

**BELMOND RESERVE
COMMUNITY DEVELOPMENT DISTRICT**

December 20, 2019 Minutes of Continued Special Organizational Meeting

Minutes of the Continued Special Organizational Meeting

The Continued Special Organizational Meeting of the Board of Supervisors for the Belmont Reserve Community Development District was held on **Friday, December 20, 2019 at 2:00 p.m.** at the office of Meritus located at 2005 Pan Am Circle, Suite 300, Tampa, FL 33607.

1. CALL TO ORDER

Brian Lamb called the Continued Special Organizational Meeting of the Board of Supervisors of the Belmont Reserve Community Development District to order on **Friday, December 20, 2019 at 2:10 p.m.**

Board Members Present and Constituting a Quorum:

| | |
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| Ryan Motko | Supervisor |
| Steve Luce | Supervisor |
| Nick Dister | Supervisor |
| Albert Viera | Supervisor |

Staff Members Present:

| | | |
|----------------|--|-------------------------|
| Brian Lamb | District Manager, Meritus | |
| John Vericker | District Counsel, Straley Robin Vericker | <i>via speakerphone</i> |
| Cindy Campbell | Bond Counsel, Akerman, LLP | <i>via speakerphone</i> |

There were no members of the general public in attendance.

2. PUBLIC COMMENT PERIOD

There were no public comments.

3. ADMINISTER OATHS OF OFFICE TO BOARD ASSIGNED IN PETITION

Mr. Lamb stated that the new Board members had recited their Oaths of Office.

4. SEAT NEW BOARD MEMBERS

A. Overview of Forms, Sunshine Amendment, Code of Ethics, Supervisor Responsibilities

Mr. Lamb went over that the Board members are all well-versed in Sunshine Laws, the Code of Ethics, and supervisor responsibilities. Mr. Lamb directed the supervisors to ask Counsel after the meeting if they have any questions or need to update their existing Form 1.

49 **5. APPOINTMENT OF OFFICERS – Resolution 2020-01**

- 50 **A. Chairman**
51 **B. Vice Chairman**
52 **C. Secretary**
53 **D. Treasurer**
54 **E. Assistant Secretaries**

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56 The Board discussed the officer positions. Supervisor Hills will be the Chair, and Supervisor
57 Dister will be the Vice Chair. Brian Lamb with Meritus will be the Secretary, and Supervisor
58 Davidson will be the Treasurer. The rest of the Board will be Assistant Secretaries, and Debby
59 Nussel with Meritus will be an additional Assistant Secretary.
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| 61 | MOTION TO: | Approve Resolution 2020-01 as stated. |
| 62 | MADE BY: | Supervisor Luce |
| 63 | SECONDED BY: | Supervisor Motko |
| 64 | DISCUSSION: | None further |
| 65 | RESULT: | Called to Vote: Motion PASSED |
| 66 | | 4/0 - Motion Passed Unanimously |

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69 **6. APPOINTMENT OF CONSULTANTS**

70 **A. Consider Appointment of District Manager/Assessment Consultant– Resolution**
71 **2020-02**

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73 Meritus will be the District Manager/Assessment Consultant.
74

75 **B. Designation of Registered Agent/Office – Resolution 2020-03**

76
77 Brian Lamb/Meritus will be the Registered Agent/Office.
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79 **C. Consider Appointment of District General Counsel – Resolution 2020-04**

80
81 Straley Robin Vericker will be District Counsel.
82

83 **D. Consider Appointment of Interim District Engineer – By Motion**
84 **i. Authorize RFQ for District Engineer**

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86 Stantec will be the Interim Engineer. The Board authorized an RFQ for District Engineer.
87

88 **E. Consider Appointment of Bond Counsel – Akerman, LLP**

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90 Ackerman, LLP will be Bond Counsel.
91
92

93 **F. Consider Appointment of Investment Banker – FMS Bonds**

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95 FMS Bonds will be the Investment Banker.

96
97 **G. Consider Appointment of Trustee – US Bank**

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99 US Bank will be the Trustee.

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101 MOTION TO: Approve the appointment of consultants as stated.
102 MADE BY: Supervisor Luce
103 SECONDED BY: Supervisor Motko
104 DISCUSSION: None further
105 RESULT: Called to Vote: Motion PASSED
106 4/0 - Motion Passed Unanimously

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109 **7. BUSINESS MATTERS**

- 110 **A. Consider Authorizing Notice of Establishment – Resolution 2020-05**
111 **B. Consider Policy of Compensation for Board Members – Resolution 2020-06**
112 **C. Consider Policy of Reimbursement of District Travel Expenses – Resolution**
113 **2020-07**
114 **D. Consider Designation of Primary Administrative Officer and Local Records**
115 **Office – Resolution 2020-08**
116 **E. Consider District Records Retention Schedule – Resolution 2020-09**
117 **F. Consider Fiscal Year 2020 Regular Meeting Schedule and Location – Resolution**
118 **2020-10**
119 **G. Consider Landowners' Meeting Date, Time, and Location – Resolution 2020-11**
120 **H. Consider Proposed FY 2020 Annual Budget & Set Public Hearing – Resolution**
121 **2020-12**
122 **I. Set Public Hearing for Uniform Method of Collections – Resolution 2020-13**
123 **J. Consider Rules of Procedure & Setting Public Hearing – Resolution 2020-14**
124 **K. Consider Policy Re: Support & Legal Defense for Board & Staff – Resolution**
125 **2020-15**
126 **L. Authorization to Obtain General Liability and Public Officers Insurance – By**
127 **Motion**
128 **M. Consider Designation of a Qualified Public Depository – Resolution 2020-16**
129 **N. Authorization of Signatories – Resolution 2020-17**
130 **O. Authorization to Disburse Funds for Expenses – Resolution 2020-18**
131 **P. Consideration Adoption of Investment Policy – Resolution 2020-19**
132 **Q. Consider Approval of Florida Statewide Mutual Aid Agreement – Resolution**
133 **2020-20**
134 **R. Consider Provisions for Public Comments – Resolution 2020-21**
135 **S. Consider Authorization of RFP for Auditing Services**
136

137 Mr. Lamb went over all of the Business Items with the Board. All of the Board members waived
138 the supervisor fees. The Landowners election, public hearings, and Audit Committee meeting
139 will be on February 6, 2020 at 2:00 p.m. at the current location. The Board authorized obtaining
140 general liability and public officers insurance. The Board appointed the Board as the Audit
141 Committee and authorized the RFP for auditing services.
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| 143 | MOTION TO: | Approve Business Matters A-S. |
| 144 | MADE BY: | Supervisor Luce |
| 145 | SECONDED BY: | Supervisor Motko |
| 146 | DISCUSSION: | None further |
| 147 | RESULT: | Called to Vote: Motion PASSED |
| 148 | | 4/0 - Motion Passed Unanimously |

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151 **8. PRELIMINARY REPORT PRESENTATION – ASSESSMENT BONDS**

152 **A. Consider Engineer’s Validation Report**
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154 Mr. Lamb reviewed the Engineer’s Validation Report with the Board. The Engineer will look to
155 prepare a more detailed report prepared prior to February 6, 2020, and that report will
156 complement the Master Assessment Methodology Report and begin the assessment process.
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| 158 | MOTION TO: | Approve the Engineer’s Validation Report in substantial form. |
| 159 | MADE BY: | Supervisor Dister |
| 160 | SECONDED BY: | Supervisor Luce |
| 161 | DISCUSSION: | None further |
| 162 | RESULT: | Called to Vote: Motion PASSED |
| 163 | | 4/0 - Motion Passed Unanimously |
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166 **B. Consider Bond Validation Report**
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168 Mr. Lamb went over the Bond Validation Report prepared by Meritus with the Board.
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| 170 | MOTION TO: | Approve the Bond Validation Report in substantial form. |
| 171 | MADE BY: | Supervisor Viera |
| 172 | SECONDED BY: | Supervisor Dister |
| 173 | DISCUSSION: | None further |
| 174 | RESULT: | Called to Vote: Motion PASSED |
| 175 | | 4/0 - Motion Passed Unanimously |
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C. Consider Master Assessment Methodology Report

Mr. Lamb said the assessment process will be started in February, and the Board will look to review the Master Assessment Methodology Report at the February 6, 2020 meeting.

D. Authorizing Issuance of Bonds/Filing of Validation Complaint – Resolution 2020-22

i. Master Trust Indenture

Ms. Campbell with Ackerman went over the resolution with the Board.

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| MOTION TO: | Approve Resolution 2020-22 as reviewed by staff. |
| MADE BY: | Supervisor Dister |
| SECONDED BY: | Supervisor Viera |
| DISCUSSION: | None further |
| RESULT: | Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously |

E. Consider Declaring Special Assessments – Resolution 2020-23

F. Consider Setting Public Hearing for Special Assessments – Resolution 2020-24

These two resolutions will be reviewed at the February meeting.

G. Consider Authorization of Chairman to Accept or Execute Certain Documents – Resolution 2020-25

Mr. Lamb reviewed the resolution with the Board.

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| MOTION TO: | Approve Resolution 2020-25. |
| MADE BY: | Supervisor Luce |
| SECONDED BY: | Supervisor Dister |
| DISCUSSION: | None further |
| RESULT: | Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously |

H. Other Matters Related to Financing

217 **9. ADMINISTRATIVE MATTERS**
218 **A. Request for Working Capital – By Motion**

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220 Mr. Vericker asked to have \$2,500 sent for legal and advertising.
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223 **10. STAFF REPORTS**
224 **A. District Counsel**
225 **B. District Engineer**
226 **C. District Manager**

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228 There were no further reports from staff at this time.
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231 **11. BOARD MEMBERS' COMMENTS**

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233 There were no Board member comments.
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236 **12. PUBLIC COMMENTS**

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238 There were no public comments.
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241 **13. ADJOURNMENT**

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| MOTION TO: | Adjourn. |
| MADE BY: | Supervisor Motko |
| SECONDED BY: | Supervisor Luce |
| DISCUSSION: | None further |
| RESULT: | Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously |

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251 **Please note the entire meeting is available on disc.*

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253 **These minutes were done in summary format.*

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255 **Each person who decides to appeal any decision made by the Board with respect to any matter*
256 *considered at the meeting is advised that person may need to ensure that a verbatim record of*
257 *the proceedings is made, including the testimony and evidence upon which such appeal is to be*
258 *based.*

259

260 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly**
261 **noticed meeting held on 3-12-20.**

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265 **Signature**

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Signature



Printed Name

Title:

- Secretary**
- Assistant Secretary**



Signature



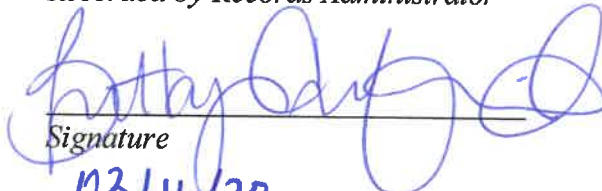
Printed Name

Title:

- Chairman**
- Vice Chairman**



Recorded by Records Administrator



Signature

03/16/20

Date

Belmond Reserve
Community Development District

SEAL

Established December 11, 2019
Hillsborough County, Florida

Official District Seal