

**MINUTES OF MEETING  
HILLS OF MINNEOLA  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Hills of Minneola Community Development District held a Regular Meeting on May 24, 2021 at 1:00 p.m., at the City of Minneola City Hall, 800 N. U.S. Highway 27, Minneola, Florida 34715.

**Present were:**

Richard Jerman	Chair
Denver Marlow	Vice Chair
Adam Schott	Assistant Secretary
Chris Gardner	Assistant Secretary

**Also present were:**

Cindy Cerbone	District Manager
Jamie Sanchez	Wrathell, Hunt and Associates, LLC
Vivek Babbar (via telephone)	District Counsel

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Cerbone called the meeting to order at 1:00 p.m. Supervisors Richard Jerman, Marlow, Schott and Gardner were present. Supervisor Jennifer Jerman was not present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

**THIRD ORDER OF BUSINESS**

**Acceptance of Resignation of Supervisor  
Jennifer Jerman, Seat 3 (*term expires  
November 2021*)**

Ms. Cerbone presented the letter of resignation from Ms. Jennifer Jerman.

**On MOTION by Mr. Marlow and seconded by Mr. Schott, with all in favor, the resignation of Ms. Jennifer Jerman, dated February 23, 2021, was accepted.**

**FOURTH ORDER OF BUSINESS**

**Consideration of Qualified Candidate to Fill Unexpired Term of Seat 3**

Mr. Jerman nominated Mr. James Dunn to fill Seat 3. No other nominations were made.

**On MOTION by Mr. Jerman and seconded by Mr. Marlow, with all in favor, the appointment of Mr. James Dunn to Seat 3, was approved.**

**FIFTH ORDER OF BUSINESS**

**Administration of Oath of Office to Newly Appointed Supervisor**

Ms. Cerbone, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Dunn. She provided and briefly described the following items:

- A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- B. Membership, Obligations and Responsibilities**
- C. Financial Disclosure Forms**
  - I. Form 1: Statement of Financial Interests**
  - II. Form 1X: Amendment to Form 1, Statement of Financial Interests**
  - III. Form 1F: Final Statement of Financial Interests**
- D. Form 8B – Memorandum of Voting Conflict**

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-02, Designating a Chair, a Vice Chair, a Secretary, Assistant Secretaries, a Treasurer and an Assistant Treasurer of the Hills of Minneola Community Development District, and Providing for an Effective Date**

Ms. Cerbone presented Resolution 2021-02. Mr. Marlow nominated the following slate of officers:

Richard Jerman	Chair
Denver Marlow	Vice Chair
Craig Wrathell	Secretary
Adam Schott	Assistant Secretary
Christopher Gardner	Assistant Secretary
James Dunn	Assistant Secretary
Cindy Cerbone	Assistant Secretary
Craig Wrathell	Treasurer
Jeff Pinder	Assistant Treasurer

No other nominations were made.

**On MOTION by Mr. Marlow and seconded by Mr. Gardner, with all in favor, Resolution 2021-02, Designating a Chair, a Vice Chair, a Secretary, Assistant Secretaries, a Treasurer and an Assistant Treasurer of the Hills of Minneola Community Development District, and Providing for an Effective Date, as nominated, was adopted.**

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-03, Approving a Proposed Budget for Fiscal Year 2021/2022 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date**

Ms. Cerbone presented Resolution 2021-03. She referenced a handout of the proposed Fiscal Year 2022 budget and called attention to the Developer contribution for the General Fund.

Mr. Jerman stated there were multiple funding agreements, which need to be broken down, and noted that this would be the last year without residents.

Mr. Babbar stated, for today’s purposes, the Board only needs to approve the proposed Fiscal Year 2022 budget; the breakdown of the funding agreements could be finalized at the public hearing.

Ms. Cerbone resumed reviewing the proposed Fiscal Year 2022 budget, highlighting any line item increases, decreases, adjustments and new line items, compared to the Fiscal Year 2021 budget, and explained the reasons for any adjustments.

**On MOTION by Mr. Jerman and seconded by Mr. Marlow, with all in favor, Resolution 2021-03, Approving a Proposed Budget for Fiscal Year 2021/2022 and Setting a Public Hearing Thereon Pursuant to Florida Law for August 23, 2021 at 1:00 p.m., at the City of Minneola City Hall, 800 N. U.S. Highway 27, Minneola, Florida 34715; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date, was adopted.**

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-04, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2021/2022 and Providing for an Effective Date**

Ms. Cerbone presented Resolution 2021-04.

**On MOTION by Mr. Gardner and seconded by Mr. Marlow, with all in favor, Resolution 2021-04, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2021/2022 and Providing for an Effective Date, was adopted.**

**NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-05, Designating a Date, Time and Location for the Landowners’ Meeting of the District, and Providing for an Effective Date**

Ms. Cerbone presented Resolution 2021-05 and read the title.

**On MOTION by Mr. Gardner and seconded by Mr. Dunn, with all in favor, Resolution 2021-05, Designating a Date, Time and Location of November 2, 2021 at 1:00 p.m., at a location to be determined, for the Landowners' Meeting of the District, and Providing for an Effective Date, was adopted.**

**TENTH ORDER OF BUSINESS**

**Ratification of Memorandum of Understanding, Section 448.095, Florida Statutes/E-Verify Requirements**

Ms. Cerbone presented the E-Verify Memorandum of Understanding for Employers.

**On MOTION by Mr. Gardner and seconded by Mr. Schott, with all in favor, the Memorandum of Understanding for Section 448.095, Florida Statutes, regarding E-Verify Requirements, was ratified.**

**ELEVENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of April 30, 2021**

Ms. Cerbone presented the Unaudited Financial Statements as of April 30, 2021.

**On MOTION by Mr. Jerman and seconded by Mr. Marlow, with all in favor, the Unaudited Financial Statements as of April 30, 2021, were accepted.**

**TWELFTH ORDER OF BUSINESS**

**Consideration of February 22, 2021 Regular Meeting Minutes**

Ms. Cerbone presented the February 22, 2021 Regular Meeting Minutes.

**On MOTION by Mr. Marlow and seconded by Mr. Schott, with all in favor, the February 22, 2021 Regular Meeting Minutes, as presented, were approved.**

**THIRTEENTH ORDER OF BUSINESS**

**Staff Reports**

- A. District Counsel: *Straley Robin Vericker*

Mr. Babbar stated there were no major changes from the recent Legislative Session. A memo update would be provided regarding the bills that passed that will impact the District, administratively.

**B. District Engineer: *Poulos & Bennett, LLC***

There being no report, the next item followed.

**C. District Manager: *Wrathell, Hunt and Associates, LLC***

Ms. Cerbone stated that a Street Lighting Agreement currently in place with the HOA must be transferred over to the CDD. Mr. Babbar was contacted regarding the transfer and the Board’s approval is necessary to facilitate the transfer into the CDD’s name.

**On MOTION by Mr. Marlow and seconded by Mr. Dunn, with all in favor, acceptance of the Street Light Agreement from the HOA, Developer and Builder, to the CDD, was approved.**

- **NEXT MEETING DATE: June 28, 2021 at 1:00 PM**
  - **QUORUM CHECK**

The next meeting will be held on June 28, 2021.

**FOURTEENTH ORDER OF BUSINESS**

**Board Members’ Comments/Requests**

There being no Board Members’ comments or requests, the next item followed.

**FIFTEENTH ORDER OF BUSINESS**

**Public Comments**

There being no public comments, the next item followed.

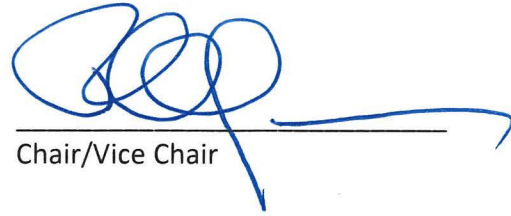
**SIXTEENTH ORDER OF BUSINESS**

**Adjournment**

There being nothing further to discuss, the meeting adjourned.

**On MOTION by Mr. Marlow and seconded by Mr. Schott, with all in favor, the meeting adjourned at 1:28 p.m.**

  
Secretary/Assistant Secretary

  
Chair/Vice Chair