

**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 December 9, 2024 at 2:00 p.m., at the City of Minneola City Hall, 800 N US Hwy 27, Minneola, Florida 34715.

Present:

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

Also present:

Daniel Rom	District Manager
Kristen Thomas	Wrathell, Hunt and Associates, LLC
Vivek Babbar (via telephone)	District Counsel
Mark Hills (via telephone)	Operations Manager
Chase Hanson	Resident
Carlos Eulacio	Resident
Jan Strother-Lindberg	Resident
Dr. Caitlin Combs	Resident

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Rom called the meeting to order at 2:07 p.m. All Supervisors were present.

The Oath of Office was administered to Supervisors White, Edwards and Dwiewior prior to the meeting; therefore, a quorum was established for today's meeting.

DUE TO AUDIO INTERFERENCE, MANY PUBLIC COMMENTS WERE INAUDIBLE.

SECOND ORDER OF BUSINESS

Public Comments

Resident Jan Strother-Lindberg discussed street parking safety concerns related to vehicles left in the street at the entrance to the community and near the school.

Resident Caitlin Combs discussed safety concerns about street parking.

It was noted that signs were posted.

Mr. Jerman noted that the CDD does not have jurisdiction over public roadways. He suggested residents call the City to voice their concerns.

Safety concerns about cars blocking sidewalks and the preference for no street parking were discussed.

Ms. Combs suggested replacing mulch with rubber recycled ground surface at the playground areas. She suggested installing a sunshade in the playground areas and over the water bowls provided for dogs, which are not shaded and unusable during summer.

THIRD ORDER OF BUSINESS

Administration of Oath of Office to Newly Elected Supervisors [Matt White - Seat 1, Daniel Edwards - Seat 2, Trina Dziewior - Seat 3] (the following to be provided in separate package)

Mr. Rom stated that the Oath of Office to Supervisors White, Edwards and Dwiewior prior to the meeting. All Supervisors are familiar with the following:

- A. Updates and Reminders: Ethics Training for Special District Supervisors and Form 1**
- B. Membership, Obligations 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**

Mr. Rom stated that members of the public can view the agenda package, approved meeting minutes and financials on the CDD website, www.hillsofminneolacdd.net.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2025-01, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date

Mr. Rom presented Resolution 2025-01. The results of the Landowners' Election will be inserted into Sections 1 and 2. The Landowners' Election results were as follows:

Seat 3	Matt White	475 Votes	4-Year Term
Seat 4	Dan Edwards	475 Votes	4-Year Term
Seat 5	Trina Dziwior	474 Votes	2-Year Term

On MOTION by Mr. Edwards and seconded by Mr. White, with all in favor, Resolution 2025-01, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2025-02, Electing and Removing Officers of the District and Providing for an Effective Date

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

Richard Jerman	Chair
Dan Edwards	Vice Chair
Max Perlman	Assistant Secretary
Trina Dziwior	Assistant Secretary
Matthew White	Assistant Secretary

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
Jeff Pinder	Assistant Treasurer

On MOTION by Mr. Perlman and seconded by Mr. Dziwior, with all in favor, Resolution 2025-02, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2025-03, Ratifying the Actions of the District

**Manager in Redesignating the Time for
Landowners' Meeting; Providing for
Publication, Providing for an Effective Date**

Mr. Rom presented Resolution 2025-03.

On MOTION by Mr. Jerman and seconded by Mr. Edwards, with all in favor, Resolution 2025-03, Ratifying the Actions of the District Manager in Redesignating the Time for Landowners' Meeting; Providing for Publication, Providing for an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS

**Discussion/Consideration: Common Areas
Policies**

Mr. Rom stated that Common Area Policies were discussed at the last meeting and public comments were received and taken into consideration. The Board asked Staff and District Counsel to revise the Common Area Policies to incorporate necessary revisions related to parking, towing and specific uses.

Mr. Babbar presented the Common Area Policies dated December 9, 2024. He stated that the CDD is responsible for a limited number of assets; the Common Areas Policies document is intended to address the policies and identify to whom issues should be reported.

The Board and Staff discussed additional revisions to the policies and whether to post policies. Mr. Babbar stated that policies will be posted on the CDD website.

The consensus was that parking and towing policies should be posted.

Towing policies, measures to be taken by Authorized Representatives, verbiage to be posted and communicating policies to property owners were discussed.

Mr. Jerman stated that he would like property owners to receive the Policy and noted that they might provide suggestions. Mr. Rom suggested the HOA include the policy in a future mailing. Mr. Babbar thinks that would be helpful and suggested including words to the effect of "The CDD has requested that we send this information for your benefit; please follow up with the CDD directly with any questions."

The following change was made:

Page 7, Item 4: Change "fist-time" to "first-time"

Page 4, Item 1: Delete extraneous "f"

On MOTION by Mr. Jerman and seconded by Mr. White, with all in favor, the “Common Areas Policies” dated December 9, 2024, in substantial form and subject to future amendment, were approved.

EIGHTH ORDER OF BUSINESS**Consideration of Minneola Hills Homeowners’ Association, Inc. Quit Claim Deed**

Mr. Rom presented the Minneola Hills Homeowners’ Association, Inc. Quit Claim Deed pertaining to tracts in the HOA being conveyed to the CDD.

Mr. Jerman stated this document will correct errors to the Plat.

It was noted that the CDD has been maintaining the tracts and the tracts are contemplated in the CDD budget.

On MOTION by Mr. Edwards and seconded by Mr. White, with all in favor, the Minneola Hills Homeowners’ Association, Inc. Quit Claim Deed, was approved.

NINTH ORDER OF BUSINESS**Acceptance of Unaudited Financial Statements as of October 31, 2024**

Mr. Rom presented the Unaudited Financial Statements as of October 31, 2024. He noted that the \$29,408 “Landscaping labor” expenditure, on Page 4, for the concourse north parcel was mistakenly booked to the south parcel. The error has already been corrected and will be reflected in the November financials.

On MOTION by Mr. Jerman and seconded by Ms. Dziewior, with all in favor, the Unaudited Financial Statements as of October 31, 2024, as amended, were accepted.

TENTH ORDER OF BUSINESS**Approval of Minutes**

Mr. Rom presented the following:

- A. September 23, 2024 Continued Public Hearings and Regular Meeting**
- B. November 5, 2024 Landowners’ Meeting**

On MOTION by Mr. Jerman and seconded by Mr. Perlman, with all in favor, the September 23, 2024 Continued Public Hearings and Regular Meeting Minutes and the November 5, 2024 Landowners' Meeting Minutes, as presented, were approved.

ELEVENTH 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**

Mr. Rom stated that he received four emails from residents asking for the meetings to be moved to the evening. He advised residents that it is very rare for Developers to hold evening CDD meetings and the meeting schedule was already adopted and advertised.

- **NEXT MEETING DATE: January 27, 2025 at 1:00 PM**
 - **QUORUM CHECK**

The next meeting will be held on January 27, 2025, unless canceled.

TWELFTH ORDER OF BUSINESS**Board Members' Comments/Requests**

Mr. Jerman stated he will look into the mulch and the request related to shade. He asked if signs were posted to indicate that parking at the parks is limited to residents. It was noted that signs are still needed for the small park. Mr. Jerman will advise Mr. Hills accordingly.

A Board Member stated that he will forward the retaining wall Exhibit to Mr. Rom for future discussions related to insurance.

Mr. Rom stated that the mailbox kiosks have finally been installed.

THIRTEENTH ORDER OF BUSINESS**Public Comments**

Resident Carissa Dickson asked if the aesthetic appearance of signs is considered.

A Board Member stated that can be taken into consideration in the park areas.

Mr. Jerman stated that City-approved signs are outside the CDD's purview. With regard to specific areas that residents ask the City to designate as "No Parking", the CDD will support residents in these matters. The City can designate such areas in cooperation with the City Council, but the CDD Board cannot.

Resident Chase Hanson asked if an audit can be done to address signs damaged and/or taken down by construction crews during construction. He stated that the majority of the "No Parking" signs on one side of Gold Dust Drive are missing and reported that a sign was moved in Ashton Woods, resulting in a ticket being issued.

Mr. Jerman stated that he was unaware of the issue; he thinks it is a good suggestion and he will have Engineering review the plans.

Ms. Caitlin Combs asked for an update on the Amenity Center timeline and noted that the CDD rate has increased this year.

Mr. Jerman stated the parking lot has been installed, and the building construction will begin this month.

Mr. Rom stated the increase is related to new phases coming online and new expenditures being included in the budget.

Mr. Jerman noted that, while the north and south areas of the CDD share administrative costs, actual Operation & Maintenance (O&M) costs are separated.

A Board Member stated the Amenity Building Permit is approved and the pool permit should be approved shortly. Slab reparation will begin soon.

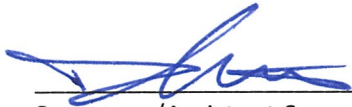
Ms. Lindberg asked if rates will continue to increase and who determines the rates. Mr. Jerman stated that rates depend on the budget and what is added. Additionally, it was stated that operations and maintenance never go away.

Ms. Lindberg asked for meetings to be moved to the evening, as many residents work. Meeting times were discussed. Mr. Jerman stated that requests and issues can also be communicated in writing. Mr. Rom noted the administrative nature of most CDD meetings

FOURTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Jerman and seconded by Mr. Edwards, with all in favor, the meeting adjourned at 2:45 p.m.



Secretary/Assistant Secretary
 

Chair/Vice Chair