

MINUTES OF MEETING
SANDMINE ROAD
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Sandmine Road Community Development District was held Thursday, May 18, 2023 at 2:00 p.m. at 1115 Aloha Blvd, Davenport, Florida.

Present and constituting a quorum were:

Eric Baker
Chris Wrenn
Amy Steiger

Chairman
Vice Chairman
Assistant Secretary

Also present were:

George Flint
Andy Hatton
Broc Althafer *by phone*
Ryan Dugan *by phone*
Tucker Mackie *by phone*

District Manager
Field Manager
District Engineer
Kutak Rock
Kutak Rock

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Public Comment Period

Mr. Flint stated that there were no members of the public present.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the October 20,
2022 Meeting and November 1, 2022
Landowners' Meeting**

Mr. Flint asked if the Board had any comments or corrections to the October 20, 2022 meeting minutes and the November 1, 2022 Landowner's meeting. The Board had no changes.

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On MOTION by Mr. Wrenn, seconded by Mr. Baker, with all in favor, the Minutes of the October 20, 2022 Board Meeting and the November 1, 2022 Landowner's Meeting, were approved.

FOURTH ORDER OF BUSINESS**Organizational Matters****A. Administration of Oath to Newly Elected Board Members**

Mr. Flint stated he would complete the oaths for the new Board members from the Landowner's election for Ms. Amy Steiger, Chris Wrenn, and Eric Baker. He performed the oaths to the three members. He added these would be notarized.

B. Consideration of Resolution 2023-02 Canvassing and Certifying the Results of the Landowners' Election

Mr. Flint presented the resolution to canvass and certify the results of the Landowner's election. He added at the election results were Ms. Steiger in Seat #3 received 249 votes, Mr. Chris Wrenn in seat #4 received 250 votes and Mr. Eric Baker in seat #5 received 250 votes. He noted Mr. Wrenn and Mr. Baker would serve 4-year terms and Ms. Steiger will serve a 2-year term.

On MOTION by Mr. Wrenn, seconded by Mr. Baker, with all in favor, Resolution 2023-02 Canvassing and Certifying the Results of the Landowner's Election, was approved.

C. Election of Officers

Mr. Flint stated the Board is required to elect officers after each election.

D. Continued of Resolution 2023-03 Electing Officers

Mr. Flint stated the current slate of officers is Mr. Baker serves as the Chair. Aaron Struckmeyer was Vice-Chair, Ms. Steiger, Mr. Wrenn and Mr. Sean Bailey were Assistant Secretaries.

Mr. Flint asked if the Board would like to make a motion or handle individually. Ms. Tucker stated the Assistant could sign documents.

After discussion it was decided that Mr. Eric Baker would serve as Chairman, Mr. Chris Wrenn as Vice Chairman, Ms. Amy Steiger, Mr. Sean Bailey, and Aaron Struckmeyer as Assistant Secretaries, as well as Mr. Flint as Secretary, Ms. Burns as Treasurer, and Ms. Costa as Assistant Treasurer.

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On MOTION by Mr. Wrenn, seconded by Mr. Baker, with all in favor, the Slate of Officers as Mr. Baker as Chairman, Mr. Wrenn as Vice-Chair, Ms. Steiger, Mr. Bailey, Mr. Struckmeyer as Assistant Secretaries, Mr. Flint as Secretary, Ms. Burns as Treasurer, and Ms. Costa as Assistant Treasurer, was approved.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2023-04
Approving the Proposed Fiscal Year 2024
Budget and Setting a Public Hearing**

Mr. Flint noted this resolution was included in the packet. He suggested the public hearing be held at the August 17, 2023 meeting at 2:00 p.m. in the same location. He reviewed the proposed budget and noted it was not binding and changes could be made until the public hearing. He included some changes to include an increase in management fee, increase in insurance, and the 3 bond issuances have been completed and arbitrage and dissemination agent and trustee fees are included. Maintenance fees and build cost are included and are expected to decrease. He added the per unit assessments are not changing in the budget, but noted there may be an opportunity to adjust per unit assessment to a lower rate.

On MOTION by Mr. Wrenn, seconded by Mr. Baker, with all in favor, Resolution 2023-04 Approving the Proposed Fiscal Year 2024 Budget and Setting the Public Hearing for August 17, 2023 at 2:00 p.m. in the same location, was approved.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2023-05
Authorizing the Use of Electronic
Documents and Signatures**

Mr. Flint noted this resolution will allow the District to use Docu-Sign and most documents and can be completed electronically.

On MOTION by Mr. Baker, seconded by Ms. Steiger, with all in favor, Resolution 2023-05 Authorizing the Use of Electronic Documents and Signatures, was approved.

SEVENTH ORDER OF BUSINESS

**Presentation of Arbitrage Rebate
Calculation Report**

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Mr. Flint presented the Arbitrage Rebate Calculation Report that is a federal requirement for the District to demonstrate earnings are less on interest than paying. He referred the Board to the report, and it is noted there is a negative net rebate arbitrage of \$190,000, so there is no arbitrage issue.

On MOTION by Mr. Wrenn, seconded by Mr. Baker, with all in favor, the Arbitrage Rebate Calculation Report, was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Arbitrage Rebate Computation Proposal from AMTEC

Mr. Flint presented the proposal from AMTEC for Assessment Area 3 to prepare the arbitrage rebate calculation. He noted it is \$450 each year and is a 5-year agreement.

On MOTION by Mr. Baker, seconded by Ms. Steiger, with all in favor, the Proposal from AMTEC for the Arbitrage Rebate Calculation for Assessment Area 3, was approved.

NINTH ORDER OF BUSINESS

Ratification of Polk County Contract Agreement

Mr. Flint noted this is a requirement for an agreement between the property owners and the tax collector. This is with Marshall Fox, the Property Appraiser. He added he had executed this agreement due to the time frame and needed ratification.

On MOTION by Mr. Wrenn, seconded by Mr. Baker, with all in favor, the Polk County Contract Agreement, was ratified.

TENTH ORDER OF BUSINESS

Ratification of Polk County Data Sharing and Usage Agreement

Mr. Flint noted this agreement is with the Property Appraiser for a data sharing a usage agreement noting this is confidential.

On MOTION by Mr. Wrenn, seconded by Mr. Baker, with all in favor, the Polk County Data Sharing and Usage Agreement, was ratified.

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ELEVENTH ORDER OF BUSINESS

Ratification of Quit Claim Deed and Utility Easement

Ms. Mackie reviewed the document in connection with the utility conveyances with Polk County. She added this had been previously approved and provided to county.

On MOTION by Mr. Wrenn, seconded by Mr. Baker, with all in favor, the Quit Claim Deed and Utility Easement, was ratified.

TWELFTH ORDER OF BUSINESS

Ratification of Requisitions

A. Series 2022 #2-3

Mr. Flint noted these requisitions #2 and #3 have been executed and transmitted.

On MOTION by Mr. Wrenn, seconded by Mr. Baker, with all in favor, the Requisitions for Series 2022 #2 and #3 Requisitions, were ratified.

B. Series 2021 #11-12

Mr. Flint noted these requisitions for Series 2021 bonds and have been executed.

On MOTION by Mr. Wrenn, seconded by Mr. Baker, with all in favor, the Requisitions for Series 2021 #11 and #12, were ratified.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Mackie stated the requisition amounts have been previously approved by the Board with respect to the conveyance of the acquisition of certain improvements within Phase 2B. These larger requisitions are included in the agenda package and 1 additional requisition within Phase 2 that remain. She noted the District has yet to acquire the infrastructures within Phase 3. These are pursuant to the acquisition agreement the District has between itself and Pulte to what is required and involves review by the District Engineer for cost and completion.

She recommended for the additional acquisitions anticipated in the future the Board consider a motion to authorize the acquisition of the remaining improvements within the Phase 2 and the improvements within Phase 3 subject to all information of the agreement provided by the Developer.

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Mr. Flint noted there were no members of the public to provide public comment.

On MOTION by Mr. Baker, seconded by Ms. Steiger, with all in favor, to Authorize the Acquisition of the Remaining Improvements in Phase 2 and Phase 3, was approved.

Ms. Mackie stated these will be provided on documents for ratification when they are completed. She added the firm’s weekly newsletter is available to Board members and highlighted the Supervisors will be required as of January 1, 2024 to participate in ethics training for 4 hours annually. She noted additional information will be forthcoming.

B. Engineer

Mr. Althafer stated in the next 30 days he will perform the annual Engineer’s inspections and provide the report. This will include all CDD improvements. He added Assessment Area 3 documents are being prepared and should be provided to the Board in the next meetings.

C. District Manager’s Report

i. Check Register

Mr. Flint presented the check register from October 1, 2022 through March 31, 2023 totals \$939,501.34. This is mostly debt service transfers.

On MOTION by Mr. Wrenn, seconded by Mr. Baker, with all in favor, the Check Register for \$939,501.34., was approved.

ii. Balance Sheet and Income Statement

Mr. Flint presented the financials to the Board stating that these were unaudited through March 31st. There was no action required.

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iii. Presentation of Number of Registered Voters: 8

Mr. Flint stated the number of registered voters within the District was 8 as of April 15th. He added that records request should be forwarded to Mr. Flint with GMS.

D. Field Manager’s Report

Andy Hatton stated there was nothing further to report.

FOURTEENTH ORDER OF BUSINESS Other Business

There being no comments, the next item followed.

FIFTEENTH ORDER OF BUSINESS Supervisors Requests

There being no comments, the next item followed.

SIXTEENTH ORDER OF BUSINESS Adjournment

Mr. Flint adjourned the meeting.

On MOTION by Mr. Baker, seconded by Mr. Wrenn, with all in favor, the meeting was adjourned.

DocuSigned by:
George Flint
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Secretary/Assistant Secretary

DocuSigned by:
Eric Baker
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Chairman/Vice Chairman