

MINUTES OF MEETING  
BELLA COLLINA  
COMMUNITY DEVELOPMENT DISTRICT

The Regular Meeting of the Bella Collina Community Development District was held Thursday, May 14, 2020 at 9:30 a.m. at the Bella Collina Clubhouse, 16350 Vetta Drive, Montverde, Florida.

Present and constituting a quorum were:

Randall Greene	Chairman
David Burman	Vice Chairman
Duane Owen	Assistant Secretary
Dutch Holt	Assistant Secretary
Andrew Gorrill	Assistant Secretary

Also present were:

George Flint	District Manager
Jan Carpenter	District Counsel
Kristen Trucco	District Counsel
Jeff Einhouse	District Engineer
Alan Scheerer	Field Manager

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Flint called the meeting to order, five members of the board were present via the Zoom call, constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Mr. Flint: For the record we did advertise the meeting as a Zoom meeting and the link was provided in the notices as well as placed on the District website. If members of the public wanted to participate they were provided instructions on how to do that. If they were uncomfortable with Zoom or had questions they could contact my office. There are no members of the public on the Zoom call.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the March 12, 2020 Meeting**

Mr. Flint: We have approval of the minutes from the March 12, 2020 meeting. Did the Board have any comments, changes, or corrections to those?

On MOTION by Mr. Burman, seconded by Mr. Greene, with all in favor, the Minutes of the March 12, 2020 Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Financing Matters**

**A. Consideration of Amended Final Special Assessment Methodology Report**

Mr. Flint: We had started this process a couple of times, initially at the last meeting we set the public hearing for today. Between the last meeting and this meeting, we were still working on the Assessment Methodology and what approach we wanted to use. As a result, we did not advertise the public hearing for today because the methodology that was presented at the last meeting has changed. What we are asking for to do today is basically set the meeting again. The first item is the Amended Final Special Assessment Methodology. In this report, the area that was annexed into the District that included a portion of the lodge and that area that was annexed in, this methodology basically imposes the 2004 Assessments on the lodge because the annexed area was previously not assessed, because it wasn't in the District when the bonds were issued. However, that property is benefiting from the improvements that are constructed with the bonds. What this does is recognizes that annexation, imposes the benefit the property receives, and identifies that and also recognizes a contribution from the Developer partially land, partially infrastructure, that would offset the cost of that benefit. At the Public Hearing what will happen is Jan will prepare a resolution and the Board will formally accept the contributions so it will basically be offset at the time the meeting is imposed. Jan, is there anything you want to add to that?

Ms. Carpenter: Yes, Jeff Einhouse will prepare a certificate going through the list of the improvements and the values and we have appraisals that will substitute the property values. We will put that together in a packet with the resolution so the Board recognizes the contribution and then we will have to work with the Developer to have the property conveyances done. We'll need some legal descriptions of a couple of things and that will take a little bit of time. It would be proper at the time that the Board adopts the methodology to actually have accepted the

improvements. This is a benefit to the District and the property that currently has improvements on it that the District is using.

Mr. Flint: I apologize for the stops and starts on this, but we want to make sure we get it right.

**B. Consideration of Resolution 2020-05 Declaring Special Assessments**

Mr. Flint: The next item would be Consideration of Resolution 2020-05 which declares the District’s intent to levy assessments and the Methodology Report is attached to it. This basically starts the assessment process and Resolution 2020-06 would actually set the public hearing for considering levying the assessments.

Ms. Carpenter: And as George said there is only assessments on the property that was added to the District. It will not affect any of the current landowners.

Mr. Flint: The landowner, as a part of this process, would receive a mailed a notice that would be sent to the owners within this assessment area.

On MOTION by Mr. Burman, seconded by Mr. Greene, with all in favor, Resolution 2020-05 Declaring Special Assessments, was approved.

**C. Consideration of Resolution 2020-06 Setting a Public Hearing for Special Assessments**

Mr. Flint: The next resolution is setting the Public Hearing. I think we want to set it for July, which would be July 9, 2020 at 9:30 a.m.

On MOTION by Mr. Greene, seconded by Mr. Holt, with all in favor, Resolution 2020-06 Setting a Public Hearing for Special Assessments for July 9, 2020 at 9:30 a.m. at this location, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-07 Approving the Proposed Fiscal Year 2021 Budget and Setting a Public Hearing**

Mr. Flint: Each year the Board is required to approve a Proposed Budget prior to June 15<sup>th</sup> and set the date, place, and time of the Public Hearing. We’ve got some notices and requirements we have to send a copy of the proposed budget to Lake County. If there is no proposal increase there are two ads that are put in the newspaper. You can see the budget contemplates that the per

unit assessments would remain the same for the General Fund and for the Debt Service Assessments. The administrative portion of the General Fund is basically flat as well as the maintenance portion of the General Fund. You also have the debt service fund, the Capital Reserve Fund, and the Water and Sewer Fund. This is just a Proposed Budget so it doesn't bind the Board in any way. If we need to make changes between now and the public hearing we can do that. Are there any questions or discussion on the proposed budget? I would suggest hold the public hearing at your August 13<sup>th</sup> meeting. Is there a motion to approve Resolution 2020-07?

On MOTION by Mr. Greene, seconded by Mr. Burman, with all in favor, Resolution 2020-07 Approving the Proposed Fiscal Year 2021 Budget and Setting a Public Hearing for August 13, 2020 at 9:30 a.m. at this location, was approved.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Carpenter: We don't have anything else to report just working on the Assessment Report.

**Engineer**

Mr. Flint: Anything from the Engineer?

Mr. Einhouse: I don't have anything this morning.

**B. District Manager's Report**

**i. Approval of the Check Registers**

Mr. Flint: You have check register for March 1<sup>st</sup> through April 30<sup>th</sup> totaling \$172,672.01 Are there any questions on the Check Register?

On MOTION by Mr. Gorrill, seconded by Mr. Greene, with all in favor, the Check Register totaling \$172,672.01, was approved.

**ii. Balance Sheet and Income Statement**

Mr. Flint: You also have the unaudited financials through March 31<sup>st</sup>. If there's any questions, we can discuss those.

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

Mr. Flint: You have the monthly report from the State Board of Administration on your Investment Accounts.

**iv. Presentation of Number of Registered Voters – 104**

Mr. Flint: We are required as of April 15<sup>th</sup> of each year to report the number of register voters. We currently have 104. Once that hits 250 then the five member Board will begin to transition to General Election. Once the District is six years old and has 250 registered voters it transitions. We’ve obviously met the six years. When we hit the 250 voters then the seats will start to transition on the Board to General Election.

**v. Designation of November 12, 2020 as Landowner’s Meeting Date**

Mr. Flint: The Board is still elected by a Landowner Election, every two years you are required to have a Landowner Meeting to elect the Board. This year we have David Burman’s seat, Rocky and Dutch. Those three seats are up for election. We are recommending November 12<sup>th</sup> for the Landowner Meeting which would correspond with the November Board meeting. A lot of times we like to do the Landowner’s Meeting in conjunction with the Board meeting.

On MOTION by Mr. Greene, seconded by Mr. Holt, with all in favor, the Designation of November 12, 2020 as the Landowner’s Meeting Date, was approved.

**SEVENTH ORDER OF BUSINESS**

**Other Business**

Mr. Flint: At the last meeting you did approve GMS taking over the billing, meter reading, etc. This last bill that went out is the first one we’ve sent out. We are working through some issues. We are asking the customers to bear with us. The person at Utility Tech that was doing the billing left. So, the transition from Utility Technicians to us was not as smooth as we like. We are working on those issues. We are moving forward with that process. The topic of water loss has been discussed in prior meetings and we’re not 11% annualized which is where we started from when we first started talking about this. The goal is to be under 10%. That’s the mark by DEP, so through a number of changes including verifying there is no unmetered connections. We verified if there were any leaks. We’ve replaced some meters that may not have been accurate. Through all those changes we are getting closer to our goal.

Mr. Greene: So we whittled it down from roughly 22%, right?

Mr. Flint: Yes.

Mr. Greene: That's great. Great Job.

Mr. Flint: We are never going to totally eliminate it, we've got a lot of undeveloped lots out there, but we are chipping away at it and continuing to make progress. We are going to keep working on it, but I think that has been a success story. Is there anything else? Alan do you have anything from the field?

Mr. Sheerer: No. I think you brought up a good point about the leaking. I know we are doing our site visits weekly. We've only identified in the last month two locations that we had to have repaired. One as recent as Tuesday, but we are continuing to work on that and driving the property and looking for these leaks every week. So we will continue that battle.

Mr. Flint: We are working on an interconnect between the Hillcrest and Pine Island Water Treatment plants so that we've got a meter that connects. The Board approved the work at the prior meeting as well on that. We are getting close to starting that project, it's been working through the design and what meters and equipment needed to be used.

Mr. Flint: That's all I have. Anything else from the Board?

**EIGHTTH ORDER OF BUSINESS**

**Supervisor's Request**

There being none, the next item followed.

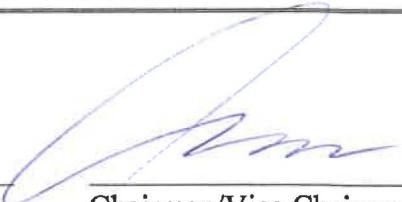
**NINTH ORDER OF BUSINESS**

**Adjournment**

Mr. Flint: If there's nothing else, is there a motion to adjourn?

On MOTION by Mr. Greene, seconded by Mr. Burman, with all in favor, the meeting was adjourned at 9:45 a.m.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman  
RAUSAN F. GREENE