

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

The meeting of the Board of Supervisors of the Hunt Club Grove Community Development District was held Tuesday, **December 12, 2023** at 9:30 a.m. at the Lake Alfred Public Library, 245 N. Seminole Avenue, Lake Alfred, Florida and via Zoom.

Present and constituting a quorum:

Adam Morgan	Chairman
Rob Bonin	Vice Chairman
Kayla Word	Assistant Secretary
Barry Bichard	Assistant Secretary
Brent Kewley	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Mark Watts	District Counsel, Cobb Cole
Dave Schmitt <i>joined late by phone</i>	District Engineer, Dave Schmitt Engineering

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Public Comment Period

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

THIRD ORDER OF BUSINESS

Organizational Matters

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

Ms. Burns swore in all the Supervisors that were elected at the Landowners' election meeting.

B. Consideration of Resolution 2024-32 Canvassing and Certifying the Results of the Landowners' Election

Ms. Burns noted that they would fill in the results of the election into the resolution outlining the votes that were cast.

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On MOTION by Mr. Morgan, seconded by Mr. Kewley, with all in favor, Resolution 2024-32 Canvassing and Certifying the Results of the Landowners' Election, was approved.

C. Election of Officers

Ms. Burns stated that currently Adam Morgan is the Chairman, Rob Bonin is the Vice Chairman, and the other three Supervisors are Assistant Secretaries.

D. Consideration of Resolution 2024-33 Electing Officers

Ms. Burns asked for a motion to approve the resolution as slated above.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Resolution 2024-33 Electing Officers as slated above, was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the October 10, 2023 Organizational Meeting and the November 2, 2023 Continued Organizational Meeting

Ms. Burns presented the minutes from the October 10, 2023 Organizational meeting and the November 2, 2023 continued meeting and asked for any comments, questions, or corrections. Mr. Morgan stated they all look correct.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, the Minutes of the October 10, 2023 Organizational Meeting and the November 2, 2023 Continued Organizational Meeting, were approved.

FIFTH ORDER OF BUSINESS

Public Hearings

A. Public Hearing on the Imposition of Special Assessments

Ms. Burns asked for a motion to open the public hearing on the imposition of special assessments.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Opening the Public Hearing, was approved.

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Ms. Burns noted that there were no members of the public present and asked for a motion to close the public hearing.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Closing the Public Hearing, was approved.

i. Presentation of Engineer’s Report

Ms. Burns stated that the report had not changed since the Board saw it at the organizational meeting.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, the Engineer’s Report, was approved.

ii. Presentation of Master Assessment Methodology

Ms. Burns stated that this had not changed since the Board saw it at the organizational meeting. she noted that the report allocates debt to the property based on the improvements they receive from the Capital Improvement Plan. Table 1 in the report shows the development program with two product types, a single family with 799 units and a townhome product with 313 units for a total of 1,112 residential units within the community. Table 2 shows the infrastructure cost estimate of \$38,149,142. Table 3 shows an estimated bond sizing of \$51,525,000. Table 4 outlines the improvement cost per unit and the allocation of benefits for both of those product types. Table 5 shows the par debt per unit, for the townhome it is \$37,382 and for the single family it is \$49,843. The gross annual debt assessment for the townhome would be \$2,976 and the single family would be \$3,968.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, the Master Assessment Methodology, was approved.

iii. Consideration of Resolution 2023-34 Levying Special Assessments

Ms. Burns stated that this resolution levies a master lien across the entire property.

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On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Resolution 2023-34 Levying Special Assessments, was approved.

B. Public Hearing on the District’s Use of the Uniform Method of Levying, Collection, and Enforcement of Non-Ad Valorem Assessments

Ms. Burns asked for a motion to open the public hearing on the District’s use of the uniform method of levying, collection, and enforcement of non-ad valorem assessments.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Opening the Public Hearing, was approved.

Ms. Burns noted that there were no members of the public present and asked for a motion to close the public hearing.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Closing the Public Hearing, was approved.

i. Consideration of Resolution 2024-35 Expressing the District’s Intent to Utilize the Uniform Method of Collection

Ms. Burns stated that this resolution will be sent to the Polk County property appraiser tax collector’s office, which will allow them to use the county tax bill to collect the assessments when they are ready to do so.

On MOTION by Mr. Morgan, seconded by Ms. Word, with all in favor, Resolution 2024-35 Expressing the District’s Intent to Utilize the Uniform Method of Collection, was approved.

C. Public Hearing on the Adoption of District Rules of Procedure

Ms. Burns asked for a motion to open the public hearing on the adoption of District Rules of Procedure.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Opening the Public Hearing, was approved.

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Ms. Burns noted that there were no members of the public present and asked for a motion to close the public hearing.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Closing the Public Hearing, was approved.

i. Consideration of Resolution 2024-36 Adopting the District's Rules of Procedure

Ms. Burns stated that the rules were attached to the resolution and they had not been changed since the Board reviewed them at the last Board meeting.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Resolution 2024-36 Adopting the District's Rules of Procedure, was approved.

D. Public Hearing on the Adoption of the Fiscal Year 2024 Budget

Ms. Burns asked for a motion to open the public hearing on the adoption of the Fiscal Year 2024 budget.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Opening the Public Hearing, was approved.

Ms. Burns noted that there were no members of the public present and asked for a motion to close the public hearing.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Closing the Public Hearing, was approved.

i. Consideration of Resolution 2024-37 Adopting the District's Fiscal Year 2024 Budget and Appropriating Funds

Ms. Burns stated that this budget will be developer funded and billed as incurred. It is mostly administrative expenses, but they did include a small field contingency in the event that is needed but they do not anticipate that it will be for this fiscal year. The total amount is \$176,850.

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On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Resolution 2024-37 Adopting the District’s Fiscal Year 2024 Budget and Appropriating Funds, was approved.

SIXTH ORDER OF BUSINESS

Review and Ranking of Proposals for District Engineering Services and Selection of District Engineer

Ms. Burns stated that they received one response to the RFQ from David Schmitt Engineering.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Ranking Dave Schmitt Engineering #1 and Authorizing Staff to Send a Notice of Intent to Award, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of 2024 Data Sharing and Usage Agreement with Polk County Property Appraiser

Ms. Burns noted that this was an annual agreement about not disclosing exempt parcels that is required for all Districts.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, the 2024 Data Sharing and Usage Agreement with Polk County Property Appraiser, was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2024-22 Selecting District Records Office Within Polk County *(tabled from October 10, 2023 Organizational Meeting)*

Ms. Burns stated that this would be tabled to a future meeting.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2024-23 Designating the Primary Administrative Office and Principal Headquarters of the District *(tabled from October 10, 2023 Organizational Meeting)*

Ms. Burns stated that this would be tabled to a future meeting.

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TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Watts stated that the validation complaint has been filed.

B. Engineer

Mr. Schmitt had nothing further to report.

C. District Manager

Ms. Burns had nothing further to report.

ELEVENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

TWELFTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being no comments, the next item followed.

THIRTEENTH ORDER OF BUSINESS

Adjournment

Ms. Burns asked for a motion to adjourn the meeting.

On MOTION by Mr. Morgan, seconded by Ms. Word, with all in favor, the meeting was adjourned.

Jill Burns

Secretary/Assistant Secretary

DocuSigned by:

Adam Morgan

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Chairman/Vice Chairman