

**MINUTES OF MEETING  
HUNT CLUB GROVE  
COMMUNITY DEVELOPMENT DISTRICT**

The Organizational meeting of the Board of Supervisors of the Hunt Club Grove Community Development District was held Tuesday, **October 10, 2023** at 11:30 a.m. at the Lake Alfred Public Library, 245 N. Seminole Avenue, Lake Alfred, Florida.

Present and constituting a quorum:

|                 |                                  |
|-----------------|----------------------------------|
| Adam Morgan     | Appointed as Chairman            |
| Rob Bonin       | Appointed as Vice Chairman       |
| Barry Bichard   | Appointed as Assistant Secretary |
| David Waronker  | Resigned during meeting          |
| Raj Balkaran    | Resigned during meeting          |
| David Salanitro | Resigned during meeting          |

Also present were:

|                               |   |
|-------------------------------|---|
| Jill Burns                    | District Manager, GMS                       |
| Tricia Adams                  | District Manager, GMS                       |
| Mark Watts <i>via Zoom</i>    | District Counsel, Cobb Cole                 |
| Dave Schmitt <i>via Zoom</i>  | District Engineer, Dave Schmitt Engineering |
| Steve Sanford <i>via Zoom</i> | Bond Counsel, Greenberg Traurig             |

**FIRST ORDER OF BUSINESS**

**Introduction**

**A. Call to Order**

Ms. Burns called the meeting to order and called the roll. Three Board members were present constituting a quorum.

**B. Public Comment Period**

There were no members of the public present for the meeting.

**C. Oath of Office**

Ms. Burns swore in Mr. David Waronker, Mr. David Salanitro, Mr. Raj Balkaran. She reviewed all forms that needed to be completed.

**SECOND ORDER OF BUSINESS**

**Organizational Matters**

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- A. Confirmation of Notice of Meeting**
- B. Information on Community Development Districts and Public Official Responsibilities and Florida Statutes Chapter 190**
- C. Election of Officers**

- 1. Acceptance of Letters of Resignation from Initial Board Members Chris Calderbank and Dale Albritton**

Ms. Burns stated that the resignations of Chris and Dale leave two vacancies on the Board. She asked for nominations to fill these vacancies. Mr. Adam Morgan was nominated to fill Mr. Chris Calderbank’s seat and Rob Bonin was nominated to fill Dale Albritton’s seat.

On MOTION by Mr. Waronker, seconded by Mr. Balkaran, with all in favor, Appointing Adam Morgan and Rob Bonin to the Board of Supervisors and Accepting Resignations from Chris Calderbank and Dale Albritton, was approved.

Ms. Burns swore in Adam Morgan and Rob Bonin. David Salanitro announced his resignation.

On MOTION by Mr. Morgan, seconded by Mr. Waronker, with all in favor, Accepting David Salanitro’s Resignation, was approved.

Ms. Burns asked if there was a nomination to fill the vacant seat. There was a nomination for Barry Bichard to fill the vacant seat.

On MOTION by Mr. Morgan, seconded by Mr. Balkaran, with all in favor, Appointing Barry Bichard to the Board of Supervisors, was approved.

David Waronker and Raj Balkaran announced their resignations.

On MOTION by Mr. Morgan, seconded by Mr. Bonin, with all in favor, Accepting David Waronker and Raj Balkaran Resignations, was approved.

Ms. Burns administered the oath to Barry Bichard. Brent Kewley and Kayla Word were nominated to fill the remaining vacant seats.

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On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Appointing Brent Kewley and Kayla Word to the Board of Supervisors, was approved.

**2. Consideration of Resolution 2024-01 Appointing Officers**

Ms. Burns reviewed the officers that filled in that they would like the Board to consider for the efficiency of being able to sign documents outside of a meeting. She listed the officers as herself as Secretary, George Flint and Tricia Adams listed as Assistant Secretaries. She noted that they needed someone to serve as Chairman and Vice Chairman as well as three Supervisors as Assistant Secretaries. Mr. Morgan made a motion for himself as Chairman, Mr. Bonin to be Vice Chairman, and Mr. Bichard, Ms. Word, Mr. Kewley to be Assistant Secretaries.

On MOTION by Mr. Morgan, seconded by Mr. Bonin, with all in favor, Resolution 2024-01 Appointing Officer Jill Burns as Secretary, George Flint and Tricia Adams as Assistant Secretary, Adam Morgan as Chairman, Rob Bonin as Vice Chairman, and Barry Bichard, Kayla Word, and Brent Kewley as Assistant Secretaries, was approved.

**3. Consideration of Resolution 2024-02 Appointing Treasurer and Assistant Treasurer**

Ms. Burns stated that this resolution would appoint George Flint as the Treasurer, Katie Costa as an Assistant Treasurer and Darrin Mossing, Sr. as an Assistant Treasurer.

On MOTION by Mr. Morgan, seconded by Mr. Bonin, with all in favor, Resolution 2024-02 Appointing George Flint as Treasurer and Katie Costa and Darrin Mossing, Sr. as Assistant Treasurers, was approved.

**THIRD ORDER OF BUSINESS**

**Retention of District Staff**

**A. Consideration of Contract for District Management Services**

**i. Consideration of Resolution 2024-03 Appointing District Manager**

Ms. Burns reported that this resolution would appoint GMS as the District Manager. The agreement is in the agenda packet.

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On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Resolution 2024-03 Appointing GMS as the District Manager, was approved.

**B. Consideration of Contract for District Counsel Services**

**i. Consideration of Resolution 2024-04 Appointing District Counsel**

Ms. Burns stated that this resolution designated Cobb Cole as their District Counsel.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Resolution 2024-04 Appointing Cobb Cole as District Counsel, was approved.

**C. Consideration of Resolution 2024-05 Selection of Registered Agent and Office**

Ms. Burns stated that it is required by the state to have a registered agent and designate the office of this agent. She noted this would name Jill Burns as a registered agent and the GMS office as the registered office location.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Resolution 2024-05 Selecting Jill Burns as the Registered Agent and the GMS Office as the Registered Office, was approved.

**D. Consideration of Resolution 2024-06 Appointing Interim District Engineer**

Ms. Burns noted the next two items could be taken together and stated this would appoint Dave Schmitt Engineering, Inc. as the Interim District Engineer.

**E. Consideration of Interim District Engineering Agreement**

Ms. Burns stated that their agreement was attached as Exhibit 'A.'

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Resolution 2024-06 Appointing Dave Schmitt Engineering, Inc. as the Interim District Engineer and Approving the Interim District Engineering Agreement, was approved.

**F. Request Authorization to Issue RFQ for Engineering Services**

Ms. Burns asked that they authorize them to issue the RFQ for District Engineering Services.

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On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Authorizing Staff to Issue RFQ for Engineering Services, was approved.

**FOURTH ORDER OF BUSINESS**

**Designation of Meetings and Hearing Dates**

**A. Consideration of Resolution 2024-07 Designation of Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2024**

Ms. Burns stated the District is required to develop a meeting schedule. She recommended the second Tuesday of the month at 9:30 a.m. at the Lake Alfred Public Library.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Resolution 2024-07 Designation of Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2024 for the Second Tuesday of Each Month at 9:30 a.m. at the Lake Alfred Public Library, was approved.

**B. Consideration of Resolution 2024-08 Designation of Landowner’s Meeting Date, Time, and Location**

Ms. Burns recommended that the Landowner meeting be held on December 12, 2023 at 9:30 a.m. at their current location.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Resolution 2024-08 Designation of Landowner’s Meeting for December 12, 2023 at 9:30 a.m. at the Lake Alfred Public Library location, was approved.

**C. Designation of Dates of Public Hearing to Adopt Rules of Procedure in accordance with Section 120.54, Florida Statutes**

**1. Consideration of Resolution 2024-09 Setting a Public Hearing to Consider the Proposed Rules of the District**

**A. Rules of Procedure**

Ms. Burns noted the Rules of Procedure were included in the agenda package. She suggested the public hearing be December 12, 2023 at 9:30 a.m. at their current location.

On MOTION by Mr. Morgan, seconded by Mr. Bonin, with all in favor, Resolution 2024-09 Setting the Public Hearing for December

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12, 2023 at 9:30 a.m. at the Lake Alfred Public Library location, was approved.

**D. Designation of Dates of Public Hearing on the Budget for Fiscal Year 2024**

**1. Consideration of Resolution 2024-10 Setting the Public Hearing and Approving the Proposed Budget for Fiscal Year 2023/2024**

Ms. Burns noted this was included in the package. She suggested the meeting be set for December 12, 2023 at 9:30 a.m. at their current location.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Resolution 2024-10 Setting the Public Hearing for December 12, 2023 at 9:30 a.m. at the Lake Alfred Public Library location and Approving the Proposed Budget for Fiscal Year 2023/2024, was approved.

**2. Approval of the Fiscal Year 2023/2024 Budget Funding Agreement**

Ms. Burns presented the Budget Funding Agreement in the agenda package. She noted that that this was with Lennar Homes, LLC and it was the entity that would agree to fund the operations and maintenance of the District based on the budget when it’s approved.

On MOTION by Mr. Morgan, seconded by Mr. Bonin, with all in favor, the Fiscal Year 2023/2024 Budget Funding Agreement, was approved.

**E. Consideration of Resolution 2024-11 Setting Date of Public Hearing Expressing the District’s Intent to Utilize the Uniform Method of Levying, Collecting and Enforcing Non-Ad-Valorem Assessments in accordance with Section 197.3632, Florida Statutes**

Ms. Burns noted this outlines the District’s process to collect assessments using the county tax bill when they are ready to do so. She suggested the public hearing be set on December 12, 2023 at 9:30 a.m. at their current location.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Resolution 2024-11 Setting the Public Hearing Expressing the District’s Intent to Utilize the Uniform Method of Levying, Collecting and Enforcing Non-Ad-Valorem Assessments in Accordance with Section 197.3632, Florida Statutes for December 12, 2023 at 9:30 a.m. at the Lake Alfred Public Library location, was approved.

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**FIFTH ORDER OF BUSINESS**

**Other Organizational Matters**

**A. Resolution 2024-12 Designating a Qualified Public Depository**

Ms. Burns stated that this resolution would appoint the depository as Truist which is used at all of GMS’s Districts.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Resolution 2024-12 Designating Truist as the District Depository, was approved.

**B. Resolution 2024-13 Authorization of Bank Account Signatories**

Ms. Burns asked that the signatories be Jill Burns, George Flint, Katie Costa and Darrin Mossing, Sr.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Resolution 2024-13 Authorizing Jill Burns, George Flint, Katie Costa and Darrin Mossing, Sr. as Bank Account Signatories, was approved.

**C. Consideration of Resolution 2024-14 Relating to Defense of Board Members**

Ms. Burns noted that this resolution outlines legal support to Board members and staff as outlined in the resolution when acting in their capacity as Board members.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Resolution 2024-14, Relating to Defense of Board Members, was approved.

**D. Consideration of Resolution 2024-15 Authorizing District Counsel to Record in the Property Records of Polk County, Florida the “Notice of Establishment” in accordance with Chapter 190.0485, Florida Statutes**

**1. Notice of Establishment**

Ms. Burns noted that this is a statutory requirement, and it ratified District counsel’s action in recording the notice of establishment for the District. She explained that this was required to be established once the District is formed.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Resolution 2024-15 Authorizing District to Record in the

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Property Records of Polk County, Florida the “Notice of Establishment” in Accordance with Chapter 190.0485, Florida Statutes, was approved.

**E. Consideration of Resolution 2024-16 Adopting Investment Guidelines**

Ms. Burns stated was included in the package and this an alternative investment guideline for investment of public funds that are in excess of the amounts needed to make current operating expenses.

On MOTION by Mr. Morgan, seconded by Mr. Bonin, with all in favor, Resolution 2024-16 Adopting Investment Guidelines, was approved.

**F. Consideration of Resolution 2024-17 Authorizing Execution of Public Depositor Report**

Ms. Burns reported that this authorizes the District Manager or Treasurer to file the report with the Treasurer of the State of Florida. The Board had no questions.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Resolution 2024-17 Authorizing Execution of Public Depositor Report, was approved.

**G. Consideration of Resolution 2024-18 Designating a Policy for Public Comment**

Ms. Burns explained that this resolution sets forth guidelines and rules to govern public comment at public meetings. Florida Statute required that members be given a reasonable opportunity to be heard on any proposition.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Resolution 2024-18 Designating a Policy for Public Comment, was approved.

**H. Consideration of Resolution 2024-19 Adopting a Travel and Reimbursement Policy**

Ms. Burns stated that the Florida statutes establish travel reimbursement rates, applicable to all public officers, employees, and authorized persons who are authorized to travel on behalf of a public agency, and this adopts those rates. The Board had no questions.



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On MOTION by Mr. Morgan, seconded by Mr. Bonin, with all in favor, Resolution 2024-19 Adopting a Travel and Reimbursement Policy, was approved.

**I. Consideration of Resolution 2024-20 Adopting Prompt Payment Policy**

Ms. Burns noted Florida statutes require timely payment to vendors and contractors and this policy outlines the terms attached as Exhibit ‘A.’

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Resolution 2024-20 Adopting Prompt Payment Policy, was approved.

**J. Consideration of Resolution 2024-21 Adopting a Records Retention Policy**

Ms. Burns stated that Resolution 2024-21 provides two options for retaining records and they recommend option one, which would allow them to destroy records based on a schedule that is outlined by a Florida Statute.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor Resolution 2024-21 Adopting a Records Retention Policy of Option One, was approved.

**K. Consideration of Compensation to Board Members**

Ms. Burns reviewed the subject of Board compensation of \$200 per meeting. All Board of Supervisors elected to receive compensation.

**L. Consideration of Resolution 2024-22 Selecting District Records Office Within Polk County**

This item was tabled.

**M. Consideration of Resolution 2024-23 Designating the Primary Administrative Office and Principal Headquarters of the District**

This item was tabled.

**N. Consideration of Website Services Agreement**

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Ms. Burns stated this agreement would be with ReAlign Web Design and noted the fee for \$1,750 is a one-time fee.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, the Website Services Agreement, was approved.

**O. Authorization to Prepare Public Facilities Report in Accordance with Chapter 189.08 Florida Statutes to Coincide with Special District Filing Date of August 1<sup>st</sup> for Polk County**

Ms. Burns stated this will authorize staff to prepare a Public Facilities Report to be filed in Polk County.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Authorization for Staff to Prepare a Public Facilities Report in Accordance with Chapter 189.08 Florida Statutes to Coincide with Special District Filing Date of August 1<sup>st</sup> in Polk County, was approved.

**SIXTH ORDER OF BUSINESS**

**Capital Improvements**

**A. Appointment of Financing Team**

**1. Consideration of Resolution 2024-24 Appointing Bond Counsel**

Ms. Burns noted that Resolution 2024-24 appoints Greenberg Traurig, P.A., for the District as Bond Counsel.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Appointing Greenberg Traurig, Steve Sanford, as Bond Counsel, was approved.

**2. Consideration of Resolution 2024-25 Appointing Investment Banker**

Ms. Burns noted that Resolution 2024-25 appoints FMS as the underwriter.

On MOTION by Mr. Morgan, seconded by Mr. Bonin, with all in favor, Resolution 2024-25 Appointing FMS Bonds as Underwriter, was approved.

**3. Assessment Administrator**

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Ms. Burns noted this would be with GMS and had been previously approved.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Appointing GMS as the Assessment Administrator, was approved.

**4. Trustee**

Ms. Burns noted that they had a proposal from US Bank to serve as Trustee.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Appointing the Trustee as US Bank, was approved.

**B. Approval of Financing Team Funding Agreement**

Ms. Burns explained that this was an agreement with Lennar Homes, LLC and under the terms of this agreement any funds provided as part of this agreement would be reimbursed under the future bond issuance.

On MOTION by Mr. Morgan, seconded by Mr. Bonin, with all in favor, the Financing Team Funding Agreement, was approved.

**SEVENTH ORDER OF BUSINESS**

**Financing Matters**

**A. Consideration of Engineer’s Report**

Mr. Schmitt noted that they sent a draft out last week and they received some comments. He explained that he got all the comments incorporated, but they would send out another draft today for any more feedback. He stated that they updated the dates and some of the other things. After Board and staff discussion, it was decided to table this item.

**B. Consideration of Master Assessment Methodology Report**

This item was tabled.

**C. Consideration of Resolution 2024-26 Authorizing the Issuance of Bonds and Authorizing the Commencement of Validation Proceedings**

This item was tabled.

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**D. Consideration of Resolution 2024-27 Declaring Special Assessments and Approval of Assessment Methodology and Setting Public Hearing for Special Assessments**

This item was tabled.

**EIGHTH ORDER OF BUSINESS**

**Other Business**

**A. Consideration of Resolution 2024-28 Authorizing the Disbursement of Funds**

Ms. Burn stated that Resolution 2024-28 outlines procedures for on-going expenses and non-continuing expenses that can be approved outside of a meeting.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Resolution 2024-28 Authorizing the Disbursement of Funds, was approved.

**B. Consideration of Resolution 2024-29 Granting the Chairperson and Vice Chairperson the Authority to Execute Plats and Documents Related to the Development of the District's Improvements**

Ms. Burns presented Resolution 2024-29 to the Board.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Resolution 2024-29 Granting the Chairperson and Vice Chairperson the Authority to Execute Plats and Documents Related to the Development of the District's Improvements, was approved.

**C. Consideration of Resolution 2024-30 Authorizing the Use of Electronic Documents and Signatures**

Ms. Burns explained that Resolution 2024-30 authorizes them to use DocuSign or other similar software to sign District documents versus hard copies.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Resolution 2024-30 Authorizing the Use of Electronic Documents and Signatures, was approved.

**D. Consideration of Resolution 2024-31 Adopting an Internal Controls Policy**

Ms. Burns stated that Resolution 2024-31 outlines that Florida Statutes requires certain procedures to maintain internal controls and were designed to prevent fraud, waste and abuse.

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On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Resolution 2024-31 Adopting an Internal Controls Policy, was approved.

**E. Approval of Funding Request No. 1**

Ms. Burns stated that this was the initial amount requested to open an account, pay for all the ads that they are going to place for the hearings and acquire insurance.

On MOTION by Mr. Morgan, seconded by Mr. Bonin, with all in favor, the \$15,000 Funding Request No. 1, was approved.

**F. Staff Reports**

**i. Attorney**

Mr. Watts had nothing further to report.

**ii. Manager**

Ms. Burns had nothing further to report.

**G. Supervisor's Requests**

There being no comments, the next item followed.

**NINTH ORDER OF BUSINESS**

**Continuation of Meeting to November 2, 2023**

Ms. Burns asked if the Board had a preference on the day and time to continue this meeting. After Board and staff discussion, it was decided to continue this meeting on Thursday November 2, 2023 at 1:30 p.m. at this location.

On MOTION by Mr. Morgan, seconded by Mr. Bonin, with all in favor, to Continue this Meeting to Thursday November 2, 2023 at 1:30 p.m. at this location.

Jill Burns  
Secretary/Assistant Secretary

DocuSigned by:  
Adam Morgan  
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Chairman/Vice Chairman