

MINUTES OF MEETING  
BELLA COLLINA  
COMMUNITY DEVELOPMENT DISTRICT

The Regular Meeting of the Bella Collina Community Development District was held Thursday, July 11, 2019 at 9:30 a.m. at the Bella Collina Clubhouse, 16350 Vetta Drive, Montverde, Florida.

Present and constituting a quorum were:

Randall Greene	Chairman
Duane Owen	Assistant Secretary
Dutch Holt	Assistant Secretary
Andrew Gorrill	Assistant Secretary

Also present were:

George Flint	District Manager
Andrew d'Adesky	District Counsel
Jeff Einhouse	District Engineer
Alan Scheerer	Field Manager

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Flint called the meeting to order.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Mr. Flint: There are no members of the public here to provide comments, so we will move to the next item.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the April 11, 2019 Meeting**

Mr. Flint: Were there any additions, deletions, or corrections to the minutes? If there are none I would ask for a motion to approve.

On MOTION by Mr. Greene, seconded by Mr. Owen, with all in favor, the Minutes of the April 11, 2019 Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Review and Acceptance of Fiscal Year 2018 Audit Report**

Mr. Flint: You received the audit report under separate cover. As a government entity, the District is required to have an annual independent audit. Berger Toombs was selected by the Board to complete the audit. The management letter on page 38 would indicate if there were any findings or recommendations. There were no findings and it is a clean audit. Are there any questions on the audit?

On MOTION by Mr. Holt, seconded by Mr. Greene, with all in favor, the Fiscal Year 2018 Audit Report, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Amended Engagement Letter from Latham, Shuker, Eden & LLP for Legal Services**

Mr. d'Adesky: We have increased at all of our districts. We had not done cost of living increase in a while, we had a flat rate. This is adjusting for the cost of living. It's between a 5%-10% increase.

On MOTION by Mr. Greene, seconded by Mr. Gorrill, with all in favor, the Amended Engagement Letter from Latham, Shuker, Eden & LLP for Legal Services, was approved.

**SIXTH ORDER OF BUSINESS**

**Public Hearing**

**A. Consideration of Resolution 2019-05 Adopting Fiscal Year 2020 Budget and Relating to the Annual Appropriations**

Mr. Flint: The Board previously approved a proposed budget and set the date, place, and time for today for the budget's final adoption. Are there any questions on the budget? It contemplates the assessment levels will remain the same and the water and sewer rates will remain the same. Let the record reflect that there are no members of the public here to provide comment. If there are no questions, is there a motion to approve Resolution 2019-05?

On MOTION by Mr. Greene, seconded by Mr. Gorrill, with all in favor, Resolution 2019-05 Adopting Fiscal Year 2020 Budget and Relating to the Annual Appropriations, was approved.

**B. Consideration of Resolution 2019-06 Imposing Special Assessments and Certifying an Assessment Roll**

Mr. Flint: This resolution imposes assessments that are collected for the general fund and the standby fee. There are two exhibits, the budget and the assessment roll.

Mr. Owen: Is this for additional lots?

Mr. Flint: No, we have to do this every year for the general fund.

On MOTION by Mr. Greene, seconded by Mr. Holt, with all in favor, Resolution 2019-06 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

**SEVENTH ORDER OF BUSINESS**

**Appointment of Audit Committee and Chairman**

Mr. Flint: Every three years the Board has bid out auditing services. To do that, the statutes require that you appoint an audit committee. The roll of the audit committee is to approve the form of the notice and the selection criteria, and then once the responses are received you review and rank those. The Board usually appoints themselves as the audit committee, but you do not have to do that. You will also need to designate one of the Board members as the Chair of the audit committee.

On MOTION by Mr. Holt, seconded by Mr. Owen, with all in favor, the Appointment of the Board of Supervisors as the Audit Committee and Mr. Greene to serve as Chairman, was approved.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Flint: Andrew, do you have anything?

Mr. d'Adesky: I have nothing further for the Board.

**B. Engineer**

Mr. Flint: Steve, do you have anything?

Mr. Einhouse: Last month we completed the inspections and the reports for the St. Johns Environmental Resource Permit.

Mr. Greene: How are we doing on the water loss?

Mr. Flint: Jim Boyd is still working on that. There has been a series of steps taken, including calibrating meters and field checking on several visits. We haven't found one smoking gun, but we've found a combination of things that contribute to water loss. It has improved, but we don't have a number yet.

**C. District Manager’s Report**

**i. Approval of the Check Registers**

Mr. Flint: You have the check register from April 1 through May 31 for the General Fund, Enterprise Fund, Enterprise Reserves and Board Payroll totaling \$142,687.02. Are there any questions on the check register? If not, is there a motion to approve?

On MOTION by Mr. Greene, seconded by Mr. Holt, with all in favor, the Check Register totaling \$042,687.02, was approved.

**ii. Balance Sheet and Income Statement**

Mr. Flint: You have the unaudited financial statements through May 31<sup>st</sup>. If there are any questions, we can discuss those. We still have \$8,838 outstanding on the assessment for the general fund. We should see that in June.

**iii. SBA Florida PRIME Monthly Summary Report**

Mr. Flint: You have the State Board of Administration Investment monthly report. There is no action required on either of those.

**iv. Presentation of Number of Registered Voters – 85**

Mr. Flint: The supervisor of elections indicates we have 85 registered voters in the District. Once that hits 250 it will trigger transition of the Board.

**v. Statement of Financial Interests Filing Reminder**

Mr. Flint: This report is as of July 1<sup>st</sup>. There are still some due. Randall, you don’t have to do a separate filing for each District since you re on more than one Board.

**NINTH ORDER OF BUSINESS**

**Other Business**

Mr. Flint: Is there any other business? If none, we’ll move onto the next item.

**TENTH ORDER OF BUSINESS**

**Supervisor’s Requests**

Mr. Flint: Does the Board have anything else they would like to discuss? We will have the audit committee meeting immediately following adjournment of the Board meeting.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

The meeting was adjourned at 9:55 a.m.

On MOTION by Mr. Holt, seconded by Mr. Gorrill, with all in favor,  
the meeting was adjourned.



Secretary/Assistant Secretary



Chairman/Vice Chairman