

**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 on Thursday, November 13, 2025, at 10:00 a.m. at Sienna at Bella Collina, 16300 County Road 445, Montverde, Florida.

Present and constituting a quorum were:

Randall Greene	Chairman
David Burman	Vice Chairman
Duane "Rocky" Owen	Assistant Secretary
Rick Scharich	Assistant Secretary
Andy Gorrill <i>by phone</i>	Assistant Secretary

Also present were:

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

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Flint called the meeting to order.

Mr. Flint: We have four Board members present in person and one on the phone, and we have a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

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

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the September 11, 2025 Meeting**

Mr. Flint: The next item on the agenda is approval of the minutes from the September 11, 2025 meeting. Did the Board have any comments, corrections, or changes to those minutes? If not we would ask for a motion to approve those.

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On MOTION by Mr. Owen, seconded by Mr. Greene, with all in favor, the Minutes of the September 11, 2025 Meeting were approved, as presented.

**FOURTH ORDER OF BUSINESS**

**Consideration of Change Order No. 1 with The Colinas Groups**

Mr. Flint: This change order is for the oversight management for the well construction and testing it. Two of the wells had to be dug significantly deeper than originally anticipated. So there have been additional services related to this, and this has been reviewed and approved by Jim Boyd. The net increase for the change order is \$14,107.13. Are there any questions on the change order?

On MOTION by Mr. Greene, seconded by Mr. Burman, with all in favor, Change Order No. 1 with The Colinas Group, was approved.

**FIFTH ORDER OF BUSINESS**

**Discussion and Consideration of Reimbursement to DCS Real Estate Investments Related to Residential Irrigation System Project**

Mr. Flint: The Board may recall when we went through the process of issuing bonds to construct the surface water irrigation system there were certain expenses related to the electrical service as part of that project that Bond Counsel determined was not eligible from a tax perspective to be included in the bond issue. That relates to the fact that the improvements are being conveyed to a private entity, which is the electric company. They're being constructed, but then they're being turned over to a private entity and because of that, Bond Counsel determined they weren't eligible to be designated as tax exempt improvements. So, DCS bore the cost of those improvements and you can see the attached spreadsheet. They total \$109,734.44. These remain a liability. DCS has reached out to the District inquiring about when they're going to be reimbursed for these expenses. So I wanted to put it on the agenda today. I still would like to make an argument that these are eligible to be funded through the bond funds, even though they were not included in the Engineer's report. There is an allowance for up to 5% of bad costs. If you issued \$10 million in bonds there's an allowance of 5% of costs that could be paid that may not be eligible and you still are okay from a tax-exempt standpoint. I'd like us to look at that option, paying these from the bond funds. If that doesn't work, then we're going to have to make a determination as to where these will come from in the utility fund. We have available funds in the Capital Reserve Fund to

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do this, but we also have a lot of projects to be paid for out of the Capital Reserve Fund. DCS has offered to enter into an agreement to pay this over a three-year period. And I'm not sure if that's with or without interest, but there's no reason for the District to incur any interest expense in a payment over time when we have the funds sitting in the bank. Are there any questions or discussion from the Board on this?

Mr. Lazarovich: The money DCS gets paid, could the CDD be reimbursed if the decision was changed?

Mr. Flint: So it doesn't get held up?

Mr. Lazarovich: Yeah.

Mr. Flint: That may be an approach. Have the utility reimburse them and then give you the ability to reimburse the utility fund from the bond funds. That's probably the way to go.

Mr. Lazarovich: Were we looking for action on this today?

Mr. Flint: Yeah, I think we probably need to get this taken care of. The developer has reached out, they're due the funds. Based on the discussion, you could motion to authorize reimbursement of the expenses from the utility fund and authorize staff to review the possibility of reimbursing the utility from the bonds.

On MOTION by Mr. Greene, seconded by Mr. Scharich, with all in favor, the Reimbursement to DCS Real Estate Investments Related to Residential Irrigation System Project and Authorizing Staff to Review the Possibility of Reimbursing the Utility from the Bonds, was approved, subject to District Counsel and Bond Counsel review.

#### **SIXTH ORDER OF BUSINESS**

#### **Consideration of Resolution 2026-01 Amending the Fiscal Year 2025 Budget**

Mr. Flint: Item six is Resolution 2026-01, which amends the Fiscal Year 2025 budget. This just applies to the General Fund, not the Water and Sewer Fund. The requirement is that if the total expenses exceed the total budget, you're required to amend the budget within 90 days at the end of the fiscal year. In the General Fund we're recognizing a little over \$23,000 in carry forward and then we are increasing our interest expense budget in light of what our actual collections are. We're increasing some of the administrative costs, basically equalizing that. We're increasing our revenue by \$25,975; a portion of that is carried forward and a portion is additional interest earnings and then increasing our expenses by the same amount. Are there any questions on that? I think the Board met because we had the public hearings for the bond issue. We had some additional

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meetings. This budget really only contemplated six meetings and we've met more than that. Our Engineering and our Attorney's expenses exceeded what our budget was, those are the primary causes. Legal advertising as well, we went through that bond issuance process which required additional legal notices over what you would typically incur in a year. That's the General Fund. We're also amending the Debt Service Fund. We've increased the carry forward surplus there. There were some prepayments I believe is what those are. You can see there were special calls, so some properties chose to pay down their debt. When that happens we receive that revenue and then there's a special call. There was a special call on November 1<sup>st</sup> and also on May 1<sup>st</sup> in conjunction with those interest and principal payments. That's just a cleanup item. It's not really anything that went over budgeted expenses that was something that could be anticipated and we're just cleaning it up after the fact. Although not required, we did clean up the water and sewer fund as well. You can see the adjustments in the revenue and expenses there.

On MOTION by Mr. Burman, seconded by Mr. Greene, with all in favor, Resolution 2026-01 Amending the Fiscal Year 2025 Budget, was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Agreement with DiBartolomeo, McBee, Hartley & Barnes, P.A. to Provide Auditing Services for the Fiscal Year 2025**

Mr. Flint: Item seven is the agreement with your independent auditor. Each year you enter into an engagement with them to perform the audit. This is for Fiscal Year 2025, which just ended on September 30<sup>th</sup>. Are there any questions on the engagement letter?

On MOTION by Mr. Greene, seconded by Mr. Scharich, with all in favor, the Agreement with DiBartolomeo, McBee, Hartley & Barnes, P.A. to Provide Auditing Services for the Fiscal Year 2025, was approved.

**EIGHTH ORDER OF BUSINESS**

**Ratification of Series 2024 Requisitions #44 - #46 and Consideration of Requisitions #47 - #48**

Mr. Flint: Item eight, we have ratification of the Series 2024 Requisitions #44 through #46, and then considerations of Requisitions #47 through #48. These are in your agenda. These are paid out of the construction funds for the surface water irrigation bond issue, the Series 2024 bonds. They've all been signed by the District Engineer certifying that the expenses are appropriate and

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consistent with the Engineer's report and then signed by myself on behalf of the District. We bring these back to the Board just to have them ratified to be placed in the record. Are there any questions on the requisitions?

On MOTION by Mr. Greene, seconded by Mr. Burman, with all in favor, Ratification of Series 2024 Requisitions #44 - #46 and Approval of Series 2024 Requisitions #47 - #48, was approved.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Lazarovich: No major updates for the Board this month. I did send out an email last night regarding the ethics requirements. We just wanted to confirm that you have all completed the requirement or will complete it by the end of the year.

Mr. Lazarovich: There's four hours of ethics training. The email had links that will meet those requirements.

Mr. Scharich: I went through the whole thing. They didn't give me any certificate or anything.

Mr. Lazarovich: Yeah, it is just a self-certification.

Mr. Flint: You have to do it by December 31<sup>st</sup> each year. When you get your Form 1 financial disclosure next June 1<sup>st</sup>, there's a box on there that you have to check saying that you did the ethics training. They don't ask for a certificate. They don't ask for what you did or when you did it, but you should track all that when you do it.

**B. Engineer**

Mr. Flint: Steve, do you have an update for the Board?

Mr. Boyd: Just an update on Volterra. We provided some drawings on the work that's going to be required there. I am going to work towards bringing the Board some proposals or bids from contractors in January with the goal of having all of the associated work completed by May 1<sup>st</sup> next year before the rainy season starts. That's the only report I have.

**C. District Manager's Report**

**i. Approval of Check Register**

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Mr. Flint: You have the check register from September 1<sup>st</sup> through October 31<sup>st</sup> for the General Fund, Water and Sewer Fund, Water and Sewer Capital Reserve and the Board compensation, that totals \$377,591.97. Are there any questions on the check register?

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

**ii. Balance Sheet and Income Statement**

Mr. Flint: And then you have the unaudited financials through the end of September. If the Board has any questions, we can discuss those. There's no action required.

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

Mr. Flint: We also have the SBA monthly report. That's the investment account that's operated by the Governor that the District invests its funds.

**D. Field Managers Report**

**i. Consideration of Proposal from B. Covell Automation & Design Service for WTF Equipment Upgrades – Added**

Mr. Flint: Under Field Manager's Report. Rob, you have a report. Then we have some proposals for some updating of instrumentation at Hillcrest.

Mr. Szozda: It's been a while since we've got together, so I apologize up front if I repeat something. The rate study completed, policy manual updated, and new rates go into effect December 1<sup>st</sup>. Two phases. First phase introduces the super rate to try to curb the curve, bend the curve down on usage. Then when the new irrigation system comes in, the rates change again to adjust for the irrigation system itself because its cost will be going down. The other big thing happening next July with that is the sewer cap comes off. Places like Siena Towers and the Club are benefiting from a 10,000-gallon cap that has come off. We have notified them of cost increases and I'm still alive, so I'm happy with that.

Mr. Flint: The cap, because the irrigation water is separately metered, there's no reason to have a cap on sewer. The purpose of the cap was if you've got one potable meter that you're irrigating off of, it's to take into account that you shouldn't be paying sewer on water that's not going down the sink. So that's going to go away. Rob, you had an informational session at the clubhouse?

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Mr. Szozda: Yes, we now have an email blast that we can do. We use Constant Contact. We're going to try to put out something at least quarterly, if not monthly, on conservation and other things. We put out one for a public meeting. Around 20 people showed up and we gave a presentation over usage. The biggest complaint is the landscaping that was approved doesn't match the amount of water you gave me. So there were conversations about soil amendments and reducing footprints because we have to get there this month. In October, we got a letter from St. John's River Management saying you guys are overusing water, give us the plan on how you're going to be compliant. We're kind of in the middle of our plan. In September, we sent out letters to users. What we have found on a lot of people that responded to me directly was, hey, I'm not overusing. They had an irrigation guy show up and it ends up that they had a leak or two.

Mr. Flint: In Clermont, the St. John's River Water Management District is only allocating enough water to irrigate the front yards on these small lots; 40, 50, 60 foots. They're not allowing irrigation in backyards and it's unirrigated bahia, so it's gotten pretty strict.

Mr. Szozda: Some of the lots in Clermont, we get 1,500 gallons a month.

Mr. Flint: On the big lots it's maybe 3,800 gallons a month. That's all they're allowing per house, per month. That's in Wellness Ridge, a newer subdivision.

Mr. Szozda: So, in short we've put out the information so everybody is going to get monthly notices going forward until six months until they're compliant and the warning letters of sorry, we have a permit, we have to enforce it.

Mr. Scharich: Well, the penalty is quite significant.

Mr. Szozda: Yes, thank you for bringing that up. Yes. There's a \$50 noncompliance fee and then there'll be a disconnection fee. That will start hitting people. If the goal is to avoid all that, have the conversation, try to get them to where they need to be. It's not about any one month. Because the need for water is a bit cyclic here. So we'll work with them and see if they are trending in the right direction. We're optimistic we're going to be successful. I'll let you know in about three months how it's going. Also on the good news side is the auto pay, I'm going to say it's days away. We have it figured out with the bank, we're putting in the final language and the notices. You can send in a voided check or there's an electronic form you can go in that's encrypted and sign up for autopay. We're pretty happy. That's a big move for us here.

Mr. Flint: Yeah and that'll help a lot. Not only make it more convenient for the customers but also we have a lot of non-payments and I don't believe it's because people don't have money.

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It's because they forget to write the check. We're doing a lot of lock offs and immediately turning around, coming back, unlocking. We're hoping a lot of those issues will be resolved with that.

Mr. Szozda: A couple of bigger items that are coming at us in the policy manual is the certification for your RPZs on your properties is going from one year to two years. That's the other side of enforcement that we're focusing on here now.

Mr. Flint: That's your backflow preventer for any meter over one inch or larger has to have an above ground backflow preventer that has to be certified. We're getting on top of that.

Mr. Szozda: And then we aligned the miscellaneous fees to more with the actual costs. So things like pump outs and after hours shut offs or unlocks, we're recovering the cost it's costing us to actually do the activity. Hopefully that goes down with the auto pay coming online. George, we didn't get to talk much about the FDEP inspection. We had one of those on Friday. I'm going to say for the most part it went very well. There were a couple items that were noted. One is that they talked about the construction element that was issued with the permit which was associated with the leakage of the current sewer plant. If you go to the sewer plant, the way it was constructed, it was precast concrete and then they filled in the seams with concrete. A handful of seams are leaking and heavily for several years. I've got proposals, in fact we just finished up yesterday. I've got two proposals to go in there and seal this from the inside. So next month I'll be bringing you the selected proposal, we're down to two. I'm contacting the one, but he's probably not going to give you the answer I need for him to be selected. So we're going to move on to RCM and their sewer coat method. It looks like it's very promising and fairly cost effective. I'm going to talk to George and give him a financial plan. There was \$120,000 in the budget last year. There's \$120,000 in the budget this year to do that. My first goal will be right at probably at that \$120,000. I'll bring those final proposals next month. The other finding that was notable and it'll go away as well, is that they did find fecal coliform in one of the wells for the golf course. Tom has assured us that our feed over there is free. It's treated before it goes over there. Of course there's wild animals. There's Lake Siena pumps in there as well. So he's provided a response back to FDEP and I haven't heard anything since then. Everything else was data. There was some data reporting that needed to be corrected. One monthly report that had to be corrected and resubmitted and that has since been resubmitted. I'm going to move on to things that are in progress. The generator for the lift station is still in progress and we're trying to get the permit. The generator is here. Thank God we didn't have any hurricanes this year, so we're pretty happy there. I'm pushing both parties. Steve

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Boyd is helping out. The installer is struggling a little bit with the permit. So Steve has graciously helped out with getting the drawing together for the location of the pad and the elevation. Hopefully that's the last of that moves forward. The grinder station PM program. I think we're starting to see some of the fruit of that effort. Between September and October, we basically had 21 alarms. Of those 21 alarms, five of those were not even related to the functionality of the station itself. So we're down to about 16. We've been averaging over 13. The highest we had is 35. So we like where this is going. We've approved the installation of additional air release valves. The ARVs are the cause of more pressure situations. If they got a high point and it can trap air, it's just a resistance to flow. That should help greatly. Steve talked about the booster pump station; the power is connected to the transformer with a meter. I talked to Duke Power.

Mr. Flint: This is the portable booster station on the hill beyond the equestrian site.

Mr. Szozda: I think everything's in place for Duke Power to now put in the meter and then we can test the system and then we'll have to do some occasional flushing on those systems as well.

Mr. Greene: Rob, Paul was telling me yesterday a couple things related to water and sewer that were just buried. Have they been able to locate that stuff?

Mr. Szozda: Yes, and I haven't been involved in that conversation.

Mr. Szozda: Another item you're going to see next month is the fabrication of the flushing system. We've got approval from FDEP and basically the system takes water from our fire hydrants and then uses it as a flushing water for the sewer system. The regulation addresses it. We believe we met regulation. So to not take any chances, we're going to make sure that they know what our flushing system is going to be like.

Mr. Flint: When we did the flushing last time, we had to bring in tanker trucks and vac trucks to supply the water. So, Jim Boyd has designed a flushing assembly that can be mounted to a trailer can actually be connected to the hydrants for the water source.

Mr. Flint: It's an expensive little assembly, but we do have it in the budget and it will in the long run be more cost effective to do it that way. This is a low-pressure sewer; it's not a gravity sewer system. So you've got 2-inch lines?

Mr. Szozda: They're down all the way down to 2-inch, up to 8-inch.

Mr. Flint: Yeah. You have sections that are very small and they rely on pressure. They need to be flushed periodically. This is not your typical gravity sewer collection system.

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Mr. Szozda: As you can imagine, some of these outer points with few houses on them, it's just slowly pushing stuff down.

Mr. Flint: And these have been things that haven't been an issue in the past because there haven't been many homes. Now we're getting more homes connected and having these issues.

Mr. Szozda: I'm going to move on to the proposal for the instrumentation upgrades. We went and got a couple bids. One that we have settled on for is this B. Covell Automation. They also do the work up at Central Lake, another CDD that we manage. I really like the guy; he's a certified plant operator and basically his life is installing and managing PLCs. Quick history on Bella Collina, everything is very expensive PLCs, very complicated to use and operate. The one at Hillcrest is still the original from 2004. We talked about here earlier in this meeting going to remote control monitoring, which is in the works. In order to do that at Hillcrest, we need to replace that PLC. It's the original one installed here. That's the \$24,000 to basically replace the PLC, the new HMI, and then we've got internet that's actually being installed at all three plants today. So Hillcrest will be up and running and then controlled remotely. I wish I had the same story for Pine Island. We're kind of caught between a couple bids. The PLCs at Pine island are newer and we can go to remote control monitoring with those. The pricing is competitive between the two of them. We're still kind of working through that. I'll be in here next month trying to get that solved. So Hillcrest \$24,000 to get new PLC and get the remote monitoring in place for it. George brought this to light on one of his tours, but I've got three stainless steel cabinets. They're for effluent monitoring from the discharge of the sewer plant over to the golf course. These cabinets are just kind of scrappy. In fact, two of them have plastic on the front. They clearly need to be replaced; the cabinets are in poor shape. We've got a couple bids and it's \$40,000 to basically pull these instruments, pull the cabinets, put in brand-new stainless-steel cabinets. It's well overdue. So that's three of the items that are in here. Then the other two are lift station alarms. We've had enough issues with lift station alarms that we want those to go remote as well. The generator is helpful, but this will monitor both pumps and the floats. So if we have an issue, we will know instantaneously and it'll lower the threat of any sort of overflow at either one of the lift stations. We now have APS on call if we have an emergency. They said they can be here in approximately one hour if we need to pump out a lift station before it goes to the top. Now we have a much better fighting chance of doing that with this with the remote alarm in place. The two chlorine cabinets

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are \$10,200 each. The travertine cabinet is \$9,150. The lift station alarms are \$4,000 each and there are two of those. Then you have the \$24,000 for Hillcrest.

Mr. Flint: And you have the proposal in here and noted next to each one of the items that we're recommending approval it says get Board approval. We believe these prices are competitive. On the instrumentation, we did get multiple proposals. The \$4,000 each on the lift station alarm, did RCM provide a quote as well on that? The \$4,000 is consistent with what we've seen in the past and at the Bonnet Creek CDD, what we spent there.

Mr. Szozda: So the other upside, this guy will be with us long term in managing our control system at all plants. He'll become the SME. The current guy we use now is in Tampa. I've never met the guy, never seen him. He's got a remote latke that he has and comes over and interfaces with us occasionally.

Mr. Flint: Any questions on the proposal and the recommendations?

Mr. Lazarovich: I'll just note if we can have the proposal revised so it's in the name of the CDD. Right now it says GMS and it should say Bella Collina CDD. Do you want just one agreement to cover all of this?

Mr. Flint: Yes, the ones that are noted. It would be good if they submitted a revised proposal just with what we're approving.

Mr. Szozda: Okay, I'll get that.

Mr. Flint: Jay can prepare the front-end agreement that this can get attached to it.

On MOTION by Mr. Greene, seconded by Mr. Scharich, with all in favor, the Proposal from B. Covell Automation & Design Service for WTF Equipment Upgrades – Added, was approved.

**TENTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Supervisor's Requests**

There being no comments, the next item followed.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

Mr. Flint: Is there a motion to adjourn the meeting?

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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

  
Chairman/Vice Chairman