

MINUTES OF MEETING  
BELLA COLLINA  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Bella Collina Community Development District was held Thursday, April 14, 2022 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
Andrew Gorrill	Assistant Secretary

Also present were:

George Flint	District Manager
Kristen Trucco	District Counsel
Steve Boyd	District Engineer
Alan Scheerer	Field Manager

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Flint called the meeting to order. Three members of the Board were present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Mr. Flint: There are no members of the public other than Board and staff here to provide comment.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the October 14,  
2021 Meeting**

Mr. Flint: Did the Board have any comments or corrections to the minutes? Hearing none,

On MOTION by Mr. Gorrill, seconded by Mr. Greene, with all in favor, the Minutes of the October 14, 2021 Meeting, were approved.
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**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-01  
Approving the Proposed Fiscal Year 2022  
Budget and Setting a Public Hearing**

Mr. Flint: We are recommending you do your budget hearing at your July 14, 2022 meeting in this location. In Exhibit A2, the resolution is the proposed budget. This is not binding on the Board. You can make changes up to and at the public hearing. If you chose to do that, the only issue would be if there were any proposed increases in the assessments. There would be some additional notices and requirements that we would need to follow and that would have to be decided sooner rather than later. We are not recommending any change in the per unit assessment amounts at this point. The general fund assessments are the same at \$193,048. The administrative budget has gone up slightly, and we are asking the Board's consideration for an increase in our management fee. This is for the same reason that landscape and everyone else is going up with inflation, the cost of gas, the pressure on labor expenses and those sorts of things. Again, you are not approving it today, but we do have that in there. Regarding the insurance, we have also anticipated an increase there, but we will have the final numbers prior to the hearing. Field management also has a proposed increase for the same reasons.

Mr. Greene: Applied Aquatic?

Mr. Flint: The mowing.

Mr. Greene: Okay, you are talking about the mowing. My apologies.

Mr. Flint: The mowing has increased slightly to \$34,930. That increased mid-year with the resort, they had asked for an increase. For Applied Aquatics, I don't think there is any change there. We have established a capital reserves fund so you see that reflected as well. You have your debt service fund for your special assessment bonds. The utility fund starts on page 8 of the budget. You can see the revenue and expenses there. We are recognizing \$218,000 in carry forward and that is why the total revenue has gone up. That is everything in excess of what we have transferred to the capital reserve fund. You can see in the current year we have moved \$729,000 out of the enterprise fund and into the capital reserve fund for the utility.

Mr. Gorrill: Where was it at before, in which account?

Mr. Flint: It was in the utility fund. We are just creating like we did for the general fund for the utility fund, we are creating a capital reserve and just moving the revenue beyond what is necessary for the operating reserve into that separate fund for renewal replacement. We created a renewal replacement fund for the utility which you will see on page 13 of the budget. That lists

the proposed current year projects. It has been revised. There are some repairs to the sewer and some corrosion repairs on the sewage system that Jim Boyd is recommending, and that has been included on the current year. You have next year’s proposed improvements that total \$265,000. The current year is \$214,000 and next year is \$265,000. These proposed improvements are the result of recommendations from Jim Boyd or the operator in conjunction with discussions with Alan. Are there any questions? Again, this is the proposed budget, so the final approval would be at your July meeting and we can make changes to this if necessary.

On MOTION by Mr. Greene, seconded by Mr. Owen, with all in favor, Resolution 2022-01 Approving the Proposed Fiscal Year 2022 Budget and Setting , was approved.

**FIFTH ORDER OF BUSINESS**

**Ratification of Environmental Engineering Services Agreement with Boyd Environmental Engineering, Inc. to Prepare Wastewater Needs Analysis Report**

Mr. Flint: Item 5 is related to a new statutory requirement. I think most of you are aware that last year in the legislative session there was a new law passed that requires any government entities that own and operate wastewater systems and/or stormwater systems to submit a 20-year needs analysis by June 30<sup>th</sup>. Because this District owns the sewer system, we actually have to do two. We have to do one for the sewer system and one for the stormwater. Jim Boyd is preparing the analysis for the wastewater system in order to get him started. Since we haven’t met since October, I did sign this agreement and I am asking the Board to ratify my actions for the wastewater report and his analysis is underway so we will get it by June 30<sup>th</sup>.

Ms. Trucco: And you will recall this is related to the memorandum that Jan and I prepared two agendas ago, regarding the stormwater and wastewater new statutory requirements. If you need a copy, I am happy to provide that as well.

Mr. Flint: This effects all cities, counties, CDDs, school boards, and any special districts.

On MOTION by Mr. Greene, seconded by Mr. Gorrill, with all in favor, the Environmental Engineering Services Agreement with Boyd Environmental Engineering, Inc. to Prepare Wastewater Needs Analysis Report, was ratified.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Flint: Kristen, do you have anything?

Ms. Trucco: I have no updates for this Board, unless you have any questions for me.

**B. Engineer**

**i. Consideration of Proposal for Inspection and Preparation of Stormwater Needs Analysis Report**

Mr. Flint: Steve, you have the proposal for the stormwater needs analysis.

Mr. Boyd: Correct, that is the only thing we have on the agenda today. This would be the stormwater report to meet the same requirements. We will be doing those inspections and also answering the other questions regarding the 20-year needs analysis estimated capital cost.

Mr. Flint: Some of that financial information will come from our accountant to help Steve on both of these reports. This one hasn't been executed and it was received on April 4, I am asking the Board's consideration in approving the agreement with Steve.

On MOTION by Mr. Greene, seconded by Mr. Gorrill, with all in favor, the Proposal for Inspection and Preparation of Stormwater Needs Analysis Report, was approved.

**C. District Manager's Report**

**i. Approval of the Check Register**

Mr. Flint: This is from October 1, 2021 through March 31, 2022. This is for the General Fund, the Enterprise Fund, and Board pay. The total is \$2,021,422. The detail is behind the summary. You will see that a significant portion of that amount is the Debt Service assessment revenue being transferred to the Trustee. Are there any questions on the check register?

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

**ii. Balance Sheet and Income Statement**

Mr. Flint: Next is the unaudited financials through February 28<sup>th</sup>. If the Board has any questions, we can discuss those. There is no action required at this point.

**iii. Presentation of Arbitrage Rebate Calculation Report**

Mr. Flint: We are required under IRS rules to perform a calculation showing that we do not earn more interest than we are paying. The attached report is for the special assessment bonds Series 2004. It was prepared by Grau & Associates, and it indicates a negative rebate requirement of \$2.95 million. There are no arbitrage issues.

On MOTION by Mr. Greene, seconded by Mr. Gorrill, with all in favor, the Arbitrage Rebate Calculation Report, was approved.

**iv. Designation of November 10, 2022 as Landowners' Meeting Date**

Mr. Flint: We are recommending November 10<sup>th</sup> in this location. We have three seats up for election. Those seats are Randall's, Andy's, and Dutch's. We are still operating under landowner election process, so the Board is required to establish a date sometime in the month of November for the Landowner meeting. It is not a Board meeting date, although I think we have scheduled it in conjunction with the Board meeting date. We have included in the agenda a sample agenda, landowner proxy and instructions as well for information.

On MOTION by Mr. Greene, seconded by Mr. Gorrill, with all in favor, Designating November 10, 2022 as the Landowners' Meeting Date, was approved.

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

Mr. Flint: For informational purposes, we have included the monthly summary report through the end of February for the investment pool that is operated by the State Board of Administration.

**SEVENTH ORDER OF BUSINESS**

**Other Business**

Mr. Flint: Are there any other business or Supervisor's Requests? Hearing none,

**EIGHTH 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. Gorrill, with all in favor, the meeting was adjourned.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman

RANDALL F. GREENE