

MINUTES OF MEETING  
BELLA COLLINA  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Bella Collina Community Development District was held Thursday, April 11, 2024 at 10:00 a.m. at the Bella Collina Clubhouse, 16350 Vetta Drive, Montverde, Florida.

Present and constituting a quorum were:

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
Jan Carpenter	District Counsel
Steve Boyd <i>by phone</i>	District Engineer
Andy Hatton	Field Manager
Rob Szozda	GMS

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Mr. Flint: Next is public comment period and we just have the Board members and staff, so we will move on to approval of your minutes.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the March 14, 2024 Meeting**

Mr. Flint: Approval or your minutes from March 14, 2024. Did the Board have any comments or corrections to those?

April 11, 2024

Bella Collina CDD

On MOTION by Mr. Gorrill, seconded by Mr. Owen, with all in favor, the Minutes of the March 14, 2024 Meeting, were approved, as presented.

#### **FOURTH ORDER OF BUSINESS**

#### **Consideration of Resolution 2024-03 Approving the Proposed Fiscal Year 2025 Budget and Setting a Public Hearing**

Mr. Flint: Next is Resolution 2024-03 approving a proposed budget for Fiscal Year 2025 and setting the date, place, and time of the public hearing. Each year the Board has to adopt a proposed budget and set the date, place, and time for its final consideration. In your agenda you have the resolution. We are recommending you hold your budget hearing at your July 11<sup>th</sup> Board meeting at 10:00 a.m. in this location. Attached to the resolution is the proposed budget. It's not binding. You can make changes to this up to and at the public hearing if necessary.

*\*Steve Boyd joined the meeting at this time.*

Mr. Flint: Hey Steve, good morning. We are on item four. This does not contemplate any adjustments to assessments, so there should not be any issue with timing if you want to make changes. The General Fund, you can see the total administrative budget has gone up from 107 to 115. We're proposing an increase in the management fee, you can see there. You're not approving that today, but it is in the proposed budget and some of the other associated fees related to the District management. The operating and maintenance is staying primarily the same. Pond maintenance is adjusted a little bit, and we are balancing it with a transfer to the Capital Reserve Fund of \$8,000. You can see on the next page, the per unit assessments and they are not proposed to change from the current fiscal year, those would remain the same. You have the capital reserve fund and the Debt Service Fund. Then you have got your water and sewer enterprise fund. Any questions on the proposed budget? Understanding you can also discuss it at the public hearing or any meeting between now and then. If not, is there a motion to approve Resolution 2024-03 approving the proposed budget.

Mr. Burman: Quick question, I know I won't be here for July 11<sup>th</sup>. Is that going to be an issue?

Mr. Flint: I hope not. Rocky, do you think you'll have any issue? Or Andy?

Mr. Gorrill: I think I'm good.

Mr. Flint: We will rely on Rick or Randal being here. If not, we will adjust as necessary. We have until August. We can always push it a month if we need to.

April 11, 2024

Bella Collina CDD

On MOTION by Mr. Burman, seconded by Mr. Scharich, with all in favor, Resolution 2024-03 Approving the Proposed Fiscal Year 2025 Budget and Setting a Public Hearing, was approved.

**FIFTH ORDER OF BUSINESS**

**Ratification of Pay Request #4 from Carr & Collier**

Mr. Flint: Item five is ratification of par request number four from Carr & Collier. This is related to the irrigation improvements that are being made. The District entered into the agreement directly with Carr & Collier and we entered into a developer funding agreement with DCS Investments to pay these costs until such time as we issue bonds or otherwise are able repay them. This has been reviewed by Jim Boyd and has been processed and we are asking the Board to ratify that action. Unless there are any questions that you want to discuss. Any questions on the pay request? Is there a motion to ratify it?

On MOTION by Mr. Burman, seconded by Mr. Owen, with all in favor, Pay Request #4 from Carr & Collier, was ratified.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

**i. Memorandum Regarding Annual Reminder on Florida Laws for Public Officials**

Mr. Flint: Staff reports; attorney, Jan?

Ms. Carpenter: We just included a memo, an update, on some of the hot issues in public supervisor and ethics law and conflicts of interest. A couple of reminders that texts are public records which you can't save them, so we advise that you don't use text as a way to communicate any District business. Voting conflicts, again, a reminder if something results in your special gain or a special privilege to somebody for whom you work, it could be a conflict of interest, so just read through that. Last would be the attendance of meetings; everyone should attend meetings, that is the whole purpose of the Sunshine Law that the public can attend if necessary and the attorney general opinion that does allow folks to attend by phone looks for that to only be an extraordinary circumstances like an illness. No one has challenged it, but we just wanted to remind folks that you should attend in person when at all possible. And anything else, just give any of us a call if any questions come up. The only other thing, Steve Boyd, you sent over an inventory of ponds but had some questions. Can we set up a call with the developer in the next week or so, so we can get that transfer moving? Have you talked to them yet?

April 11, 2024

Bella Collina CDD

Mr. Boyd: I have not. I have not reached out to discuss that with them yet. We need to coordinate that and get a day set for that.

Ms. Carpenter: Okay, I'll call you later today so we can coordinate that and get it moving for the next Board meeting.

Mr. Boyd: Okay, perfect.

Ms. Carpenter: Thank you. And that's all we have this month.

**B. Engineer**

Mr. Flint: Steve, anything from District Engineer?

Mr. Boyd: I don't have anything other than those items that Jan just mentioned.

**C. District Manager's Report**

**i. Approval of Check Register**

Mr. Flint: District Manager's Report, you have approval of the check register for the month of March for the General Fund, the Water and Sewer Fund, and Board compensation totaling \$232,115.21. Were there any questions on the check register? If not is there a motion to approve it?

On MOTION by Mr. Owen, seconded by Mr. Gorrill, with all in favor, the Check Register totaling \$232,115.21, was approved.

**ii. Balance Sheet and Income Statement**

Mr. Flint: Next we have the unaudited financials through February 29<sup>th</sup>. There is no action required on these. If the Board has any questions, we can discuss those.

**iii. Designation of November 14, 2024 as Landowners' Meeting Date – 1 Seat**

Mr. Flint: There will be three seats up for election in November. We actually have the first two seats transition to general election, and we have one seat, the last landowner elected seat which would be elected through a landowner meeting. The other two seats that are up will be through general election. At that point, those seats will need to be occupied by general electors which is someone who resides within the District full time with an address as their address for purposes for being registered to vote. It looks like David, Rocky, and Rick's seats are the three seats that are up. The first item is designating the landowner meeting date. We are recommending the November 14<sup>th</sup> Board meeting date for the landowner meeting. We will hold the landowner meeting first and

April 11, 2024

Bella Collina CDD

then a Board meeting after if we have business to conduct at that point. Is there a motion to designate November 14<sup>th</sup> as a landowner meeting date?

On MOTION by Mr. Burman, seconded by Mr. Owen, with all in favor, Designation of November 14, 2024 as Landowners' Meeting Date – Seat 1, was approved.

**iv. General Election Qualifying Period and Procedure – 2 Seats**

Mr. Flint: For information purposes, as I indicated, there will be two seats that will transition to general election. We have put a one-page informational sheet in the agenda about general election qualifying period and procedures. Any qualified elector that is interested in running for the seat will need to work through the Lake County Supervisor of Election Office to qualify for that seat and the procedures and information is included. The CDD is not really involved in that process.

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

Mr. Flint: Next it the SBA PRIME monthly summary report. This is the investment pool that the District utilizes for purposes of investing funds. It's information if the Board has any questions. Otherwise, there is no action required on that.

**D. Field Managers Report**

Mr. Flint: Andy, we have the Field Manager's report. Any updates for the Board.

Mr. Hatton: Yeah, a couple quick updates. At the last meeting, the Board approved the repair project for the roof and the soffit at the water plant. That is for part and materials for that and it's going to be about three or four weeks out before we get started. Also, we approved the RCM project. He also has ordered hardware for that, and they are looking at about two to three weeks also to start that project. In three or four weeks we should have both projects going.

Mr. Flint: Any questions for Andy?

**SEVENTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Supervisor's Requests**

There being no comments, the next item followed.

April 11, 2024

Bella Collina CDD

**NINTH ORDER OF BUSINESS**

**Adjournment**

Mr. Flint: Is there a motion to adjourn?

On MOTION by Mr. Burman, 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