

MINUTES OF MEETING
SHINGLE CREEK
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Shingle Creek Community Development District was held on Tuesday, May 4, 2020 at 12:00 p.m. at via Zoom Teleconference.

Present and constituting a quorum were:

Rob Bonin	Chairman
Adam Morgan	Vice Chairman
Lane Register	Assistant Secretary

Also present were:

George Flint	District Manager
Jan Carpenter	District Counsel
Kristen Trucco	District Counsel
David Reid	District Engineer
Alan Scheerer	Field Manager

FIRST ORDER OF BUSINESS

Roll Call

Mr. Flint called the meeting to order and called the roll at 12:00 p.m. A quorum was present. Due to COVID-19, the Governor passed an Executive Order allowing government agencies to waive the quorum requirements, allowing the use of technology to hold remote meetings.

SECOND ORDER OF BUSINESS

Public Comment Period

Mr. Flint: We included instructions in the legal advertisement on how members of the public could participate. It doesn't appear any members of the public are present, and I have not received any requests from members of the public in advance of the meeting to speak. Are there any public comments? Hearing none,

THIRD ORDER OF BUSINESS

**Approval of Minutes of the December 2, 2019
and December 24, 2019 Meetings**

Mr. Flint: Did the Board have any comments or corrections?

Mr. Morgan: No. They look good, George.

On MOTION by Mr. Morgan seconded by Mr. Register with all in favor the Minutes of the December 2, 2019 and December 24, 2019 Meetings were approved, as presented.

FOURTH ORDER OF BUSINESS

Consideration of Addendum to Agreement with Down to Earth Landscape for Addition of Landscaping Areas

Mr. Scheerer: Yes. This is actually a ratification. The Chair already signed these as well as Down to Earth a couple of months ago, but we had not met, so this is just formalizing the transfer and maintenance of property to the District.

Mr. Flint: Are there any questions on the addendums? If not, we need a motion to ratify.

On MOTION by Mr. Register seconded by Mr. Morgan with all in favor the Addendum to the Agreement with Down to Earth Landscape for additional landscaped areas was ratified.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2020-02 Declaring the Series 2015 Project Complete

This item was deferred to the next meeting.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2020-03 Declaring the Series 2019 Project Complete

Mr. Flint: We are not ready for Board action today, so we are deferring these items. The District Engineer and District Counsel are working on those, so the projects could be certified and complete.

SEVENTH ORDER OF BUSINESS

Ratification of Data Usage and Sharing Agreement with the Osceola County Property Appraiser

Mr. Flint: This is a standard agreement that is required for all government entities. I executed it and I'm asking the Board to ratify that action.

On MOTION by Mr. Morgan seconded by Mr. Register with all in favor the Data Usage and Sharing Agreement with the Osceola County Property Appraiser was ratified.

EIGHTH ORDER OF BUSINESS**Review and Acceptance of Fiscal Year 2019 Audit Report**

Mr. Flint: The audit was provided under separate cover, which was prepared by Grau & Associates. The District as a governmental entity, is required to have an annual independent audit performed and transmitted to the State of Florida Auditor General by June 30th. If any issues were identified in the audit, you would see those in the Management Letter, which are on Pages 26 and 27. On Page 27, there were no findings or recommendations and the auditor found that we complied with all provisions of the Auditor General. So, it was a clean audit. If you have any questions, we can discuss those. If not, I would ask for a motion to accept the audit and authorize it to be transmitted to the State of Florida.

On MOTION by Mr. Morgan seconded by Mr. Register with all in favor accepting the Fiscal Year 2019 Audit Report and transmitting to the State of Florida was approved.

NINTH ORDER OF BUSINESS**Ratification of Agreement for Lighting Services with Kissimmee Utility Authority**

Mr. Flint: This has been signed by the Chairman on behalf of the District, and we are asking for the Board to ratify it. Is there anything that you would like to discuss?

Mr. Scheerer: I believe these are the four lights that are out by 192 and Storey Lake Boulevard. Like you said, the Chair already signed them. We just need to have it ratified.

Mr. Morgan: Is this for the new intersection?

Mr. Scheerer: Yes.

Mr. Flint: Are there any questions on the Lighting Agreement? If not, we need a motion to ratify it.

On MOTION by Mr. Morgan seconded by Mr. Register with all in favor the Agreement for Lighting Services with Kissimmee Utility Authority was ratified.

TENTH ORDER OF BUSINESS**Consideration of Resolution 2020-04 Approving the Proposed Fiscal Year 2021 Budget and Setting a Public Hearing**

Mr. Flint: We are recommending August 3, 2020 at 12:00 p.m. at this location for the public hearing. Exhibit A, attached to the resolution, is the Proposed Budget. I would like to

point out on Page 1, that since we are getting closer to the Board turning over to resident control, it appears that there needs to be an adjustment in the per unit assessment. We've included Supervisor pay and adjusted the engineering and attorney expenses to correspond closer to our actual experience. We reduced attorney's fees to \$40,000 and engineering expenses. Under operating and maintenance (O&M) expenditures, previously lights were not budgeted, and you can see that we included \$500. This is what we anticipate the annual streetlight expense will be going forward for the entire District. Water and sewer were not budgeted, and we included funds for that. Then we adjusted our landscape maintenance costs to reflect where actual contract amounts are. We have \$25,000 in the budget for a transfer out to capital reserve, as a result of these changes, both up and down. On Page 2, in the last table, you can see that for a single-family home, as a result of these changes, the per unit assessment will increase to \$354 a year, \$63 for a townhome and \$54 for a condo, over close to 12 months. We took these same increased amounts and incorporated them into the budget. We want to make sure that those assessments are close because it's all tied together. We use the higher amounts. So, I wanted to point that out. I don't know if there is any Board discussion. You are not approving that increase today, but we would have to send a mailed notice to all the homeowners within the District, advising them of the proposed increase and the date, place and time of the public hearing. Are there any questions on the budget? If not, we need a motion to adopt Resolution 2020-04.

On MOTION by Mr. Morgan seconded by Mr. Register with all in favor Resolution 2020-04 Approving the Proposed Budget for Fiscal Year 2021 and Setting a Public Hearing for August 3, 2020 at 12:00 p.m. at the Oasis Club at ChampionsGate, 1520 Oasis Club Blvd., ChampionsGate, Florida was adopted.

ELEVENTH ORDER OF BUSINESS

Consideration of Agreement with LLS Tax Solutions to Provide Arbitrage Rebate Calculation Services

Mr. Flint: The Agreement with LLS Tax Solutions for arbitrage rebate calculation services is for a fee of \$550. Are there any questions on the agreement? If not, we need a motion to approve it.

On MOTION by Mr. Morgan seconded by Mr. Register with all in favor the Agreement LLS Tax Solutions to Provide Arbitrage Rebate Calculation Services in the amount of \$550 was approved.

TWELFTH ORDER OF BUSINESS**Staff Reports****A. Attorney****i. Update on Auditing Requirements**

Ms. Carpenter: We will place this item on the next agenda. There were some changes in the auditing requirements in the Statute. We will just include them in writing next time so you can read through them. It's not an important item for a Zoom meeting. Thanks.

B. Engineer

There being none, the next item followed.

C. District Manager's Report**i. Approval of Check Register**

Mr. Flint: You have the Check Register from November 30th to January 27th in the amount of \$2,065,140.65. There were transfers from Shingle Creek in care of Regions Bank, moving Debt Service assessment revenue to the Trustee. Are there any questions? If not, we need a motion to approve it.

On MOTION by Mr. Morgan seconded by Mr. Register with all in favor the November 30, 2019 to January 27, 2020 Check Register was approved.

Mr. Flint: The next Check Register is from January 27th to April 27th in the amount of \$326,246.67. Are there any questions? If not, we need a motion to approve it.

On MOTION by Mr. Morgan seconded by Mr. Register with all in favor the January 27, 2020 to April 27, 2020 Check Register was approved.

ii. Balance Sheet and Income Statement

Mr. Flint: You also have the Unaudited Financial Statements through March 31, 2020. No action is required, but if you have any questions, we can discuss those.

iii. Designation of November 2, 2020 as Landowners' Meeting Date (1 seat)

Mr. Flint: We included instructions and a sample agenda as well as a form of the proxy. The first two seats will transition to General Election this year and one seat will remain a landowner's seat. We need a motion to set the Landowners' Meeting date for November 2nd.

On MOTION by Mr. Morgan seconded by Mr. Register with all in favor setting the Landowners' Meeting for November 2, 2020 at 12:00 p.m. at the Oasis Club at ChampionsGate, 1520 Oasis Club Blvd., ChampionsGate, Florida was approved.

iv. Presentation of Qualifying Period and Procedure

Mr. Flint: As I indicated, the first two of the five seats will transition to General Election this year. The election of those two seats is handled by the Supervisor of Elections. The CDD's only obligation is that we must publish 14 days in advance of the qualifying period. We will be running that notice and we included in the agenda, a document showing the deadlines and the process. The individual must be a full-time resident of the CDD that is registered to vote. No action is required.

v. Presentation of Number of Registered Voters – 895 (Added)

Mr. Flint: At this time, there are 895 registered voters in the District.

THIRTEENTH ORDER OF BUSINESS Other Business

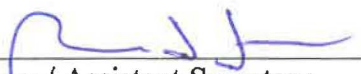
There being none, the next item followed.

FOURTEENTH ORDER OF BUSINESS Supervisor's Requests

There being none, the next item followed.

FIFTEENTH ORDER OF BUSINESS Adjournment

On MOTION by Mr. Morgan seconded by Mr. Register with all in favor the meeting was adjourned.


Secretary / Assistant Secretary


Chairman / Vice Chairman