

**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, **March 21, 2024** at 2:00 p.m. at 1115 Aloha Blvd, Davenport, Florida.

Present and constituting a quorum:

Eric Baker  
Chris Wrenn  
Amy Steiger  
Mary Burns

Chairman  
Vice Chairman  
Assistant Secretary  
Appointed as Assistant Secretary

Also present were:

George Flint  
Jason Alligood  
Tucker Mackie  
Andy Hatton

District Manager, GMS  
Kimley-Horn  
District Counsel  
Field Manager, GMS

**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**

**Organizational Matters**

**A. Acceptance of Resignation of Aaron Struckmeyer**

Mr. Flint presented the resignation of Aaron Struckmeyer.

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On MOTION by Mr. Wrenn, seconded by Mr. Baker, with all in favor, the Resignation of Aaron Struckmeyer, was approved.

**B. Appointment of Individual to Fill Board Vacancy**

Mr. Flint stated anytime a vacancy is created during the term of office, the remaining Board members appoint the replacement. He asked for any nominations. Mr. Baker appointed Mary Burns.

On MOTION by Mr. Baker, seconded by Ms. Steiger, with all in favor, the Appointment of Mary Burns to Fill Board Vacancy, was approved.

**C. Administration of Oath to Newly Appointed Board Member**

Mr. Flint administered the oath of office to Mary Burns.

**D. Consideration of Resolution 2024-01 Appointing an Assistant Secretary**

Mr. Flint asked if the Board wanted to make Mary Burns an Assistant Secretary.

On MOTION by Mr. Wrenn seconded by Mr. Baker with all in favor, Resolution 2024-01 Appointing Mary Burns as Assistant Secretary, was approved.

*\*Ms. Burns left the meeting at this time.*

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the August 17, 2023 Board of Supervisor's Meeting**

Mr. Flint presented the minutes from the August 17, 2023 Board of Supervisor's meeting minutes. He asked for any comments or corrections. Hearing none.

On MOTION by Ms. Steiger, seconded by Mr. Baker, with all in favor, the Minutes of the August 17, 2023 Board of Supervisor's Meeting, were approved.

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**FIFTH ORDER OF BUSINESS**

**Ratification of Fiscal Year 2024 Audit Engagement Letter with BTEGF**

Mr. Flint stated this is ratification of the audit engagement letter with Berger Toombs. This was executed in order to get the audit moving so just asking the Board to ratify that.

On MOTION by Mr. Wrenn, seconded by Mr. Baker, with all in favor, the Fiscal Year 2024 Audit Engagement Letter with BTEGF, was ratified.

**SIXTH ORDER OF BUSINESS**

**Ratification of Data Sharing and Usage Agreement with Polk County**

Mr. Flint noted this is the data usage agreement with Polk County to use the tax bill.

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

**SEVENTH ORDER OF BUSINESS**

**Ratification of Contract Agreement with Polk County**

Mr. Flint stated this is the actual agreement to place the assessments on the tax bill.

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

**EIGHTH ORDER OF BUSINESS**

**Ratification of Requisitions 6-13**

Mr. Flint stated this is ratification of requisitions 6-13. These were signed by the Engineer and authorized by a representative of the District and sent to the Trustee. We are putting them on the agenda to get them in the record.

On MOTION by Mr. Baker, seconded by Ms. Steiger, with all in favor, Requisitions 6-13, were ratified.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Mackie had nothing to report just reiterating nearing project completion and working with the developer regarding closeout matters and probably by the fall will have closed out of all

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of the District's projects and have everything online for turnover. Mr. Baker asked if there has been any update on the easement. Ms. Mackie noted no but she will.

**B. Engineer**

Mr. Althafer had nothing to report.

**C. Field Manager's Report**

Mr. Hatton presented the Field Manager's Report. He noted that the mildew build up on retaining walls was removed. He will be looking for a vendor for the monument fountain as the current vendor is getting out of the business. A Board member asked to see if Simon with Resort Pools will do it. The side lights on the front monument will not come on at all, electric should come out to look at those.

**D. District Manager's Report**

**i. Check Register**

Mr. Flint presented the check register provided in the agenda. He asked for any questions on that. If not, asking for a motion to approve.

On MOTION by Mr. Wrenn, seconded by Mr. Baker, with all in favor, the Check Register, was approved.
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**ii. Balance Sheet and Income Statement**

Mr. Flint presented the unaudited financials through January 31<sup>st</sup>. No action is required. He asked if the Board had any questions on those.

**iii. Presentation of Arbitrage Rebate Calculation Reports**

- 1. Series 2020**
- 2. Series 2021**
- 3. Series 2022**

Mr. Flint stated these are performed to determine whether the District is earning more interest than paying. All three reports indicate a negative rebatable arbitrage so no issues. He asked for any questions on the reports, if not asking for a motion to accept.

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On MOTION by Mr. Wrenn, seconded by Mr. Baker, with all in favor, the Series 2020, Series 2021, and Series 2022 Arbitrage Rebate Calculation Reports, were approved.

**TENTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Supervisors Requests**

There being no comments, the next item followed.

**TWELFTH 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*  
ACEF6B0DD24C41B...  
Chairman/Vice Chairman