

MINUTES OF MEETING  
BELLA COLLINA  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Bella Collina Community Development District was held Thursday, December 14, 2023 at 10:00 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
Andrew Gorrill	Assistant Secretary
Rick Scharich <i>by phone</i>	Assistant Secretary

Also present were:

George Flint	District Manager
Steve Boyd <i>by phone</i>	District Engineer
Jay Lazarovich	District Counsel
Andy Hatton	Field Manager

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Flint called the meeting to order. Four members of the Board were present in person and one via phone constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Mr. Flint: We just have Board members and staff here at this time.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the September 14, 2023 Meeting**

Mr. Flint: Next is the approval of minutes from September 14, 2023 meeting. Are there any comments or corrections to the minutes?

On MOTION by Mr. Gorrill, seconded by Mr. Greene, with all in favor, the Minutes of the September 14, 2023 Meeting, were approved, as presented.
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**FOURTH ORDER OF BUSINESS****Consideration of Resolution 2024-01  
Adopting Amendment to the Interlocal  
Service Boundary Agreement**

Mr. Flint: Jay, do you want to present this?

Mr. Lazarovich: The town of Montverde reached out and requested that we enter into this amendment to the ISBA. It is mostly extending the term of the agreement as well as provides Ferndale Special Area to have certain requirements not to exceed one dwelling unit for five net acres and we saw no reason not to enter into this amendment.

Mr. Flint: This is on the other side of Montverde. They are trying to limit the density so asking the other parties to approve an amended ISBA. The ISBA allows for this interlocal service boundary amendment process where a local government can initiate a process and enter into interlocals with the other governments around it to coordinate things like fire service, utility services, etc. Montverde had initiated this process initially and we were part of that process because we are a government entity and it dealt with utilities. The CDD was a party to the original ISBA.

Mr. Greene: Can we get some more time on this?

Mr. Flint: Yes, this can be deferred to the January meeting for additional questions. This will be put on the January agenda.

**FIFTH ORDER OF BUSINESS****Ratification of Agreement with Carr and  
Collier, Inc. for Residential Irrigation  
Piping Improvement**

Mr. Flint: This is part of the consumptive use permit obligations. We have to make certain improvements which will allow irrigation water to be pulled from Lake Siena and those improvements are underway. Ultimately, the CDD will own and maintain these as part of the utility system. It was bid out and reviewed by District Counsel and it was beneficial for the CDD to enter into the contract directly versus the developer carrying out the improvements and the District acquiring those improvements. It has been determined that they have met all of the bidding obligations and requirements. The agreement was executed and we are asking the Board to ratify the agreement. There is a funding agreement and also an acquisition agreement. The funding agreement was previously approved at the September meeting also entering into this contract was approved. This is just ratifying the actual executed agreement now that it has been signed.

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On MOTION by Mr. Burman, seconded by Mr. Gorrill, with all in favor, the Agreement with Carr and Collier Inc, for Residential Irrigation Piping Improvements, was ratified.

**SIXTH ORDER OF BUSINESS****Consideration of Carr and Collier Pay Request #1**

Mr. Flint: Pay request #1 is again funded through a funding agreement with the developer so as the pay requests come in, we submit a funding request to the developer then the developer funds us and we pay the contract. Any questions on pay request #1?

On MOTION by Mr. Greene, seconded by Mr. Owen, with all in favor, the Carr and Collier Pay Request #1, was approved.

**SEVENTH ORDER OF BUSINESS****Consideration of Resolution 2024-02 Authorizing Electronic Signature Documents**

Mr. Flint: This allows us to use DocuSign for the Districts contracts and documents. Anything that does not need a wet signature can be done through DocuSign.

On MOTION by Mr. Greene, seconded by Mr. Owen, with all in favor, Resolution 2024-02 Authorizing Electronic Signature Documents, was approved.

**EIGHTH ORDER OF BUSINESS****Consideration of Agreement with DCS Real Estate Investments, LLC Regarding the Acquisition of Certain Work Product and Infrastructure**

Mr. Flint: This is an acquisition agreement with DCS Real Estate Investments. This residential irrigation piping project is part of it. There are other improvements that are required under the consumptive use permit. This acquisition agreement allows DCS Real Estate Investments if the District eventually issues bonds to be reimbursed for the expenses that they have advanced and performing those improvements.

On MOTION by Mr. Greene, seconded by Mr. Owen, with all in favor, the Consideration of Agreement with DCS Real Estate Investments, LLC Regarding the Acquisition of Certain Work Product and Infrastructure, was approved.

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

Mr. Flint: Jay anything?

Mr. Lazarovich: No other updates for the Board this month.

**B. Engineer**

Mr. Flint: Steve, anything?

Mr. Boyd: The one item I had been looking into is related to stormwater. All of the stormwater ponds on the East side development should be conveyed to the CDD. There are two, the one on Bolsena Drive and the larger one to the North East of Bolsena Drive are in the name of the POA. We need to look at eventually transferring those to the CDD. The Engineers Report included the cost of all of the stormwater conveyance systems for the CDD and clearly excluded the roadways. To answer the question that was previously asked, the CDD did fund the construction of all of the stormwater systems and should be owning the ponds but not the roads. There are two ponds that we need to look into having conveyed to the CDD on the East side. On the West side on the golf course, all of these ponds, it was intended that they will remain owned by the developer with an easement over them which is the way they are. There was an item that Andy asked me to look into related to a functioning drainage issue on Bolsena and I do have a recommended course of action on that which involves a minor modification to the outfall in the pond. I will be preparing that so that can be presented and discussed in January.

Mr. Flint: Can you put those findings in a memo that we get in the record so if the question comes up in the future. What is your definition of conveyance system?

Mr. Boyd: The piping.

Mr. Flint: What about the inlet and the road?

Mr. Boyd: It will include the inlet and the pond as well.

Mr. Flint: It includes everything from the inlet and the roadway to the outfall in the pond.

Mr. Boyd: Correct!

Mr. Flint: Please get that in a memo so we can get it documented so we have the answer in the future. Which two ponds are still on the POA that need to be transferred?

Mr. Boyd: The first one you come to on Bolsena Drive coming from the Northern entrance its on the left and as you continue there is a large pond behind the lots in the North West corner of the property that is also in the POA name. All of the others that are in the greater loop around Bella

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Collina East are in the CDD. There is one additional one that is in the name of the POA but I believe the developer is planning on doing some work to that location so that one may be conveyed to the CDD in the future but we might want to delay conveyance of that one after the developer has determined if they are doing anything in that vicinity or not. If they do anything that would affect the pond, the CDD would have to sign off on it because the CDD still does have an easement over it.

Mr. Flint: It would be good to have that documented, Steve, if you can do that.

Mr. Boyd: I will prepare a memo with exhibits.

### **C. District Manager's Report**

#### **i. Approval of Check Registers**

Mr. Flint: You have the approval of the check registers from September 1<sup>st</sup> through September 30<sup>th</sup> totaling \$255,375.45 then we have October 1<sup>st</sup> through November 30<sup>th</sup> totaling \$213,692.96. The detail is behind each one of those. Are there any questions on the check registers, if not asking for a motion to approve them.

On MOTION by Mr. Greene, seconded by Mr. Owen, with all in favor, the Check Registers, were approved.

#### **ii. Balance Sheet and Income Statement**

Mr. Flint: You also have the unaudited financials through October 31<sup>st</sup>. There is no action required by the Board. If you have any questions, we can discuss those.

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

Mr. Flint: This is the October summary report for the SBA investment account just for information and is in your agenda.

### **D. Field Managers Report**

Mr. Hatton: Jerry has been mowing the ponds which are looking pretty good. You guys had approved the chlorine fans at the water plants in September and both of those have been installed. The residential pipeline is making pretty good progress. Overall from the last six months, there have been fewer illegal connections. There have been a couple lately but overall there has been a huge decrease in those.

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Mr. Flint: We have some roof repair on the Hill Crest Water Plant that we are still getting quotes for, some soffit repair and roof repair. The recessing the cleaning out points for the wastewater system that are throughout the community which has been an issue especially where they are sticking up in the middle of the sidewalk. We have two proposals. We need to go back to RCM and get them to revise their proposal because Jim Boyd specked out stainless on the cleanout and they provided brass so we need to get apples to apples. The high one is around \$100,000 with the stainless, the other one is just over \$70,000 with the brass. It is expensive to lower those but it ultimately has to be done. We might want to consider phasing it. The problem is they are under pressure. It is really involved. It is about \$2,000 a cleanout to recess it. We are working on these.

Mr. Boyd: That would make them truck ready with the connection so the truck can back up and hook right up and flip the valves then drain it out.

**TENTH ORDER OF BUSINESS****Other Business**

Mr. Flint: Any other business? Hearing no comments, we will move on to the next item.

**ELEVENTH ORDER OF BUSINESS****Supervisor's Requests**

Mr. Flint: Any other items or Supervisor's requests? Hearing no comments, we will move on to the next item.

**TWELFTH ORDER OF BUSINESS****Adjournment**

Mr. Flint: Is there a motion to adjourn?

On MOTION by Mr. Greene, seconded by Mr. Owen, with all in favor, the meeting was adjourned.

DocuSigned by:

*George Flint*

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Secretary/Assistant Secretary

DocuSigned by:

*Randall Greene*

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Chairman/Vice Chairman