, maybe.

## **SEVENTH ORDER OF BUSINESS**

### **Supervisors Requests**

There being no comments, the next item followed.

## **EIGHTH ORDER OF BUSINESS**

### **Adjournment**

The meeting was adjourned.

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

DocuSigned by:  
*George Flint*  
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Secretary/Assistant Secretary

Signed by:  
*John D. Bain*  
5FA337CFC748447...

Chairman/Vice Chairman