

**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 January 24, 2022 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  
Denver Marlow  
James Dunn

Chair  
Vice Chair  
Assistant Secretary

**Also present were:**

Cindy Cerbone  
Daniel Rom  
Vivek Babbar (via telephone)  
Trina Dziewior

District Manager  
Wrathell, Hunt and Associates, LLC  
District Counsel  
Sun Terra

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Rom called the meeting to order at 1:00 p.m. He stated that the Oath of Office was administered to Supervisors Jerman and Dunn prior to the meeting. Supervisors Jerman, Marlow and Dunn were present. Supervisor Edwards and Supervisor-Elect Schott were not present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

**THIRD ORDER OF BUSINESS**

**Update: Bulk and/or Lot Sales by Master Developer**

Mr. Jerman stated there were no lot sales since the last meeting; however, he thought conveyances would begin this quarter. Ms. Cerbone stated Meritage contacted Staff to discuss

how to proceed with estoppels for the remainder of the year, until lots go on the tax rolls. Mr. Marlow stated that Ashton and Starlight would do the same.

**FOURTH ORDER OF BUSINESS**

**Administration of Oath of Office to Newly Elected Supervisors *(the following to be provided in a separate package)***

Mr. Rom reiterated that the Oath of Office was previously administered to the newly elected Supervisors. He provided and briefly explained 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**

Mr. Rom would email an electronic version of Form 1, along with information on how the form may be submitted electronically.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-02, Canvassing and Certifying the Results of the Landowners’ Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes; Providing a Severability Clause; Providing for Conflict and Providing an Effective Date**

Mr. Rom presented Resolution 2022-02 and recapped the Landowners’ Election results as follows:

Seat 3	James Dunn	36 Votes	2-year Term
Seat 4	Richard Jerman	37 Votes	4-year Term
Seat 5	Adam Schott	37 Votes	4-year Term

The following change was made to Resolution 2022-02:

Throughout: Change “Jermann” to “Jerman”

**On MOTION by Mr. Dunn and seconded by Mr. Marlow, with all in favor, Resolution 2022-02, as amended, Canvassing and Certifying the Results of the Landowners’ Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes; Providing a Severability Clause; Providing for Conflict and Providing an Effective Date, was adopted.**

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-03, Designating Certain Officers of the District, and Providing for an Effective Date**

Mr. Rom presented Resolution 2022-03 and read the title. Mr. Jerman nominated the following slate of officers:

Richard Jerman	Chair
Denver Marlow	Vice Chair
Craig Wrathell	Secretary
Dan Edwards	Assistant Secretary
Adam Schott	Assistant Secretary
James Dunn	Assistant Secretary
Cindy Cerbone	Assistant Secretary
Daniel Rom	Assistant Secretary

No other nominations were made.

Prior appointments by the Board for Treasurer and Assistant Treasurer remain unaffected by this Resolution.

**On MOTION by Mr. Marlow and seconded by Mr. Dunn, with all in favor, Resolution 2022-03, Designating Certain Officers of the District, as nominated, and Providing for an Effective Date, was adopted.**

**SEVENTH ORDER OF BUSINESS**

**Consideration of Poulos and Bennett, LLC, Stormwater Needs Analysis Proposal**

Mr. Rom stated that all CDDs are now required to submit an initial Stormwater Needs Analysis Report by June 30, 2022 and an update every five years thereafter. He presented the Poulos and Bennett, LLC, Stormwater Needs Analysis Proposal and Fee Schedule previously reviewed by the Chair. It was anticipated that the bulk of the work would be realized in conjunction with the initial Report and that subsequent updates would be less cumbersome.

**On MOTION by Mr. Marlow and seconded by Mr. Jerman, with all in favor, the Poulos and Bennett, LLC, Stormwater Needs Analysis Proposal and Fee Schedule, were approved.**

**EIGHTH ORDER OF BUSINESS**

**Ratification of Notice to Suspend Landscape and Irrigation RFP**

Mr. Rom recalled that the Board advertised a Landscape and Irrigation Request for Proposals (RFP). During the mandatory on-site bid meeting with the respondents, it became evident that more clarification was needed regarding the necessary landscaping and remediation work. The Field Operations Manager, District Counsel and the Chair agreed that it was best to suspend the RFP and allow the landscaping to develop further.

**Mr. Babbar joined the meeting, via telephone, at 1:07 p.m.**

Mr. Jerman asked if BWG is still authorized to proceed. Mr. Rom replied affirmatively and stated the Board previously authorized Staff to draft a month-to-month Agreement, which was just signed and would be presented for ratification at the next meeting. Billing would begin effective immediately. Mr. Jerman stated he would like the CDD to pay the expense if it is budgeted. Mr. Rom stated the CDD would pay the expenses retroactive to December 1, 2021, as the Agreement states

Mr. Rom stated the Notice was sent to the Field Operations Manager, District Manager, Chair and District Counsel. The respondents had no objection to suspension of the RFP. District Staff would contact the respondents when the RFP is reissued.

**On MOTION by Mr. Marlow and seconded by Mr. Dunn, with all in favor, suspension of the Landscape and Irrigation RFP and Staff's actions to notify the respondents, were ratified.**

**NINTH ORDER OF BUSINESS**

**Update: BWG Landscape Plans**

Mr. Rom stated the BWG Landscape Plans were received in time for the RFP.

**TENTH ORDER OF BUSINESS**

**Presentation of Draft Audited Financial Report for Fiscal Year Ended September 30, 2021, Prepared by McDirmit Davis**

Mr. Rom presented the Draft Audited Financial Report for Fiscal Year Ended September 30, 2021. There were no findings, irregularities or instances of noncompliance; it was an unmodified opinion, otherwise known as a clean audit.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-04, Hereby Accepting the Audited Annual Financial Report for the Fiscal Year Ended September 30, 2021**

Mr. Rom presented Resolution 2022-04.

**On MOTION by Mr. Jerman and seconded by Mr. Marlow, with all in favor, Resolution 2022-04, Hereby Accepting the Audited Annual Financial Report for the Fiscal Year Ended September 30, 2021, was adopted.**

**TWELFTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of December 31, 2021**

Mr. Rom presented the Unaudited Financial Statements as of December 31, 2021.

**On MOTION by Mr. Jerman and seconded by Mr. Dunn, with all in favor, the Unaudited Financial Statements as of December 31, 2021, were accepted.**

**THIRTEENTH ORDER OF BUSINESS**

**Approval of Minutes**

Mr. Rom presented the following:

- A. October 25, 2021 Regular Meeting**
- B. November 2, 2021 Landowners' Meeting**

**On MOTION by Mr. Marlow and seconded by Mr. Dunn, with all in favor, the October 25, 2021 Regular Meeting and the November 2, 2021 Landowners' Meeting Minutes, as presented, were approved.**

**FOURTEENTH ORDER OF BUSINESS**

**Staff Reports**

- A. District Counsel: *Straley Robin Vericker***

Mr. Babbar stated he was monitoring the Legislative session for bills affecting CDDs and updates would be provided as the session progresses.

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

There was no report.

Mr. Rom stated the District Engineer would be advised of the approval of the proposal for preparation of the Stormwater Needs Analysis Report, to be filed by June 30, 2022.

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

Mr. Rom stated Staff would begin budget planning for Fiscal Year 2023. The proposed Fiscal Year 2023 budget would likely be presented in April or May. He would work with Mr. Hills and a delegate from the Board regarding Field Operations and Maintenance items . Mr. Dunn stated he would assist.

- **NEXT MEETING DATE: February 28, 2022 at 1:00 p.m.**
  - **QUORUM CHECK**

The February 28, 2022 meeting would be cancelled.

**FIFTEENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

**SIXTEENTH ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

**SEVENTEENTH ORDER OF BUSINESS**

**Adjournment**

There being nothing further to discuss, the meeting adjourned.

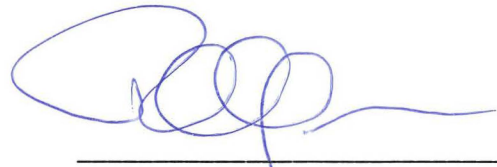
**On MOTION by Mr. Marlow and seconded by Mr. Dunn, with all in favor, the meeting adjourned at 1:17 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



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Secretary/Assistant Secretary



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Chair/Vice Chair