

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

The Board of Supervisors of the Hills of Minneola Community Development District held Continued Public Hearings and a Regular Meeting on September 23, 2024 at 1:00 p.m., at City of Minneola City Hall, 800 N US Hwy 27, Minneola, FL 34715.

Present:

Richard Jerman
Daniel Edwards
Matthew White
Max Perlman

Chair
Vice Chair
Assistant Secretary
Assistant Secretary

Also present:

Daniel Rom
Kristen Thomas
Vivek Babbar (via telephone)
Mark Hills (via telephone)
Trina Dziewior
Chase Hanse

District Manager
Wrathell, Hunt and Associates, LLC
District Counsel
Operations Manager
SunTerra Communities
Resident

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Rom called the meeting to order at 1:03 p.m. Supervisors Jerman, Edwards, Perlman and White were present. Supervisor Dunn was not present.

SECOND ORDER OF BUSINESS

Public Comments

Resident Chase Hanse stated that, on behalf of the homeowners, he was asked to present a few issues. He stated some community members expressed concerns about the parking situation near the public dog park and the mailboxes; the grass around the playground, which is causing children to trip and fall; a steep drop-off at the tot lot, with no stairs leading up out of that playground; and cameras that are mounted on streetlights throughout the community. Several residents are unhappy and would like to see something done about those items. He asked for an update on repairing the mailboxes that were struck by a motorist.

Regarding the damaged mailboxes, Mr. Rom stated a proposal to order and replace them was received and, once an agreement is fully executed, new mailboxes will be ordered.

Mr. Rom distributed photographs of soccer nets in an open space owned by the CDD and stated a complaint was made alleging that soccer playing damaged all the sod. It seems like there is something on social media inviting non-residents to gatherings in the open space on weekends, with loud music and littering. This situation has escalated into confrontations. Mr. Rom stated he informed the resident who submitted the complaint that, at the present time, the CDD does not have any rules in place preventing open play in those types of areas. He referred them to the non-emergency City of Minneola Police Department to report incidents.

Mr. Jerman stated no CDD “No Trespassing” signage is posted and, in his opinion, rules related to the operation and utilization of the open space are needed. Mr. Rom concurred that rules should be established and adopted.

Discussion ensued regarding creating a policy and posting the rules, who should draft the rules for the open space, parking issues, the mailboxes, rulemaking procedure, imposing non-resident user fees, enforcement and towing capabilities.

Mr. Babbar stated Staff can draft rules; the Board can give direction as to what they would like in the rules and the rules can be tailored to a specific area and to make sure residents are responsible for their trash and being respectful.

Asked about the soccer nets, Mr. Rom stated they were removed and the owners of the goals were notified that they need to remove them after using the park.

FOURTH ORDER OF BUSINESS

**Acceptance of Resignation of James Dunn
[Seat 3]; Term Expires November 2024**

Mr. Rom presented Mr. James Dunn’s resignation.

On MOTION by Mr. Edwards and seconded by Mr. Perlman, with all in favor, the resignation of James Dunn from Seat 3, was accepted.
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FIFTH ORDER OF BUSINESS

**Consider Appointment to Fill Unexpired
Term of Seat 3**

Mr. Jerman nominated Ms. Trina Dziewior to fill Seat 3.

No other nominations were made.

On MOTION by Mr. Jerman and seconded by Mr. Edwards, with all in favor, the appointment of Ms. Trina Dziewior to Seat 3, was approved.

- **Administration of Oath of Office (the following will also be provided in a separate package)**

Mr. Rom, a Notary of the State of Florida and duly authorized, administered the of Oath of Office to Ms. Trina Dziewior. Mr. Rom stated that he will explain the contents of the Supervisor's packet to Ms. Dziewior after the meeting.

A. Required Ethics Training and Disclosure Filing

- **Sample Form 1 2023/Instructions**

B. Membership, Obligation and Responsibilities

C. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees

D. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2024-12, Electing and Removing Officers of the District and Providing for an Effective Date

Mr. Rom presented Resolution 2024-12. Mr. Edwards nominated the following:

Richard Jerman	Chair
Daniel Edwards	Vice Chair
Matthew White	Assistant Secretary
Trina Dziewior	Assistant Secretary
Max Perlman	Assistant Secretary

This Resolution removes the following from the Board:

James Dunn	Assistant Secretary
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The following prior appointments by the Board remain unaffected by this Resolution:

Craig Wrathell	Secretary
Daniel Rom	Assistant Secretary
Kristen Thomas	Assistant Secretary
Craig Wrathell	Treasurer

On MOTION by Mr. Edwards and seconded by Mr. Perlman, with all in favor, Resolution 2024-12, Electing and Removing Officers of the District, as nominated, and Providing for an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS**Public Hearing on Adoption of Fiscal Year 2024/2025 Budget****A. Proof/Affidavit of Publication**

This item was included for informational purposes. The Public Hearing was initially set for August 26, 2024 but it needed to be continued to today; the continuation was posted.

B. Consideration of Resolution 2024-13, Adopting a Budget for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; and Providing an Effective Date

Mr. Rom presented Resolution 2024-13. He reviewed the proposed Fiscal Year 2025 budget, highlighting increases, decreases and adjustments, compared to the Fiscal Year 2024 budget, and explained the reasons for any changes.

Discussion ensued regarding the insurance increase, Field Operations Manager's contract, phases that are coming online and the debt service expenditures.

On MOTION by Mr. Perlman and seconded by Mr. Edwards, with all in favor, the Public Hearing was opened.

No affected property owners or members of the public spoke.

On MOTION by Mr. Jerman and seconded by Mr. Edwards, with all in favor, the Public Hearing was closed.

On MOTION by Mr. Edwards and seconded by Mr. Perlman, with all in favor, Resolution 2024-13, Adopting a Budget for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; and Providing an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS**Public Hearing on the Imposition of Maintenance and Operation Assessments**

- A. **Proof/Affidavit of Publication**
- B. **Mailed Notice(s) to Property Owners**

These items were included for informational purposes.

- C. **Consideration of Resolution 2024-14, Imposing Annually Recurring Operations and Maintenance Non-Ad Valorem Special Assessments; Providing for Collection and Enforcement of All District Special Assessments; Certifying an Assessment Roll; Providing for Amendment of the Assessment Roll; Providing for Challenges and Procedural Irregularities; Providing for Severability; Providing for an Effective Date**
Mr. Rom presented Resolution 2024-14 and read the title.

On MOTION by Mr. Jerman and seconded by Mr. Edwards, with all in favor, the Public Hearing was opened.

No affected property owners or members of the public spoke.

On MOTION by Mr. Perlman and seconded by Mr. Edwards, with all in favor, the Public Hearing was closed.

On MOTION by Mr. Edwards and seconded by Mr. White, with all in favor, the 2024-14, Imposing Annually Recurring Operations and Maintenance Non-Ad Valorem Special Assessments; Providing for Collection and Enforcement of All District Special Assessments; Certifying an Assessment Roll; Providing for Amendment of the Assessment Roll; Providing for Challenges and Procedural Irregularities; Providing for Severability; Providing for an Effective Date, was adopted.

NINTH ORDER OF BUSINESS

**Consideration of Landscape Maintenance
Services Proposals**

- A. **Contours Landscape Solution, Inc. (Del Webb Minneola Phase 1)**

Mr. Rom stated this vendor was referred by Pulte, the current Developer.

Discussion ensued regarding the scope of work and pricing.

On MOTION by Mr. Jerman and seconded by Mr. Perlman, with all in favor, the Contours Landscape Solution, Inc. proposal for the Del Webb Minneola Phase 1 project, authorizing District Counsel to draft an agreement, was approved.

B. Yellowstone Landscape (Del Webb Minneola Phase 1)

This item was not considered.

TENTH ORDER OF BUSINESS

Ratification of Yellowstone Landscape-Southeast, LLC Addendum #2 to the Landscape and Irrigation Services Agreement (Imperial Road)

Mr. Rom presented the Yellowstone Landscape-Southeast, LLC Addendum #2 to the Landscape and Irrigation Services Agreement for Imperial Road, for ratification.

On MOTION by Mr. Edwards and seconded by Mr. White, with all in favor, the Yellowstone Landscape-Southeast, LLC Addendum #2 to the Landscape and Irrigation Services Agreement for Imperial Road, was ratified.

ELEVENTH ORDER OF BUSINESS

Presentation of Audited Financial Report for Fiscal Year Ended September 30, 2023, Prepared by McDirmit Davis

Mr. Rom presented the Audited Financial Report for Fiscal Year Ended September 30, 2023 and noted the pertinent information. There were no findings, recommendations, deficiencies on internal control or instances of non-compliance; it was a clean audit.

A. Consideration of Resolution 2024-15, Hereby Accepting the Audited Annual Financial Report for the Fiscal Year Ended September 30, 2023

On MOTION by Mr. Jerman and seconded by Mr. Perlman, with all in favor, Resolution 2024-15, Hereby Accepting the Audited Annual Financial Report for the Fiscal Year Ended September 30, 2023, was adopted.

TWELFTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of August 31, 2024

On MOTION by Mr. Edwards and seconded by Mr. White, with all in favor, the Unaudited Financial Statements as of August 31, 2024, were accepted.

THIRTEENTH ORDER OF BUSINESS

**Approval of May 29, 2024 Public Hearing
and Regular Meeting Minutes**

On MOTION by Mr. Perlman and seconded by Mr. Edwards, with all in favor, the May 29, 2024 Public Hearing and Regular Meeting Minutes, as presented, were approved.

FOURTEENTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel: Straley Robin Vericker**
- B. District Engineer: Poulos & Bennett, LLC**
- C. Field Operations: Mark Hills**

There were no District Counsel, District Engineer or Field Operations Manager reports.

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

- **NEXT MEETING DATE: October 28, 2024 at 1:00 PM**
 - **QUORUM CHECK**

The next meeting will be held on October 28, 2024, unless canceled.

FIFTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

Mr. Jerman asked about the cameras on the streetlights, stated Staff will obtain quotes to rectify the issues at the playground and requested confirmation that District Counsel will draft and distribute the parking policies.

Discussion ensued regarding the cameras on the streetlights, the issues with the tot lot, the motorist who struck the mailboxes and ordering mailboxes and repair and installation time.

SIXTEENTH ORDER OF BUSINESS


Public Comments

Mr. Hanse stated residents love using the common areas and he hopes nothing changes; the events have been very positive. The noise complaint for the open space surprised him.

SEVENTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Edwards and seconded by Ms. Dziewior, with all in favor, the meeting adjourned at 1:52 p.m.



Secretary/Assistant Secretary



Chair/Vice Chair