

**BELMOND RESERVE  
COMMUNITY DEVELOPMENT DISTRICT**

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**February 6, 2020 Minutes of Public Hearings, Audit Committee Meeting, and Regular Meeting**

**Minutes of the Public Hearings, Audit Committee Meeting, and Regular Meeting**

The Public Hearings, Audit Committee Meeting, and Regular Meeting of the Board of Supervisors for the Belmond Reserve Community Development District was held on **Thursday, February 6, 2020 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**

Debby Nussel called the Public Hearings, Audit Committee Meeting, and Regular Meeting of the Board of Supervisors of the Belmond Reserve Community Development District to order on **Thursday, February 6, 2020 at 2:20 p.m.**

**Board Members Present and Constituting a Quorum:**

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

**Staff Members Present:**

Debby Nussel	District Manager, Meritus
Gene Roberts	District Manager, Meritus
John Vericker	District Counsel, Straley Robin Vericker
Lynn Butler	Paralegal, Straley Robin Vericker
Mike Williams	Bond Counsel, Akerman, LLP

There were no members of the general public in attendance.

**2. OATH OF OFFICE**

Mrs. Nussel gave each Board member the Oath of Office, and the Board members present all read and signed their Oaths of Office. Mrs. Nussel stated she will send Supervisor Hills his Oath of Office before the next meeting.

**3. PUBLIC COMMENT ON AGENDA ITEMS**

There were no public comments.

**4. RECESS TO PUBLIC HEARINGS**

Mrs. Nussel directed the Board to recess to the public hearings.

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**5. PUBLIC HEARING ON ADOPTING UNIFORM METHOD OF COLLECTION**

**A. Open the Public Hearing on Adopting Uniform Method of Collection**

The public hearing was opened.

**B. Staff Presentations**

Mr. Vericker reviewed the resolution with the Board.

**C. Public Comments**

There were no members of the general public present.

**D. Close the Public Hearing on Adopting Uniform Method of Collection**

MOTION TO:	Close the public hearing.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Dister
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 - Motion Passed Unanimously

**E. Consideration of Resolution 2020-26; Adopting Uniform Method of Collection**

The Board reviewed the resolution.

MOTION TO:	Approve Resolution 2020-26.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Dister
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 - Motion Passed Unanimously

85 **6. PUBLIC HEARING ON ADOPTING UNIFORM RULES OF PROCEDURE**

86 **A. Open the Public Hearing on Adopting Uniform Rules of Procedure**

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88 MOTION TO: Open the public hearing.  
89 MADE BY: Supervisor Motko  
90 SECONDED BY: Supervisor Viera  
91 DISCUSSION: None further  
92 RESULT: Called to Vote: Motion PASSED  
93 4/0 - Motion Passed Unanimously

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95 **B. Staff Presentations**

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97 Mr. Vericker went over the resolution with the Board.  
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99 **C. Public Comments**

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101 There were no members of the general public present.  
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103 **D. Close the Public Hearing on Adopting Uniform Rules of Procedure**

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105 MOTION TO: Close the public hearing.  
106 MADE BY: Supervisor Dister  
107 SECONDED BY: Supervisor Luce  
108 DISCUSSION: None further  
109 RESULT: Called to Vote: Motion PASSED  
110 4/0 - Motion Passed Unanimously

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112 **E. Consideration of Resolution 2020-27; Adopting Uniform Rules of Procedure**

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114 The Board reviewed the resolution.  
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116 MOTION TO: Approve Resolution 2020-27.  
117 MADE BY: Supervisor Luce  
118 SECONDED BY: Supervisor Motko  
119 DISCUSSION: None further  
120 RESULT: Called to Vote: Motion PASSED  
121 4/0 - Motion Passed Unanimously

124 **7. PUBLIC HEARING ON PROPOSED FISCAL YEAR 2020 BUDGET**  
125 **A. Open the Public Hearing on Proposed Fiscal Year 2020 Budget**  
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MOTION TO:	Open the public hearing.
MADE BY:	Supervisor Dister
SECONDED BY:	Supervisor Motko
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

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134 **B. Staff Presentations**  
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136 Mrs. Nussel went over the budget line items with the Board.  
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138 **C. Public Comments**  
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140 There were no members of the general public present.  
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142 **D. Close the Public Hearing on Proposed Fiscal Year 2020 Budget**  
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MOTION TO:	Close the public hearing.
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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151 **E. Consideration of Resolution 2020-28; Proposed Fiscal Year 2020 Budget**  
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153 Mrs. Nussel went over the resolution with the Board.  
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MOTION TO:	Approve Resolution 2020-28.
MADE BY:	Supervisor Viera
SECONDED BY:	Supervisor Luce
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

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**8. RECESS TO AUDIT COMMITTEE MEETING**

Mrs. Nussel directed the Board to recess to the Audit Committee Meeting.

**9. AUDIT COMMITTEE MEETING**

**A. Call to Order/Roll Call**

The Audit Committee members present were Nick Dister, Steve Luce, Ryan Motko, and Albert Viera.

Mrs. Nussel called the meeting to order.

**B. Evaluate and Rank the Audit Proposals**

**i. Grau & Associates**

Mrs. Nussel went over that they received one proposal back from the RFP. Grau & Associates submitted the proposal for auditing services.

**C. Finalize the Ranking and Consideration of the Audit Committee**

Mrs. Nussel went over the costs for each year for auditing services in the Grau & Associates proposal. The Board had budgeted \$2,500 in FY 2020 for auditing services. The cost for Grau & Associates for FY 2020 is \$2,800, which would be about \$300 over budget. The Board discussed the proposal.

MOTION TO:	Accept the Grau & Associates proposal.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Viera
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

**D. Close the Audit Committee Meeting**

The Audit Committee was closed.

**10. RETURN AND PROCEED TO REGULAR MEETING**

Mrs. Nussel directed the Board to return and proceed to the regular meeting.

208 **11. VENDOR AND STAFF REPORTS**

209 **A. District Counsel**

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211 The bond validation will occur on Thursday, March 5, 2020 at 2:00 p.m.

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213 **B. District Manager**

214 **C. District Engineer**

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216 There were no additional reports from staff at this time.

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219 **12. BUSINESS ITEMS**

220 **A. Consideration of Resolution 2020-29; Canvassing and Certifying the Results of**  
221 **the Landowners Election**

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223 Mrs. Nussel went over the Landowners Election results. Seat 1 is Jeff Hills with a four-year  
224 term; Seat 2 is Nick Dister with a four-year term; Seat 3 is Ryan Motko with a four-year term,  
225 Seat 4 is Steve Luce with a two-year term; and Seat 5 is Albert Viera with a two-year term.

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MOTION TO:	Approve Resolution 2020-29.
MADE BY:	Supervisor Luce
SECONDED BY:	Supervisor Dister
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

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**B. Consideration of Resolution 2020-30; Re-Designating Officers**

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Mrs. Nussel went over the resolution. The Board discussed the officer positions.

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MOTION TO:	Approve Resolution 2020-30 as stated and appoint Jeff Hills as Chair, Nick Dister as Vice Chair, the remaining Board members as Assistant Secretaries, with Brian Lamb from Meritus as Secretary and Eric Davidson from Meritus as Treasurer.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Dister
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

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**C. Consideration of Audit Committee Recommendations and Evaluation**

Mrs. Nussel went over the Audit Committee's recommendation, which was to go with the Grau & Associates proposal.

MOTION TO:	Accept the Audit Committee's recommendation and go with Grau & Associates.
MADE BY:	Supervisor Viera
SECONDED BY:	Supervisor Dister
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

**D. Consideration of Proposals for District Engineering Services**

Mrs. Nussel and the Board reviewed the proposal for District Engineer Services. Stantec was the only engineering services company that submitted a proposal.

MOTION TO:	Accept Stantec as the District Engineer.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Dister
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

**E. Consideration of Bond Validation Report of the District Engineer**

Mrs. Nussel and the Board reviewed the Bond Validation Report of the District Engineer.

MOTION TO:	Accept the Bond Validation Report of the District Engineer.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Dister
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

**F. Consideration of Master Assessment Methodology Report**

Mrs. Nussel and the Board reviewed the Master Assessment Methodology Report.

MOTION TO:	Approve the Master Assessment Methodology Report.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Dister
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

**G. Consideration of Resolution 2020-23; Declaring Special Assessments**

Mr. Vericker went over the resolution with the Board. He went over that there will be a special meeting on March 12, 2020.

MOTION TO:	Approve Resolution 2020-23.
MADE BY:	Supervisor Luce
SECONDED BY:	Supervisor Viera
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

**H. Consideration of Resolution 2020-24; Setting Public Hearing for Special Assessments**

Mrs. Nussel went over the resolution with the Board. The public hearing will be on March 12, 2020.

MOTION TO:	Approve Resolution 2020-24.
MADE BY:	Supervisor Viera
SECONDED BY:	Supervisor Dister
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

**I. Discussion on ADA Site Compliance Proposal**

Mrs. Nussel went over the proposal with the Board.



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MOTION TO:	Approve the ADA Site Compliance proposal.
MADE BY:	Supervisor Luce
SECONDED BY:	Supervisor Motko
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

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**J. General Matters of the District**

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**13. SUPERVISOR REQUESTS**

341 There were no supervisor requests at this time.  
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**14. PUBLIC COMMENTS**

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346 There were no public comments.  
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**15. ADJOURNMENT**

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

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359 \*Please note the entire meeting is available on disc.

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361 \*These minutes were done in summary format.

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

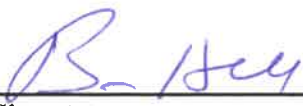
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368 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly  
369 noticed meeting held on 3-12-20

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373 Signature

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Brian Houser  
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376 Printed Name

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378 Title:

379  Secretary

380  Assistant Secretary

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Signature

Nick Dister  
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Printed Name

Title:

Chairman

Vice Chairman

Recorded by Records Administrator

  
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Signature

03/18/20  
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Date

Belmond Reserve  
Community Development District

**SEAL**

Established December 11, 2019  
Hillsborough County, Florida

Official District Seal