

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, November 14, 2024 at 10:00 a.m. at the Bella Collina Clubhouse, 16350 Vetta Drive, Montverde, Florida.

Present and constituting a quorum were:

Randal Greene	Chairman
David Burman <i>joined late</i>	Vice Chairman
Duane Owen	Assistant Secretary
Andrew Gorrill	Assistant Secretary
Rick Scharich	Assistant Secretary

Also present were:

George Flint	District Manager
Jay Lazarovich	District Counsel
Robert Szozda	Field Manager
Steve Boyd	District Engineer

FIRST ORDER OF BUSINESS

Roll Call

Mr. Flint called the meeting to order. Four Board members were present in person constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Mr. Flint: Next is the public comment period. It appears we just have the Board and staff here, so we will move on to organizational matters.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Administration of Oaths of Office to Newly Elected Board Members

B. Consideration of Resolution 2025-01 Canvassing and Certifying the Results of the Landowners' Election

Mr. Flint: Just before this meeting we held the landowner meeting. Seat 1 was up for election. Mr. David Burman was elected to that seat with 400 votes. We'll fill in that information into the resolution. Since he's not here, we won't administer the oath until he gets here. Is there a

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motion to approve Resolution 2025-01, Canvassing and Certifying the Results of the Landowners' Election?

On MOTION by Mr. Scharich, seconded by Mr. Owen, with all in favor, the Resolution 2025-01 Canvassing and Certifying the Results of the Landowners' Election, was approved.

C. Election of Officers

Mr. Flint: After each election, the statutes require the Board to consider election of officers, and you've been provided a resolution.

D. Consideration of Resolution 2025-02 Electing Officers

Mr. Flint: We can handle each office individually or if the Board wants to make a motion to elect a slate of officers, we could do it in one motion. Currently, Mr. Greene is Chair, Mr. Burman is Vice Chair and the other three Board members are Assistant Secretaries.

On MOTION by Mr. Greene, seconded by Mr. Owen, with all in favor, Resolution 2025-02 Electing Officers as slated above, was approved.

Mr. Flint: Mr. Burman just arrived. Mr. Burman, you were just elected in the landowner meeting before the meeting. 400 votes. I will administer the oath of office to Mr. Burman at this time. As a citizen of the State of Florida and of the United States of America, and as an officer of the Bella Collina Community Development District, and a recipient of public funds as such officer, do you hereby solemnly swear or affirm your support of the Constitution of the United States and the State of Florida.

Mr. Burman: I do.

Mr. Flint: If you wouldn't mind signing where it says Board Supervisor and I can notarize that.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the September 12, 2024 Meeting

Mr. Flint: Did the Board have any comments or corrections on the September 12, 2024 meeting minutes? Hearing no changes, is there a motion to approve the minutes as presented?

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On MOTION by Mr. Gorrill, seconded by Mr. Owen, with all in favor, the Minutes of the September 12, 2024, Meeting, were approved.

**Mr. Burman joined the meeting at this time.*

FIFTH ORDER OF BUSINESS

Consideration of Assignment of Contractor Agreements for Irrigation Wells Project – Item Modified

A. Thompson Well & Pump, Inc.

B. The Colinas Group, Inc.

Mr. Flint: Item #5 is the Assignment of the Thompson Well & Pump contract and the Colinas Group contract. These are both contracts that are currently with DCS and because the District issued bonds and is taking over the construction of the Irrigation Well Project, both of these contracts are being assigned to the CDD and District counsel is preparing the assignment documents. I know that Thompson Well & Pump has signed all the documents they reviewed and signed off. I think the Colinas Group, we may be one step behind with them, but I'd like to go ahead and get the Board's approval pending their review.

On MOTION by Mr. Scharich, seconded by Mr. Burman, with all in favor, the Assignment of Contractor Agreements for Irrigation Wells Project, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Contract Agreement with Boyd Civil Engineering Related to Residential Irrigation System Upgrades

Mr. Flint: Item #6 is a contract with Boyd Civil Engineering related to their work associated with the irrigation project. Steve, do you want to summarize your contract?

Mr. Boyd: This is a proposal to do the civil engineering drawings to support for the new pumps and take that through permitting. We've got an initial review that has been submitted to Lake County. We don't have comments back yet, so we went ahead and proceeded with this work to avoid delay but based on the request we made it a separate scope and contract to keep it separate from our District service issue.

Mr. Flint: Any questions on the agreement with Boyd Civil Engineering? Is there a motion to approve it?

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On MOTION by Mr. Scharich, seconded by Mr. Owen, with all in favor, the Contract Agreement with Boyd Engineering Related to Residential Irrigation System Upgrades, was approved.

SEVENTH ORDER OF BUSINESS**Consideration of Series 2024 Requisitions
#1 – #5**

Mr. Flint: As the Board knows, you recently issued this Series of 2024 bonds for purposes of funding the Irrigation Improvement Project. These are acquisitions out of the construction fund associated with that bond issue. Requisition #1 is basically to reimburse DCS Real Estate Investments for the expenses they've incurred through September 30, 2024, related to that project. We've assigned the contracts now and we're in a position to be able to reimburse them for their expenses to date and then going forward, those expenses would be paid directly by the District. This spreadsheet has been reviewed by Boyd Environmental by Jim Boyd, who has basically been managing this project. Are there any questions on the requisition totaling \$3,731,381.52? It spans from July 2021 through September 30, 2024. Requisition #2 is for Boyd Civil Engineering. That's for \$10,337.50.

Mr. Boyd: Those are part of the contract, is that correct?

Mr. Flint: Requisition #3 is for EMI Consulting. You previously approved this is the electrical engineer. That electrical contractor that's doing the work. That's for \$17,733.00. Requisition #4, which is for \$3,583.00.

Mr. Gorrill: Should I not be on this one? Since I did some of the work?

Mr. Flint: Which one did you do the work? Are you in the Requisition #1, the reimbursement of expenses?

Mr. Gorrill: No, this was for the Irrigation Project.

Mr. Flint: Okay for Requisition #1 Mr. Gorrill will be abstaining from the vote. I'll provide you the Form 8B, you have to fill out for a conflict. That first action was approval of Requisition #1 and that passed on a 4-0 vote with Andrew abstaining.

On MOTION by Mr. Greene, seconded by Mr. Scharich, with all in favor and Mr. Gorrill abstaining, the Series 2024 Requisition #1, was approved 4-0.

Mr. Flint: Next is Requisition #2 through #5, which Mr. Gorrill can vote on. Is there a motion to approve Requisitions #2 - #5? Motion passes unanimously 5-0.

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On MOTION by Mr. Greene, seconded by Mr. Scharich, with all in favor, the Series 2024 Requisitions #2 - #5, were approved 5-0.

EIGHTH ORDER OF BUSINESS**Consideration of Resolution 2025-03
Declaring Surplus of Tangible Property**

Mr. Flint: Item #8 is Resolution 2025-03 declaring surplus a tangible property.

Mr. Szozda: Approximately 10 of these formerly used wet wells. Two different brands, they were sitting there, I called Victoria, and said do you have any use for these because we're stripping on these wet wells much sturdier, much more reliable than the previous. She said yes I think you can use those, and then we turned around and she brokered out the 8 black fluted ones, and then there's two that were former flight ones that she purchased both of those. We can't go price. She's paying us and she has taken them away.

Mr. Flint: Yes, I think we just need to update Exhibit A on here. Our supplier for our grinder stations basically purchased back some tanks that we had sitting at the wastewater plant that we no longer use and they're giving us a credit against future purchases. To be able to do that the Board has to surplus that property for us to be able to dispose of it. That's what this resolution is. Any questions on the resolution?

On MOTION by Mr. Burman seconded by Mr. Greene, with all in favor, Resolution 2025-03, Declaring Surplus of Tangible Property, was approved.

NINTH ORDER OF BUSINESS**Consideration of Agreement with Applied
Aquatic Management for Aquatic
Maintenance**

Mr. Flint: Item #9 is the agreement with Applied Aquatics for aquatic maintenance. This is for the monthly aquatic treatment for the ponds. This is the wastewater treatment pond; there are two ponds. There is the one at the wastewater plant, and then there's the one at the entrance. This agreement covers both of those for the aquatic monthly treatments. Any questions on the agreement, and if not, is there a motion to approve it?

On MOTION by Mr. Greene, seconded by Mr. Scharich, with all in favor, the Agreement with Applied Aquatic Management for Aquatic Maintenance, was approved.

TENTH ORDER OF BUSINESS**Consideration of Engineering Services
Agreement with Boyd Environmental**

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side by side. They have already been using it. We had to add a windshield but it has a good roof. We're just asking the Board to ratify the purchase.

On MOTION by Mr. Greene, seconded by Mr. Gorrill, with all in favor, Purchase of Bobcat UTV, was ratified.

THIRTEENTH ORDER OF BUSINESS

Review of Capital Reserve Fund Requirement

Mr. Flint: Item #13 is a Capital Reserve Study. The Board had hired Wilden to prepare a reserve study for the District. One of the primary purposes of this reserve study was to define what the range of a reasonable reserve should be, but also, the District has a Developer Agreement with DCS for the refunding of advanced capital fees that they've paid, and the way that agreement is worded is, we met the capital reserve against it and then the balance would be refunded back to DCS. This study really was intended to define what that amount was that retained from those capital fees before we refund the balance back. While we're still collecting, the calculated amount after the 2.6 million is about 1.9 million but they're still entitled to additional refunds as they're collected. We've calculated the FY23 and the FY24 amount. Once this study is approved, we can go ahead and refund those back to DCS. Then going forward, as additional fees are collected, we refund those back. Just for the record and for the performance benefit, when we originally constructed the water and wastewater plants, we issued bonds that pledge revenue for the repayment of those bonds with the capital charges that are paid when a developer construction online. There's an AFPI charge and that connection fee that are paid, those are pledged to repayment of the debt if the connections are not made at the time to generate enough revenue to make the debt service payments, the developer was required to make those payments and provide District funding and then was entitled to be refunded by that advance once the fees are actually collected. When the current developer DCS purchased the project from the original developer, there was an assignment in that developer agreement and that DCS to the refund of the account insurance, whereas gain was the original. That just cleans the record up so it doesn't look like we're giving the developer money. They're entitled to it under that funding.

On MOTION by Mr. Greene, seconded by Mr. Gorrill, with all in favor, the Review of Capital Reserve Fund Requirement, was approved.

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FOURTEENTH ORDER OF BUSINESS**Appointment of Audit Committee and Chairman**

Mr. Flint: We need to bid out independent auditing services, the statutes require us to do that. The Board needs to appoint an audit committee. In the past, you've appointed yourselves as the audit committee. If you want to continue with that practice, I recommend a motion by a Board member to appoint the Board as the Audit Committee and then, as part of that motion, designate what Board member would be the Chair.

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

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

Mr. Flint: Staff reports; Jay?

Mr. Lazarovich: No major updates from us, but we are still working on those 4-5 ponds that are by DCS and POA. I just have those commands, starts at the next meeting for approval.

B. Engineer

Mr. Flint: Alright, Steve, anything?

Mr. Boyd: I don't have anything to bring up today.

C. District Manager's Report**i. Approval of Check Register**

Mr. Flint: You have approval of the check register in your agenda. There's one for September totaling \$121,891.92, and then you have October totaling \$158,411.04. Are there any questions on the check registers? If none, is there a motion to approve?

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: You have the unaudited financials through the end of September. There's no action required by the Board, if the Board has any questions, we can discuss those. Hearing none.

iii. SBA Florida PRIME Monthly Summary Report

Mr. Flint: For informational purposes, we've included the SBA monthly summary report.

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D. Field Managers Report

Mr. Flint: Field Manager's report, Rob?

Mr. Szozda: We continue with the well drilling for the new irrigation system. George mentioned the rate study. We're hoping to have something out that helps us now through after the irrigation system is put in place. We initiated repairs on the flight system, the one clarifier is down and the flight system got a little bit off track which is going to happen over time. So that's going to be repaired very soon. I received quotes for installing generators at the lift station near the tennis court back during the hurricane. We discovered that if you have all on one side and not the other you may have a lift station issue. I am reviewing those and we'll make the recommendation to George here in the next couple of weeks. Right now, we're out flushing some of the sewer lines. Well #1 has a generator that's on the Pine Island side. We had a series of propane leaks there that got repaired, and that generator is now back in service. We held the consumptive use permit compliance meeting last month. I'm going to hold another one here probably before Thanksgiving and just continue to push that forward heading towards compliance such that the permit will be transferred over to the CDD sometime in the future after the irrigation. We had the Federal Government here helping us out, there was a lead line service inventory that had to inventory every house, every connection to every house, to make sure you didn't have any lead or even if you had other components. That has to be kept up every year. We completed annual water testing for lead and copper. We're currently rebuilding two of the high-capacity pumps at the Pine Island Water plant and we ordered and received 25 grinder stations. Grinder station installation since the last meeting, which was in September, we've installed basically 20 grinder Stations, about 15 water meters. They're a little bit out of phase. For future work, we are trying to get the sewer system in optimal operating condition. We're getting ready to service all the air release valves on the sewer system and we will probably come back through and do the water system after that. During the hurricane we did find that number of shingles close to both water plants and sewer plants. So I am awaiting a bid from a company that was recommended to do roof shingle replacement.

Mr. Flint: Did you mention the lift station generator?

Mr. Szozda: Yeah, I've got bids. I am evaluating those and will make a recommendation before Thanksgiving.

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Mr. Flint: Did we put \$100 or \$140 in the budget, we put money in the budget for the grinder station. We're going to work through the community from the oldest grinder stations to the newest station.

Mr. Szozda: I estimate about \$40,000 to do that and I'm hoping that will curb \$80,000 in maintenance going forward. I'm going to say we're 70% complete, but everybody should have a new sticker coming on both their control panel and on the grinder station themselves, the grinder station says do not enter property of CDD. The other one says if it alarms, call this number and by the way, stop flushing your toilet and stop putting things down the drain so I don't know if you've seen those yet.

Mr. Flint: I think the program will help the nature of these things. This is the system we have, we have to work with it. I think it's better that the CDD owns those grinder stations versus the individual homeowners and that was how it was set up. If we can just keep electricians and plumbers.

Mr. Szozda: One of the builders took the liberty to go to try to start it up on his own. They showed up, smoke was rolling out of the grinding station and it burnt that whole thing up.

Mr. Flint: We installed the grinder station back in February and they never called for the start up. They had their electrician apparently make the connection. They called yesterday, saying the alarm was going off and when we showed up there was smoke. We provided them the builders guide. It's very specific. We provided an email and had a verbal discussion with them, with the process, it's a costly mistake.

SEVENTEENTH ORDER OF BUSINESS

Supervisor's Requests

There being no comments, the next item followed.

EIGHTEENTH ORDER OF BUSINESS

Adjournment

Mr. Flint: Is there a motion to adjourn?

On MOTION by Mr. Burman, seconded by Mr. Scharich, with all in favor, the meeting was adjourned.

DocuSigned by:

George Flint

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Secretary/Assistant Secretary

Signed by:

Randall Greene

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Chairman/Vice Chairman