

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

The regular meeting of the Board of Supervisors of the Hunt Club Grove Community Development District was held Tuesday, **August 13, 2024** 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
Rob Bonin
Kayla Word
Brent Kewley

Chairman
Vice Chairman
Assistant Secretary
Assistant Secretary

Also present were:

Jill Burns
Tricia Adams
Dave Schmitt

District Manager, GMS
District Manager, GMS
District Engineer, Dave Schmitt Engineering

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Public Comment Period

There were no members of the public present.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the May 14, 2024
Board of Supervisors Meeting & Audit
Committee Meeting**

Ms. Burns presented the minutes from the May 14, 2024 Board of Supervisors and Audit Committee meetings. She asked for any comments, questions, or corrections. Mr. Morgan pointed out in the tenth order, that the word business is misspelled.

On MOTION by Mr. Morgan, seconded by Mr. Kewley, with all in favor, the Minutes of the May 14, 2024 Board of Supervisors Meeting & Audit Committee Meeting, were approved as amended.

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FOURTH ORDER OF BUSINESS

Acceptance of the Rankings of the Audit Committee and Authorizing Staff to Send Notice of Intent to Award

Ms. Burns stated the Audit Committee ranked DiBartolomeo, McBee, Hartley & Barnes #1. She asked for a motion if the Board would like to accept those rankings and send a notice of intent to award to DMHB as well as authorize counsel to draft that form of agreement.

On MOTION by Mr. Morgan, seconded by Mr. Kewley with all in favor, Accepting the Rankings of the Audit Committee and Authorizing Counsel to Draft an Agreement and Directing Staff to Send a Notice of Intent to Award to DMHB, was approved.

FIFTH ORDER OF BUSINESS

Public Hearings

A. Public Hearing on the Adoption of the Fiscal Year 2024/2025 Budget

Ms. Burns noted this public hearing has been advertised in the paper and a mailed notice was sent to all property owners within the community. She asked for a motion to open the public hearing.

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

i. Consideration of Resolution 2024-40 Adopting the District's Fiscal Year 2024/2025 Budget and Appropriating Funds

Ms. Burns noted there are no members of the public present. Resolution 2024-40 is in the agenda package for review. She noted that there were a couple changes to the budget. Previously for notice purposes, the budget had a reserve transfer included that was removed, and a large contingency (field contingency at \$250K), that was backed out. The field contingency would normally be at about \$15K. She noted they can approve this budget with the \$15K field contingency and the gross assessment would be \$816.63. There are 334 on roll platted lots and the rest is direct collected.

On MOTION by Mr. Morgan, seconded by Mr. Kewley, with all in favor, Resolution 2024-40 Adopting the District's Fiscal Year

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2024/2025 Budget and Appropriating Funds, was approved as amended.

Ms. Burns asked for a motion to close the public hearing.

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

B. Public Hearing on the Imposition of Operations and Maintenance Special Assessments

Ms. Burns stated this public hearing has been advertised and asked for a motion to open the public hearing.

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

i. Consideration of Resolution 2024-41 Imposing Special Assessments and Certifying an Assessment Roll

Ms. Burns noted this resolution will certify the assessments for collection based on the budget the Board just adopted. It will be revised to reflect the new amount that was noted on the record, the \$816.63 gross for the platted lots.

On MOTION by Mr. Morgan, seconded by Mr. Kewley, with all in favor, Resolution 2024-41 Imposing Special Assessments and Certifying an Assessment Roll, was approved as amended.

Ms. Burns asked for a motion to close the public hearing.

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

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2024-42
Designation of a Regular Monthly Meeting
Date, Time, and Location for Fiscal Year
2024/2025**

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Ms. Burns stated the meeting schedule is in the agenda package and is the same as the current year.

On MOTION by Mr. Morgan, seconded by Mr. Kewley, with all in favor, Resolution 2024-42 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2024/2025, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of the Adoption of Goals and Objectives for the District

Ms. Burns stated there is a change in Florida Statute that requires Districts to adopt goals and objectives. GMS put together a set of goals that are recommended to the District. By adopting these, they will be in compliance with the statute.

On MOTION by Mr. Morgan, seconded by Ms. Word, with all in favor, the Adoption of Goals and Objectives for the District, was approved.

EIGHTH ORDER OF BUSINESS

Ratification of Notice of Public Financing

Ms. Burns noted this will be recorded in the public records and has already been approved by the Board. The property owners will be put on notice regarding the bond issuance.

On MOTION by Mr. Morgan, seconded by Ms. Word, with all in favor, the Notice of Public Financing, was ratified.

NINTH ORDER OF BUSINESS

Ratification of Uniform Collection Agreement with Polk County Tax Collector

Ms. Burns noted this is the renewal of agreement for FY2025. It has already been signed and just needs to be ratified by the Board.

On MOTION by Mr. Morgan, seconded by Ms. Word, with all in favor, the Uniform Collection Agreement with Polk County Tax Collector, was ratified.

TENTH ORDER OF BUSINESS

Staff Reports

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A. Attorney

There being no comments, the next item followed.

B. Engineer

Mr. Schmitt had nothing to report other than once Phase 1 is wrapped up they will do the letter for the turnover. Phase 1B was being paved this week so they are getting close.

C. District Manager

i. Ratification of Funding Requests #6 through #8

Ms. Burns asked for ratification of Funding Requests #6 through #8. These have already been approved.

On MOTION by Mr. Morgan, seconded by Ms. Word, with all in favor, Funding Requests #6 through #8, were ratified.

ii. Presentation of Funding Request #9

Ms. Burns stated this one has been sent out but the funds haven't been received. She asked for approval as it is in process.

On MOTION by Mr. Morgan, seconded by Mr. Kewley, with all in favor, Funding Request #9, was approved.

iii. Balance Sheet & Income Statement

Ms. Burns noted financial statements are in the package for review. She asked for any questions but there is no action necessary from the Board. Mr. Morgan asked if the total in the construction fund is \$5M. Ms. Burns stated yes as of the end of June, may be a little higher now. Mr. Morgan noted they could requisition most of that in Phase 1 once its paid. Mr. Bonin noted the project doesn't have to be complete to requisition. Mr. Schmitt noted they were asked to certify that but his understanding was the site work had to be complete so he can't write the letter certifying all of the work is done. Mr. Bonin noted if the work is in the ground and the contractor has been paid for it, it is requisitionable. He wants it requisitioned. Mr. Schmitt stated they would exclude the lift station and paving. Mr. Bonin noted yes and they will do a second requisition in 60-90 days when everything is 100%.

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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.
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Jill Burns

Secretary/Assistant Secretary

DocuSigned by:

Adam Morgan

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Chairman/Vice Chairman